

# ATTACHMENT B

## "In Camera Report"

City of Nanaimo

File Number: A4-1-2 / C5-6 / D4

DATE OF MEETING January 9, 2017

AUTHORED BY RICHARD HARDING, DIRECTOR  
PARKS AND RECREATION

SUBJECT APPROVAL IN PRINCIPLE: PARTIAL PURCHASE OF NDSS LANDS  
AND JOINT DEVELOPMENT OF AN ARTIFICIAL TURF FIELD

### OVERVIEW

#### **Purpose of Report**

To obtain Council approval in principle to acquire a portion of the Nanaimo & District Secondary School property and to obtain approval in principle to develop and manage an artificial turf field on Nanaimo & District Secondary School lands in partnership with School District 68.

#### **Reason for "In Camera"**

*Community Charter*, Section 90(1):

- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure might reasonably be expected to harm the interests of the municipality.
- (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.

#### **Recommendation**

That Council:

- provides approval in principle to acquire 5.94 ha (14.8 acres) of land from the Nanaimo & District Secondary School property for a price of \$4,345,000;
- provides approval in principle to a joint development of an artificial turf field for an additional \$1,100,000; and,
- direct Staff to identify funding sources and return to an upcoming Council meeting to report back.

#### **Resolution to Rise and Report**

To be released only upon successful negotiations with School District 68.

### BACKGROUND

On 2012-NOV-28, the City of Nanaimo Council and the Board of Education of School District 68 (Nanaimo-Ladysmith) (SD68) reached an accord and established a Collaboration Agreement committing to:

- open communication;
- a collaborative approach to decision making where there is mutual interest; and,
- short and long term planning that best meets community and education needs.

On 2016-JUN-01, Steve Rae, Board Chair, SD68, in correspondence to Mayor Bill McKay and the City of Nanaimo Council invited City of Nanaimo Staff representatives to join the NDSS Task Force Committee. The role of the Committee was to look at the long-term redevelopment of the Nanaimo & District Secondary School (NDSS) property including a new school, development opportunities and community facilities.

Mr. Blain, Superintendent of Schools/CEO and Mr. Harding, Director, Parks and Recreation, prepared and presented a joint "In Camera" presentation to Council on 2016-DEC-05, providing an update to the status of the NDSS Task Force Committee on the NDSS lands. The presentation included options for the City of Nanaimo to acquire a portion of the NDSS property featuring the Rotary Bowl and Serauxmen Stadium. An appraisal has been undertaken to assign a value of the lands (\$3,500,000). There was also discussion relating to the City and SD68 working together to build an all weather turf field (\$2,200,000) on the NDSS property for use by the school and the wider community.

At the 2016-DEC-05 Special "In Camera" Council meeting, Council unanimously approved the following motion (#21916):

"It was moved and seconded that Council direct Staff to enter into negotiations with School District 68, and to include the triangular piece of land located in the lower south portion of the Nanaimo District Secondary School Task Force Study Area map, and that Staff report back to Council once tentative options have been reached with an estimated feedback time of 12 weeks."

City of Nanaimo Staff met with School District Staff on 2016-DEC-15 to review options for the partial acquisition of the NDSS property. These options are presented below for Council's consideration and summarized in Attachment A.

## OPTIONS

1. That Council:
  - provides approval in principle to acquire 5.94 ha (14.8 acres) of land from the NDSS property for a price of \$4,345,000 (Attachment B);
  - provides approval in principle to a joint development of an artificial turf field for an additional \$1,100,000; and,
  - direct Staff to identify funding sources and return to an upcoming Council meeting to report back.
    - **Budget Implication:** The City will be responsible for half the costs associated with the construction of the new artificial turf field (\$1,100,000). The City would share the costs associated with the operation of the turf field with SD68. In addition, the City would be responsible for the annual maintenance and possible capital expenditure of the Rotary Bowl and Serauxmen Stadium.
    - **Legal Implication:** The City solicitor would prepare a formal Offer to Purchase. SD68 would need to go through a disposition process, which includes a public consultation component. The City solicitor would also be asked to prepare a joint construction and use agreement for the artificial field.
    - **Policy Implication:** The acquisition of the property is consistent with the City/SD68 Collaboration agreement, and fits with the City's Sports Fields Strategy.

- **Strategic Priorities Implication:** This option is consistent with the goals of Active Lifestyle and the Council priority centred around Recreation, Culture, Sports and Tourism as well as Community Wellness.
- **Political Implication:** Under this option, the lands would transfer to the City and SD68 would receive the revenue. The new artificial field could be constructed and operational by the fall of 2017. The creation of a new artificial field would be viewed favourably by the community.
- **Other Implications:** The City would need to enter into agreements with the local Track and Field Club and Nanaimo Minor Baseball Association for the maintenance and operation of the facilities. The City would have the ability to sell or develop the surplus 1.04 ha (2.6 acre) 'triangle' at a later date to recoup the extra costs of the acquisition.

2. That Council:

- provides approval in principle to acquire 4.9 ha (12.2 acres) of land from the NDSS property for a price of \$3,500,000 (Attachment C); and,
- direct Staff to identify funding sources and return to an upcoming Council meeting to report back.
  - **Budget Implication:** The City will be responsible for the annual maintenance and possible capital expenditure of the Rotary Bowl and Serausmen Stadium.
  - **Legal Implication:** The City solicitor would prepare a formal Offer to Purchase. SD68 would need to go through a disposition process, which includes a public consultation component.
  - **Policy Implication:** The acquisition of the property is consistent with the City/SD68 Collaboration Agreement and fits with the City's Sports Fields Strategy.
  - **Strategic Priorities Implication:** This option is consistent with the goals of Active Lifestyle and the Council priority centred around Recreation, Culture, Sports and Tourism as well as Community Wellness.
  - **Political Implication:** Under this option, the lands would transfer to the City and SD68 would receive the revenue; however, the public would not see any visible change to the property and the efforts of the City and SD68 might not be truly appreciated.
  - **Other Implications:** The City would need to enter into agreements with the local Track and Field Club and Nanaimo Minor Baseball Association for the maintenance and operation of the facilities.

3. That Council:

- provides approval in principle to acquire 4.9 ha (12.2 acres) of land from the NDSS property for a price of \$3,500,000 (Attachment D);
- provides approval in principle to a joint development of an artificial turf field for an additional \$1,100,000; and,
- direct Staff to identify funding sources and return to an upcoming Council meeting to report back.
  - **Budget Implication:** The City will be responsible for half the costs associated with the construction of the new artificial turf field (\$1,100,000). The City would share the costs associated with the operation of the turf field with SD68. In

addition, the City would be responsible for the annual maintenance and possible capital expenditure of the Rotary Bowl and Serauxmen Stadium.

- **Legal Implication:** The City solicitor would prepare a formal Offer to Purchase. SD68 would need to go through a disposition process, which includes a public consultation component. The City solicitor would also be asked to prepare a joint construction and use agreement for the artificial field.
- **Policy Implication:** The acquisition of the property is consistent with the City/SD68 Collaboration agreement, and fits with the City's Sports Fields Strategy.
- **Strategic Priorities Implication:** This option is consistent with the goals of Active Lifestyle and the Council priority centred around Recreation, Culture, Sports and Tourism as well as Community Wellness.
- **Political Implication:** Under this option, the lands would transfer to the City and SD68 would receive the revenue. The new artificial field could be constructed and operational by the fall of 2017. The creation of a new artificial field would be viewed favourably by the community.
- **Other Implications:** The City would need to enter into agreements with the local Track and Field Club and Nanaimo Minor Baseball Association for the maintenance and operation of the facilities.

4. That Council:

- provides approval in principle to acquire 5.94 ha (14.8 acres) of land from the NDSS property for a price of \$3,500,000 (Attachment E);
- commits to a revenue share of the 1.04 ha (2.6 acre) 'triangle' with SD68;
- provides approval in principle to a joint development of an artificial turf field for an additional \$1,100,000; and,
- direct Staff to identify funding sources and return to an upcoming Council meeting to report back.
  - **Budget Implication:** Under this option, the City would pay less initially for the 5.94 ha (14.8 acre) site but would agree to pay SD68 \$845,000 for the 'triangle' within a 10 year period, or share the revenue from the sale of the property, whichever is greater. The City will be responsible for half the costs associated with the construction of the new artificial turf field (\$1,100,000). The City would share the costs associated with the operation of the turf field with SD68. In addition, the City would be responsible for the annual maintenance and possible capital expenditure of the Rotary Bowl and Serauxmen Stadium.
  - **Legal Implication:** The City solicitor would prepare a formal Offer to Purchase which would include a commitment to the City to pay for the 'triangle' within a 10 year period. SD68 would need to go through a disposition process, which includes a public consultation component. The City solicitor would also be asked to prepare a joint construction and use agreement for the artificial field.
  - **Policy Implication:** The acquisition of the property is consistent with the City/SD68 Collaboration agreement, and fits with the City's Sports Fields Strategy.
  - **Strategic Priorities Implication:** This option is consistent with the goals of Active Lifestyle and the Council priority centred around Recreation, Culture, Sports and Tourism as well as Community Wellness.

- **Political Implication:** Under this option, the lands would transfer to the City and SD68 would receive the revenue. The new artificial field could be constructed and operational by the fall of 2017. The creation of a new artificial field would be viewed favourably by the community.
- **Other Implications:** The City would need to enter into agreements with the local Track and Field Club and Nanaimo Minor Baseball Association for the maintenance and operation of the facilities. The City would have the ability to sell or develop the surplus 1.04 ha (2.6 acre) 'triangle' at a later date to recoup the extra costs of the acquisition. The greater of \$845,000 or half of the revenue would be transferred to SD68.

#### **SUMMARY POINTS**

- The City of Nanaimo and SD68 have been working together on projects of mutual benefit. One such project is the long term redevelopment of the NDSS site.
- The City has shown an interest in acquiring a portion of the site, specifically the Rotary Bowl and Serauxmen Stadium to ensure these assets remain public facilities.
- Staff from the City and SD68 have prepared four options for consideration by Council and SD68.
- Staff are recommending that the City acquire 14.8 acre of land from the NDSS property at a price of \$4,345,000 and jointly develop and manage an artificial turf field on the NDSS property for a cost of \$1,100,000 to the City.
- If Council provides approval in principle to this concept, Staff will return with a further report outlining funding sources, prepare an Offer to Purchase Agreement and Joint Operating Agreement for the artificial turf field. The School District Board will also have to approve this option to advance the project.

#### **ATTACHMENTS:**

- Attachment A: Partial Acquisition Summary
- Attachment B: Option 1 – Aerial Photo
- Attachment C: Option 2 – Aerial Photo
- Attachment D: Option 3 – Aerial Photo
- Attachment E: Option 4 – Aerial Photo

#### **Submitted by:**



Richard Harding, Director  
Parks and Recreation

# ATTACHMENT A

	Rotary Bowl & Serausmen (12.2 acres)	"Triangle" (2.6 acres)	Artificial Turf Field (\$2,200,000 total cost)	Total Acquisition Costs	Total Project Costs to City
<b>Option 1</b>	Yes \$3,500,000	Yes \$845,000	Yes \$1,100,000	<b>\$4,345,000</b>	<b>\$5,445,000</b>
<b>Option 2</b>	Yes \$3,500,000	No	No	<b>\$3,500,000</b>	<b>\$3,500,000</b>
<b>Option 3</b>	Yes \$3,500,000	No	Yes \$1,100,000	<b>\$3,500,000</b>	<b>\$4,600,000</b>
<b>Option 4</b>	Yes \$3,500,000	Yes \$845,000 or 50% of Future Value of Triangle	Yes \$1,100,000	<b>\$3,500,000</b> initially \$845,000 or 50% of Future Value of Triangle	<b>\$4,600,000</b> initially \$845,000 or 50% of Future Value of Triangle

ATTACHMENT B - OPTION 1

UNIVERSITY CRES

THIRD ST

4.9 ha  
12.2 acre

1.9 ha  
4.7 acre

All Weather  
Field

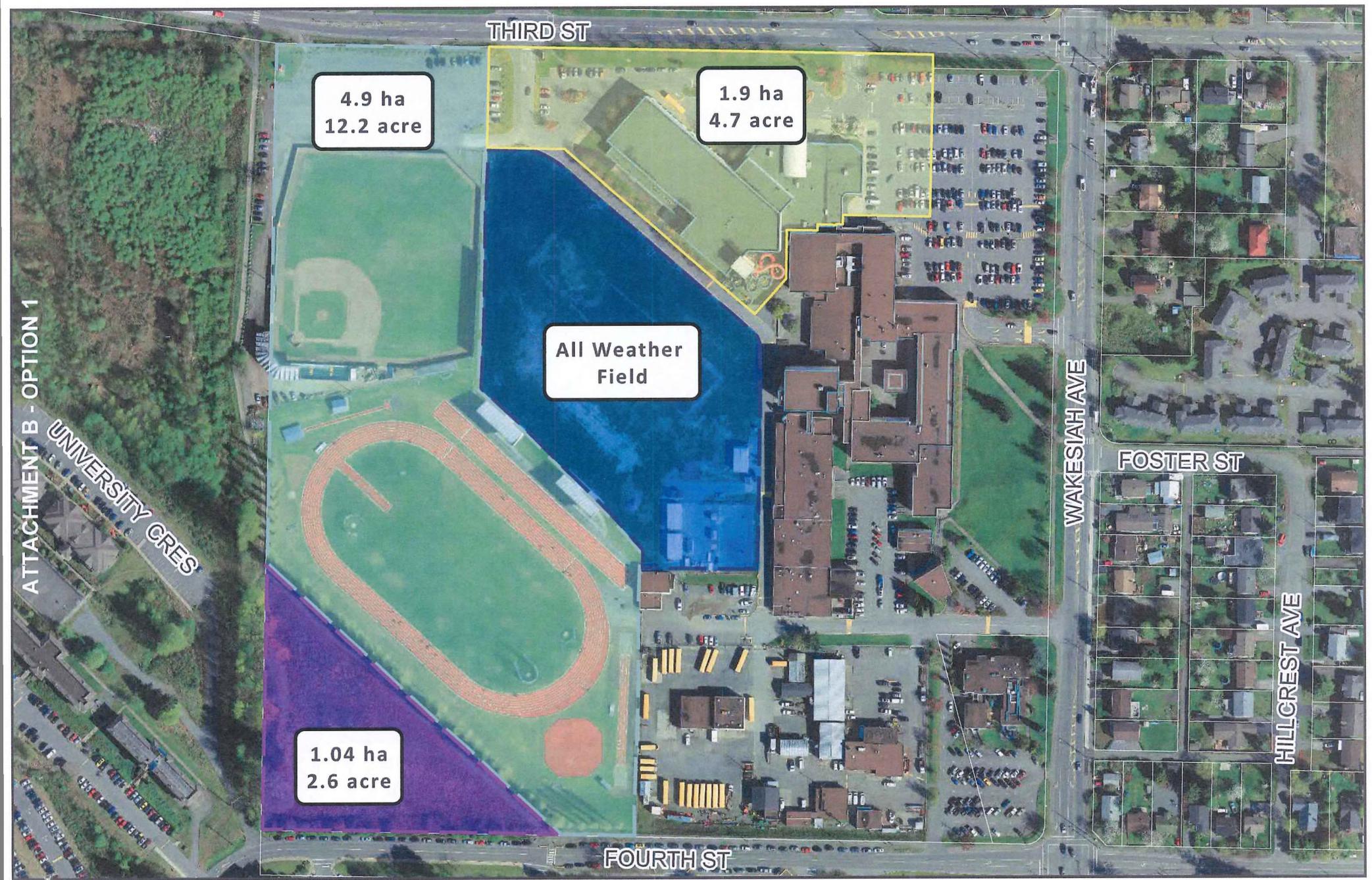
1.04 ha  
2.6 acre

FOURTH ST

WAKESIAH AVE

FOSTER ST

HILLCREST AVE



ATTACHMENT C - OPTION 2

UNIVERSITY CRES

THIRD ST

4.9 ha  
12.2 acre

1.9 ha  
4.7 acre

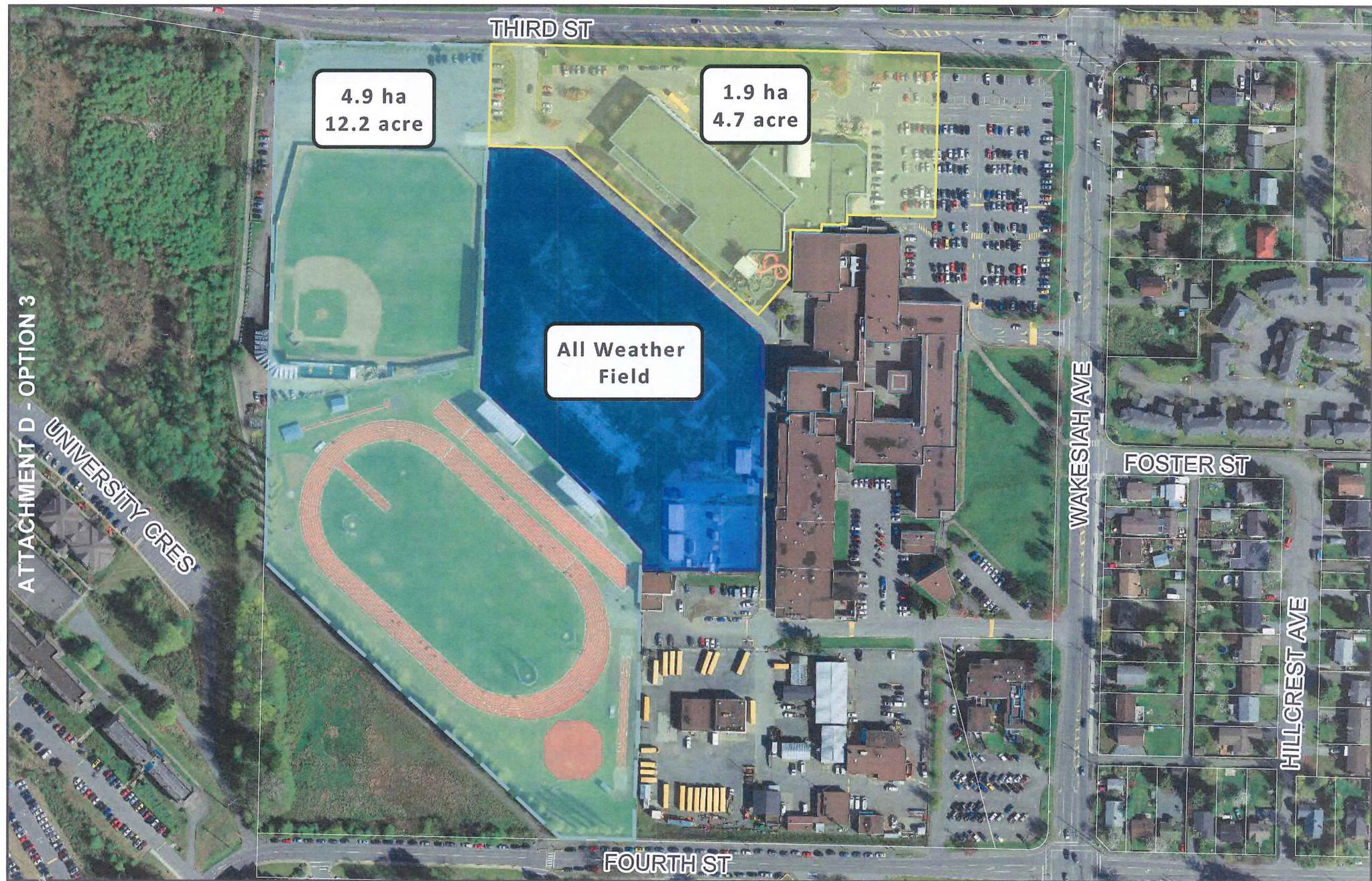
FOURTH ST

WAKESIAH AVE

FOSTER ST

HILLCREST AVE





4.9 ha  
12.2 acre

1.9 ha  
4.7 acre

All Weather  
Field

THIRD ST

FOURTH ST

UNIVERSITY CRES

WAKESIAH AVE

FOSTER ST

HILLCREST AVE

ATTACHMENT E - OPTION 4

UNIVERSITY CRES

THIRD ST

4.9 ha  
12.2 acre

1.9 ha  
4.7 acre

All Weather Field

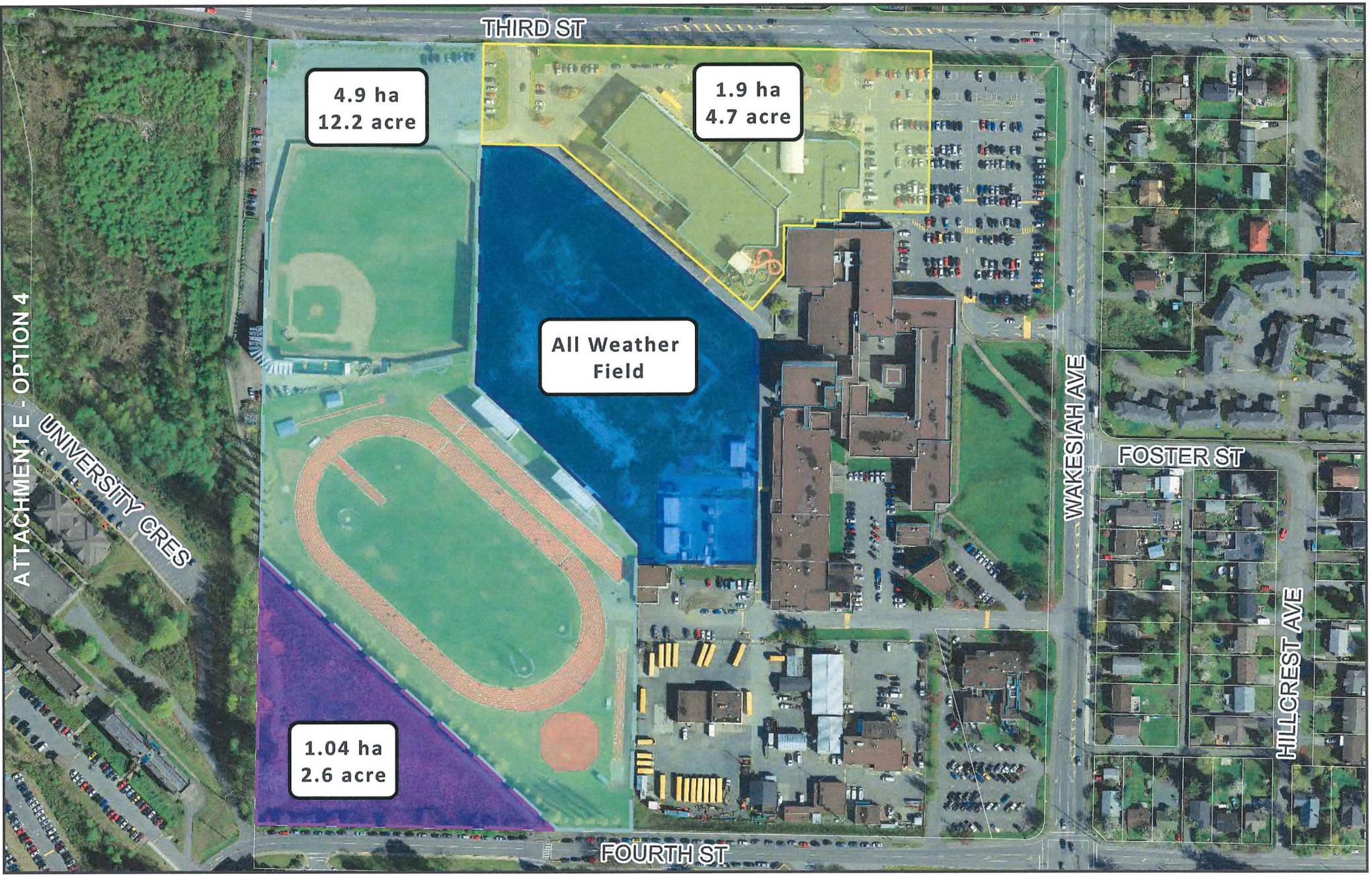
1.04 ha  
2.6 acre

FOURTH ST

WAKESIAH AVE

FOSTER ST

HILLCREST AVE



DATE OF MEETING January 16, 2017

AUTHORED BY BRUCE ANDERSON, MANAGER, COMMUNITY AND CULTURAL PLANNING

SUBJECT POET LAUREATE AND YOUTH POET LAUREATE SELECTION

## **OVERVIEW**

### **Purpose of Report**

To obtain Council approval for appointments to the positions of Poet Laureate and inaugural Youth Poet Laureate.

### **Reason for "In Camera"**

*Community Charter* Section 90(1):

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

### **Recommendation**

That Council approve the appointments of Ms. Tina Bielo to the position of Poet Laureate for a three-year term and Ms. Kailey Defehr to the position of inaugural Youth Poet Laureate for a one-year term.

### **Resolution to Rise and Report**

To be released at the 2017-JAN-16 Open Council meeting if approved by Council.

## **BACKGROUND**

In 2013, Council approved a Poet Laureate program for the City of Nanaimo. In 2014, Ms. Naomi Beth Wakan was selected as the inaugural Poet Laureate for a three-year term that completed in December 2016. January 2017 will mark the beginning of the next Poet Laureate's term, and will also provide a great opportunity to introduce an inaugural Youth Poet Laureate to the program, as approved by Council at their 2016-JUN-13 meeting.

Council has approved the following budgets for the programs:

1. An honorarium of \$1,300 and \$200 project funding for annual expenses for the Poet Laureate; and,
2. An honorarium of \$400 and \$100 project funding for the one-year term for the inaugural Youth Poet Laureate.

### ***Poet Laureate***

The purpose of the Poet Laureate for Nanaimo is to serve as a "people's poet" and to raise awareness of poetry and the literary arts and the positive impact literature and poetry can have on community life. The Poet Laureate is selected for a three-year term based on a set of criteria

using an established process. It is an honorary position with an annual budget that includes a \$1,300 honorarium and \$200 project funding to cover expenses.

Selection Criteria:

- Demonstrated ability to engage and inspire the community
- Clear and innovative ideas regarding the vision for the position of Poet Laureate
- Ease and skill at presenting and performing work in public

Expected Duties of the Poet Laureate:

- Participate in the cultural life of the city and serve as a literary ambassador for Nanaimo
- Participate in at least five important civic cultural events (for example, Canada Day, Culture & Heritage Awards Ceremony, Mayor's Poetry City Challenge, Immigrant Welcome Reception, etc.) by presenting works of their own or others that are relevant to life in Nanaimo
- Plan activities or events to celebrate National Poetry Month (April)
- Produce at least one original work each year of the term that is relevant to life in Nanaimo
- Collaborate with City Staff, the Community Vitality Committee and other community partners to find creative avenues to disseminate the work
- Work with Nanaimo's Youth Poet Laureate

A call for applications to the role of Poet Laureate was issued on 2016-JULY-05. By the deadline of 2016-OCT-28, two applications were received for the position.

A Selection Committee was formed to review the candidates, consisting of one representative from the Vancouver Island University Creating Writing Faculty in Poetry, one representative from the Vancouver Island Regional Library, and one representative from the BC Writers' Association.

After an initial review of the applications, the Selection Committee invited the two candidates for interviews. After meeting with both candidates, the Selection Committee recommended Ms. Tina Bielo for appointment to the position of Poet Laureate.

***Youth Poet Laureate***

The purpose of the Youth Poet Laureate is to give the community access to strong youth voices. Reaching "a variety of youth" populations and encouraging peer to peer education and inspiration, the Youth Poet Laureate will pave the way for future youth to engage on a civic level through her artistic voice. She will be mentored by the Poet Laureate, and will present original work to City Council, the Youth Advisory Council, and the community through a variety of civic events. As well, she will organize community-based youth poetry projects.

The Youth Poet Laureate is selected for a one-year term based on a set of criteria using an established process. It is an honorary position with an annual budget that includes a \$400 honorarium and \$100 project funding to cover expenses.

Selection Criteria:

- Demonstrated ability to engage and inspire the community
- Clear and innovative ideas regarding the vision for the position of Youth Poet Laureate
- Ease and skill at presenting and performing work to the public

Expected Duties of the Youth Poet Laureate:

- Participate in the cultural life of the city and serve as a literary youth ambassador for Nanaimo
- Undertake a community engagement project to engage youth (example: youth-at-risk)
- Perform a poetry reading during at least one City Council meeting and three Nanaimo Youth Advisory Council meetings, and may choose to perform at other public events, including an appearance at Canada 150 celebrations
- Create three new original works of poetry with a focus on Nanaimo for the 150th anniversary of Canada
- Serve as a judge on the panel for the Nanaimo High School Poetry Writing Contest
- Perform a reading during at least one poetry event at the Vancouver Island Regional Library

A call for applications to the role of Youth Poet Laureate was issued on 2016-JULY-05. By the deadline of 2016-OCT-28, one application was received for the position.

After an initial review of the application and interview with the candidate, the Nanaimo Youth Advisory Council recommended Ms. Kailey Defehr for appointment to the position of Nanaimo's inaugural Youth Poet Laureate.

OPTIONS

1. That Council approve the appointments of Ms. Tina Bielo to the position of Poet Laureate for a three-year term and Ms. Kailey Defehr to the position of inaugural Youth Poet Laureate for a one-year term.
  - **Budget Implication:** The Poet Laureate will be provided a \$1,300 honorarium and \$200 of project funding each year. The Youth Poet Laureate will be provided a \$400 honorarium and \$100 of project funding for the one year term.
  - **Strategic Priorities Implication:** Continuing the Poet Laureate Program and establishing a Youth Poet Laureate program will ensure that Nanaimo has a strong and vibrant culture which promotes Nanaimo's arts, creativity, heritage, cultural traditions, and community wellness leading to greater popularity as a place to visit, live, work and play furthering the goals of the Cultural Vitality pillar of the Strategic Plan.
  - **Engagement Implication:** The Poet Laureate will continue the tradition of community engagement set by the inaugural Poet Laureate. The Youth Poet Laureate will have the ability to engage hundreds of youth and encourage participation on a civic level through her artistic voice.
2. That Council provide Staff with alternative direction.

**SUMMARY POINTS**

- Council is being recommended to approve the following appointments:
  - 1) Ms. Tina Bielo as Nanaimo's Poet Laureate for a three-year term; and,
  - 2) Ms. Kailey Defehr as Nanaimo's inaugural Youth Poet Laureate for a one-year term.
- The Poet Laureate will be provided a \$1,300 honorarium and \$200 of project funding each year. The Youth Poet Laureate will be provided a \$400 honorarium and \$100 of project funding for the one year term.

**ATTACHMENTS**

Attachment A: 2016 Call for Poet Laureate - Terms and Nomination Form

Attachment B: 2016 Call for Youth Poet Laureate - Terms and Nomination Form

**Submitted by:**



Bruce Anderson  
Manager, Community and Cultural Planning

**Concurrence by:**



Dale Lindsay  
Director, Community Development

DATE OF MEETING January 23, 2017

AUTHORED BY TRACY SAMRA, CHIEF ADMINISTRATIVE OFFICER

SUBJECT **2017 COUNCIL APPOINTMENTS TO PROTOCOL AGREEMENT WORKING GROUP, NANAIMO PORT AUTHORITY/CITY LIAISON COMMITTEE AND TRIPARTITE LIAISON COMMITTEE**

## OVERVIEW

### **Purpose of Report**

To present for Council's consideration 2017 appointments to the Protocol Agreement Working Group, Nanaimo Port Authority/City Liaison Committee and Tripartite Liaison Committee.

### **Reason for "In Camera"**

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

### **Recommendation**

That Council appoint the following members to each group:

Protocol Agreement Working Group:

- Mayor McKay
- Councillor Fuller
- Councillor Pratt

Nanaimo Port Authority/City Liaison Committee:

- Mayor McKay
- Councillor Bestwick

Tripartite Liaison Committee:

- Councillor Bestwick
- Councillor Kipp
- Councillor Yoachim

### **Resolution to Rise and Report**

That Council announce the committee member appointments at a future open Council meeting.

## BACKGROUND

Pursuant to agreements the Mayor is entitled to sit on the Protocol Agreement Working Group and the Nanaimo Port Authority/City of Nanaimo Liaison Committee. Last year the Mayor was removed.

**OPTIONS**

1. That Council appoint the following members to each group:

Protocol Agreement Working Group:

- Mayor McKay
- Councillor Fuller
- Councillor Pratt

Nanaimo Port Authority/City Liaison Committee:

- Mayor McKay
- Councillor Bestwick

Tripartite Liaison Committee:

- Councillor Bestwick
- Councillor Kipp
- Councillor Yoachim

2. That Council provide alternate direction.

**Submitted by:**



Tracy Samra,  
Chief Administrative Officer

# "In Camera Report"

City of Nanaimo

File Number: LD003276

DATE OF MEETING February 6, 2017  
AUTHORED BY BILL CORSAN, MANAGER, REAL ESTATE  
SUBJECT PARTIAL PROPERTY ACQUISITION – 5299 RUTHERFORD ROAD

## OVERVIEW

### **Purpose of Report**

To obtain Council approval for the acquisition of a portion of 5299 Rutherford Road to facilitate the roundabout and associated road works at the intersection of Rutherford Road and Nelson Road.

### **Reason for "In Camera"**

*Community Charter* Section 90(1)

(e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality.

### **Recommendation**

That Council authorize the acquisition of a portion of 5299 Rutherford Road from the registered owners to facilitate the roundabout and associated road works at the intersection of Rutherford Road and Nelson Road for the sum of

### **Resolution to Rise and Report**

To be released upon conclusion of the negotiation process with exception of the underlined text.

## BACKGROUND

Linley Valley West is a new neighbourhood currently under development within the western portion of Linley Valley. Public consultation determined the preferred option for Linley Valley West access to be a roundabout at Rutherford Road and Nelson Road, including a connector road linking to Linley Valley Drive.

At the 2016-AUG-08 Council meeting, Staff was directed to complete the final design of a phased, multi-lane roundabout at Rutherford Road and Nelson Road (with a connector road linking Rutherford Road and Linley Valley Drive and supporting improvements) and to include capital costs in the 2017-2021 Draft Financial Plan for construction in 2017.

Detailed design work for the roundabout has determined that the sidewalk attached to the commercial building (Quilted Duck) will require an additional 40m<sup>2</sup> of land from 5299 Rutherford Road; this is based on expected construction limits. The property acquisition is illustrated in Attachments A and B.

An appraisal has been prepared which estimates a market value of for the partial property acquisition. Staff has met with the owners and they have agreed to enter into a Purchase and Sale Agreement based on this amount.

"In Camera" Council Meeting  
2017-FEB-06

## OPTIONS

1. That Council authorize the acquisition of a portion of 5299 Rutherford Road from the registered owners to facilitate the roundabout and associated road works at the intersection of Rutherford Road and Nelson Road for the sum of
  - **Budget Implication:** The project and property acquisition has been budgeted within the 2017-2021 Financial Plan.
  - **Legal Implication:** The City's solicitor will prepare the Purchase and Sale Agreement.
  - **Strategic Plan: Taking Responsibility:** continuing to facilitate change and overall development consistent with vision and plans.
  - **Project Implications:** This is the final land acquisition associated with this project which is schedule for tender in March 2017.
2. That Council not approve the property acquisition.
  - **Budget Implication:** The project cost would be reduced by Redesign of the project will increase the consultant's time and effort and increase the budget.
  - **Political Implications:** The project would likely be delayed.
  - **Project Implications:** The project will have to be redesigned.

## SUMMARY POINTS

- At the 2016-AUG-08 Council meeting, Staff was given direction to proceed with the design of a phased, multi-lane roundabout at Rutherford Road and Nelson Road. The project will be tendered in March 2017.
- Detailed design has identified the need to acquire 40m<sup>2</sup> of land from 5299 Rutherford Road to facilitate the sidewalk adjacent to the Quilted Duck.
- Capital costs for the project are included in the 2017-2021 Financial Plan for construction in 2017.
- This the final land acquisition associated with the project.
- Negotiations with the owners have resulted in a purchase price to Council of

## ATTACHMENTS

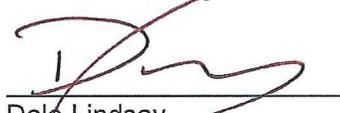
- Attachment A: Location Plan  
Attachment B: Location Plan Aerial Photo

Submitted by:



Bill Corsan  
Manager, Real Estate

Concurrence by:



Dale Lindsay,  
Director, Community Development



*Partial  
Acquisition  
Area = 40 Sq. m*



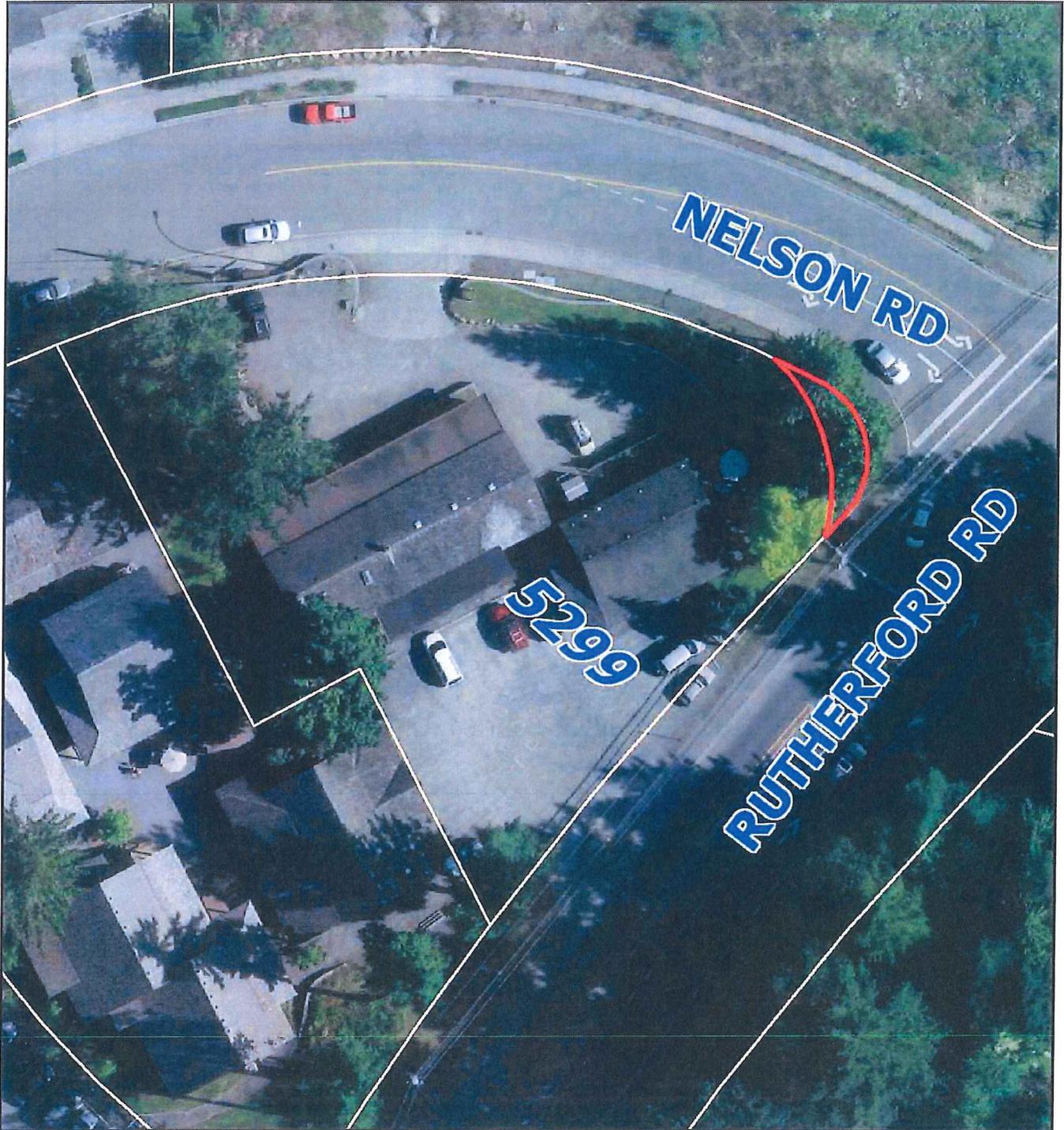
PROPERTY ACQUISITION

Location Plan

Civic: 5299 Rutherford Road

 Subject Property

Attachment B



PROPERTY ACQUISITION

Civic: 5299 Rutherford Road



## **NANAIMO CITY COUNCIL UPDATE – FEBRUARY 6, 2017**

**Presented by: Michelle Corfield, Municipal Appointee, NPA Board of Directors**

The Nanaimo Port Authority is one of 18 Federally designated Ports across Canada, established under the Canada Marine Act to promote and support the national, regional, and local economy and to ensure a safe and secure harbour for cargo operations.

It is the Port's **Vision** to be the transportation and marine recreational gateway on Vancouver Island, serving the Pacific Rim...and beyond.

It is the Port's **Mission** to provide leadership and maintain marine infrastructure that:

- Satisfies the needs of users
- Offers, in a commercially viable manner, the best terminal handling operations and services
- Encourages responsible and sustainable property development
- Provides for a high level of safety and environmental protection
- Supports the achievement of local, regional and national socioeconomic objectives

The Port **Values** include:

- Honesty in our interaction with people
- Integrity and accountability in our daily activity and governance
- Courtesy in our dealings with customers and staff
- Respect for people in our everyday work ethic
- Fairness in our treatment of all stakeholders and staff

Over the past few years, the efforts of the Management Team and the Board of Directors to diversify the Port's cargo base and develop containerization on the Island have proven successful.

The NPA's current sources of revenue cover six main areas of operation:

- Freight cargo (42%)
- Property (20%)
- General Harbour (19%)
- Commercial Inlet Basin Marina (10%)
- Seaplane Terminal (5%)
- Cruise (4%)

Overall, 2016 was an active year for community engagement with 20 Community Liaison Committee meetings with the City of Nanaimo and the Snuneymuxw First Nation as well as numerous other engagements with other partners and stakeholders in the community.

Results from our recent CEO 360 Evaluation and Stakeholder 360 Evaluation surveys were overall very positive reinforcing that the Port is well respected amongst the Port User groups and the Community at Large. The Port will be issuing a media release shortly with the results.

Highlights of 2016 include:

- Completed container barge berth project at Duke Point – Phase 1 terminal expansion and the purchase of the mobile harbour crane
- Diversified cargo revenues with particular focus on increasing log shipments
- Increased container volumes for the 5<sup>th</sup> consecutive year
- Helijet service to Nanaimo expanded to 7 days a week
- Multiple demonstrations of the Marine Domain Awareness System (MDAS) to senior levels of government and other Canadian Ports
- Began negotiations with WCMRC to build a response base on the Assembly Wharf
- Developed joint emergency response firefighting capabilities with the City and thank you to the City for supporting this important initiative
- Tri-party collaboration for a passenger only ferry service with the City and SFN
- Began negotiations with SFN on a business arrangement

The Board is in the process of finalizing the Strategic Plan and has identified the following priorities:

- Maintaining and growing the business
- Development of property and
- Community relations

Appropriate actions, and timelines have been established along with the identification of required investments in order to achieve our goals. The 2017 Capital and Operating budgets have been approved.

Focus for 2017:

- Improve revenue position
- Increase log and container shipments, and secure additional cargoes
- Further development and sale of the MDAS to potential clients
- Update the Port's land use plan
- Five year review Marina Lease rates
- Negotiate lease with passenger only ferry operator
- Negotiate lease with WCMRC for a response base on the assembly wharf
- Negotiate long term lease with DP World for the Duke Point Terminal
- Complete business arrangement with SFN
- Collaborate with City on Waterfront development plan
- Phase 1 downtown Marina redevelopment – explore funding opportunities

The following opportunities that will support the long term strategic vision of the Port are also being explored:

- A shared vision for Vancouver Island Port Infrastructure development and economic growth
- A marine transportation hub in downtown Nanaimo
- A goods distribution and logistics hub at the Duke Point Terminal
- An integrated MDAS network in partnership with First Nations

# "In Camera Report"

City of Nanaimo

File Number: A4-1-2 / C5-6 / D4

DATE OF MEETING February 6, 2017

AUTHORED BY RICHARD HARDING, DIRECTOR, PARKS AND RECREATION  
BILL CORSAN, MANAGER, REAL ESTATE

SUBJECT UPDATE: PARTIAL PURCHASE OF NDSS LANDS AND JOINT  
DEVELOPMENT OF AN ARTIFICIAL TURF FIELD

## OVERVIEW

### **Purpose of Report**

To present Council with an update on the acquisition of 5.94 ha (14.8 acres) of land from the Nanaimo District Secondary School property at 395 Wakesiah Avenue; to present funding sources for the artificial turf field project; and to obtain approval to issue a news release regarding the project.

### **Reason for "In Camera"**

*Community Charter*, Section 90(1):

- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure might reasonably be expected to harm the interests of the municipality.
- (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.

### **Recommendation**

That Council:

1. approve the acquisition of 5.94 ha (14.8 acres) of land from Nanaimo District Secondary School property for the sum of \$4,100,000 using funds from the Parks DCC, Property Sales and Property Acquisition Reserves;
2. approve \$1,200,000 from the Community Works Fund in the 2017 budget for the City's share of building an artificial turf field at Nanaimo District Secondary School after a Memorandum of Understanding of Joint Development and Use is completed; and,
3. direct Staff to issue a joint news release with School District 68 to announce the project.

### **Resolution to Rise and Report**

To be released only upon successful negotiations with School District 68.

## BACKGROUND

At the 2017-JAN-09 Special "In Camera" Council meeting, approval in principle was granted to acquire 5.94 ha (14.8 acres) of land from the Nanaimo District Secondary School (NDSS) property for a price of up to \$4,345,000. Council also provided approval in principle to a joint development of an artificial turf field for an additional \$1,100,000 and directed Staff to identify funding sources and return to an upcoming Council meeting to report back.

"In Camera" Council Meeting  
2017-FEB-06

"In Camera" Special Council Meeting  
2017-FEB-08

#### Land Acquisition Update

City Staff has worked with their counterparts at School District 68 (SD68) and have negotiated a final purchase price of \$4,100,000 for the 5.94 ha (14.8 acres) of land. The lands are being acquired for parks purposes, with the exception of the "triangle" parcel at the south/west corner of the property which could be a future development site. Attachment A illustrates the lands that will transfer to the City under the agreement.

Under the agreement, the City will be responsible for the costs of the subdivision which will include a subdivision plan, a development variance permit application, and the creation of easement agreements to share access and utilities across the new property. The land acquisition is subject to SD68 successfully completing the Ministry of Education's Property Disposal Process.

If Council provides approval to move forward with this land acquisition, the City solicitor will prepare an offer to purchase and SD68 will commence the Ministry of Education's Property Disposal Process. The lands are scheduled to transfer to the City on 2017-JUN-30.

#### Artificial Turf Field Update

At the 2017-JAN-09 Council meeting, Council provided approval in principle for \$1,100,000 to be allocated towards the new artificial turf field at NDSS in partnership with SD68. Following the 2017-JAN-09 Council meeting, Staff met with representatives from SD68 and the design consultant for the artificial turf field. The consultant has indicated that the site is large enough to accommodate a Canadian Football field and that it would cost an additional \$200,000 for a total project cost of \$2,400,000. The City share of the project would be \$1,200,000 with the larger field. Staff are recommending this option to Council.

The artificial turf field will be built on land owned by SD68 and an interest in the land will be granted to the City and the goal is to have the field constructed and open for use for the Fall 2017. The project would be funded under the Community Works Fund.

Staff is working on a Memorandum of Understanding (MOU) with SD68 to clearly establish each party's responsibilities on the artificial turf field project. The MOU will be brought back to Council for approval prior to commencement of the project.

Funding Sources Update

The following funding sources have been identified for the project:

Purchase of Land	Available	Funding Used	Remaining Balance
<b>Reserves:</b>			
Parks DCC Reserve	\$ 1,198,509	\$ 1,100,000	98,509
Property Sales Reserve	\$ 920,889	\$ 900,000	20,889
Property Acquisition Reserve	\$ 966,873	\$ 900,000	66,873
		\$ 2,900,000	
<b>Annual Project Budget Allocation:</b>			
Property Acquisition (2016)	600,000	\$ 600,000	-
Property Acquisition (2016)	600,000	\$ 600,000	-
		\$ 1,200,000	
		<b>Funding Allocation</b>	
		<b>\$ 4,100,000</b>	
		<b>Acquisition Cost - Land</b>	
		<b>\$ 4,100,000</b>	

Artificial Turf Field Project	Available	Funding Used	Remaining Balance
<b>Reserves:</b>			
Community Works Fund	6,143,218	\$ 1,200,000	4,943,218
		<b>Funding Allocation</b>	
		<b>\$ 1,200,000</b>	
		<b>Construction Cost - Field (City portion)</b>	
		<b>\$ 1,200,000</b>	

Staff will return with a report to amend the 2017-2021 Financial Plan with these new additions.

If approved by Council, SD68 would like to issue a joint news release to announce the transfer of the lands, and the artificial turf field project.

**OPTIONS**

1. That Council:
  1. approve the acquisition of 5.94 ha (14.8 acres) of land from Nanaimo District Secondary School property for the sum of \$4,100,000 using funds from the Parks DCC, Property Sales and Property Acquisition Reserves;
  2. approve \$1,200,000 from the Community Works Fund in the 2017 budget for the City's share of building an artificial turf field at Nanaimo District Secondary School after a Memorandum of Understanding of Joint Development and Use is completed; and,
  3. direct Staff to issue a joint news release with School District 68 to announce the project.
    - **Budget Implication:** The land acquisition will be funded through Parks DCCs, the annual Land Acquisition budget and the Property Sales Fund. The artificial turf field project will be supported by the Community Works Fund.
    - **Legal Implication:** The City solicitor will prepare an Offer to Purchase and review the MOU.

- **Policy Implication:** The acquisition of the property is consistent with the City/SD68 Collaboration Agreement, and fits in with the City's Sports Fields Strategy.
  - **Strategic Priorities Implication:** This option is consistent with the goals of Active Lifestyle and the Council priority of promoting Recreation, Culture, Sports and Tourism as well as Community Wellness.
  - **Political Implication:** The new artificial field could be constructed and operational by the fall of 2017. The creation of a new artificial field would be viewed favourably by the community.
  - **Other Implications:** The City would need to enter into agreements with the local Track and Field Club and Nanaimo Minor Baseball Association for the maintenance and operation of the facilities. The City would have the ability to sell or develop the surplus 1.04 ha (2.6 acre) "triangle" at a later date to recoup the extra costs of the acquisition.
2. That Council not proceed with the project at this time.
- **Budget Implication:** The \$5,300,000 associated with this project could be directed to another project.
  - **Political Implication:** The Board of SD68 will likely be displeased with the project not advancing. Long-term investment in the Rotary Bowl and Serausmen Stadium will remain uncertain as SD68 would look to sell the parcel for development.
  - **Other Implications:** The City may need to identify a long-term location for a track/stadium and a new baseball stadium.

### **SUMMARY POINTS**

- The City of Nanaimo and SD68 have been working together on projects of mutual benefit. One such project is the long-term redevelopment of the NDSS site.
- The City has shown an interest in acquiring a portion of the site, specifically the Rotary Bowl and Serausmen Stadium to ensure these assets remain public facilities.
- At the 2017-JAN-09 Special "In Camera" Council meeting, approval in principle was provided to acquire the lands and develop an artificial turf field in partnership with SD68 on their lands.
- Staff has negotiated a purchase price of \$4,100,000 for the 5.94ha (14.8 acre) site with a close date of 2017-JUN-30. The project will be funded from the Parks DCC, Property Sales and Property Acquisitions Reserves.
- Staff is recommending that the artificial turf field be able to accommodate a Canadian Football field, for a total cost of \$2,400,000. The City share of this cost would be \$1,200,000 from the Community Works Fund. If approved by Council, Staff will develop a MOU to outline each party's responsibilities pertaining to the project.
- If approved by Council, the Board of SD68 would like to issue a joint news release to announce the project.
- If Council provides approval for the project, Staff will return with a further report regarding the MOU and a request to amend the 2017-2021 Financial Plan to include these two projects.

**ATTACHMENTS**

Attachment A: Proposed Land Acquisition and Location of Proposed Artificial Turf Field.

**Submitted by:**



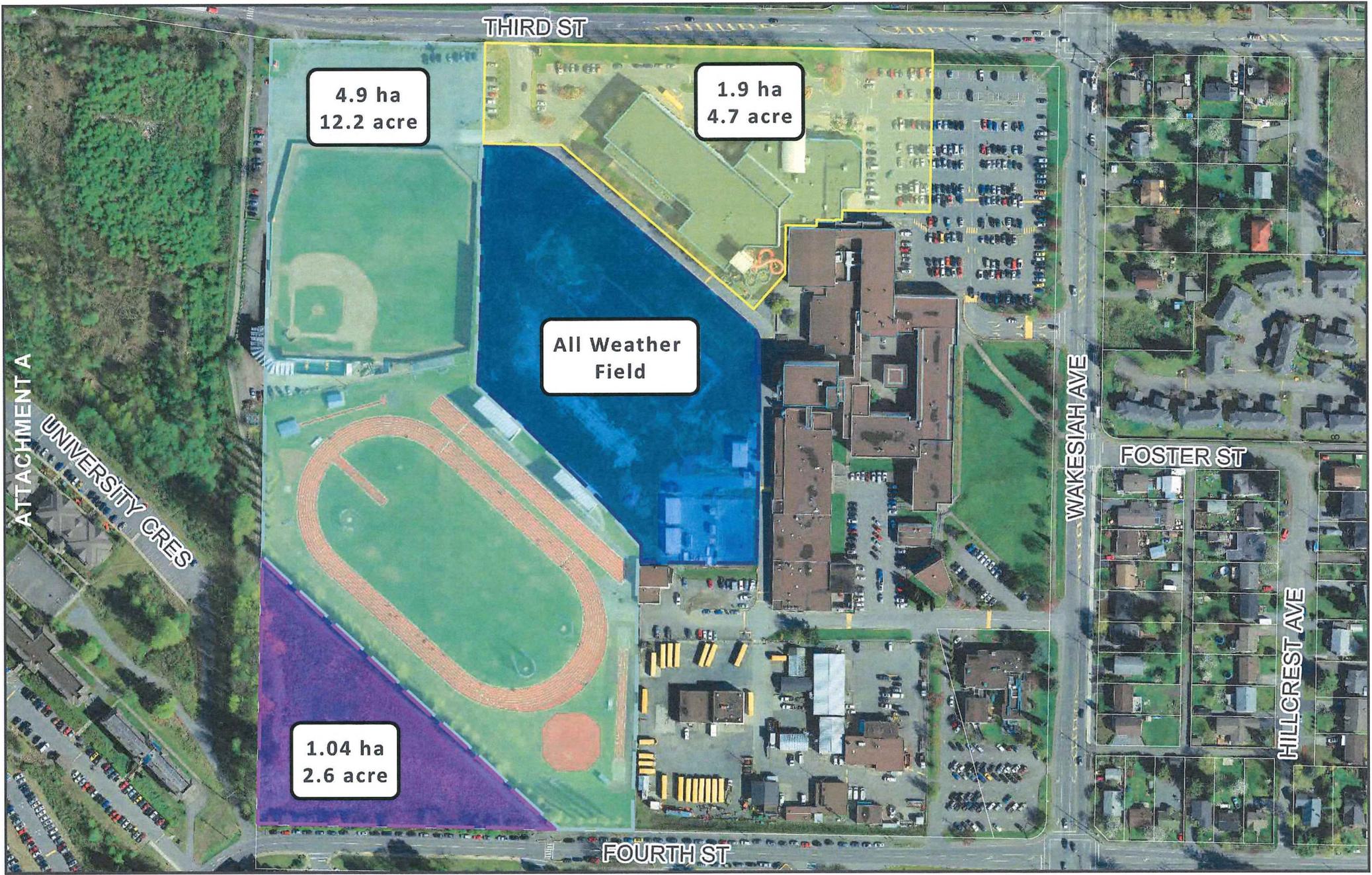
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Bill Corsan, Manager  
Real Estate



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Richard Harding, Director  
Parks and Recreation



THIRD ST

4.9 ha  
12.2 acre

1.9 ha  
4.7 acre

All Weather  
Field

1.04 ha  
2.6 acre

FOURTH ST

ATTACHMENT A  
UNIVERSITY CRES

WAKESIAH AVE

FOSTER ST

HILLCREST AVE

# "In Camera Report"

City of Nanaimo

File Number: A4-1-2 / D1-2-4

DATE OF MEETING February 6, 2017

AUTHORED BY ROB LAWRENCE  
A/PARKS AND OPEN SPACE PLANNER  
PARKS AND RECREATION

SUBJECT RENAMING GLEN OAKS PARK #2

## OVERVIEW

### **Purpose of Report**

To obtain Council approval in renaming Glen Oaks #2 Park.

### **Reason for "In Camera"**

This matter qualifies for "In Camera" discussion 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".

### **Recommendation**

That Council approve the renaming of Glen Oaks Park #2 to "Wandl Park", in memory of Wilhelm Herbert Wandl.

### **Resolution to Rise and Report**

That Council only release information in the event the naming request is approved, and, that if approved, information be released at the next Open Council meeting.

## BACKGROUND

Glen Oaks Park #2 is a 795 square meter park space that is zoned PRC-1. This Park is primarily a rock bluff with thin soil pockets that include a mix of Arbutus and Douglas Fir trees.

Parks and Recreation Staff have been approached by residents of Glen Oaks Drive, represented by Mr. Dave Hammond, requesting that Glen Oaks Park #2, located at 3760 Glen Oaks Drive, be renamed "Wandl Park", in memory of long time neighbourhood resident, Wilhelm Herbert Wandl.

Mr. Wandl was a retired logger and woodworker, described by his neighbours as the "patriarch of the neighbourhood", who was known for his friendly, outgoing manner and willingness to help his neighbours in times of need. He was well-known and well-liked by his neighbours and many were saddened by his passing on 2016-JUL-17.

Over the fall, 21 residents signed a petition to request Mr Wandl's name be considered in place of Glen Oaks Drive Park #2. One complaint has been received from the property owner who resides at 3764 Glen Oaks Drive. A primary concern was about the lack of privacy that would happen with a park bench being installed on top of the rock bluff overlooking the residence.

There was some general concern about increased use of the park space if a sign is placed on the street, as well. Because of the topography, people using the park would easily be able to look down and into the residence at 3764 Glen Oaks Drive.

To help address this concern, staff arranged for a meeting with the complainant and some of the residents in support of the proposal on 2016-NOV-01. A number of options were explored to address the concerns raised. In the end, the earlier suggestion to have a park bench put in the park was withdrawn but having a neighbourhood park sign in Mr. Wandl's name was still an important outcome for residents attending the meeting.

## **OPTIONS**

Option 1:

That Council approve the renaming of Glen Oaks Park #2 to "Wandl Park", in memory of Wilhelm Herbert Wandl.

- **Budget Implication:** No significant implication. A park sign will be erected using existing budgets.
- **Policy Implication:** The City reserves the right to name parks and facilities based on contributions, either financial or otherwise to the community, from individuals or non-profit societies and organizations.

Option 2:

Council does not accept the recommendations.

- **Policy Implication:** The City reserves the right to name parks and facilities based on contributions, either financial or otherwise to the community, from individuals or non-profit societies and organizations.

## **SUMMARY POINTS**

- Glen Oaks Park #2 is a 795 square meter park space that is zoned PRC-1. This Park is primarily a rock bluff with thin soil pockets that include a mix of Arbutus and Douglas fir trees
- A request has been received that Glen Oaks Park #2, located at 3760 Glen Oaks Drive, be renamed "Wandl Park", in memory of long time neighbourhood resident, Wilhelm Herbert Wandl.
- One complaint has been received from the property owner who resides at 3764 Glen Oaks Drive and this complaint has been addressed.

**ATTACHMENTS**

- Attachment A - Location of Glen Oaks Park #2 in North Nanaimo
- Attachment B - Glen Oaks Park #2 Location
- Attachment C - Glen Oaks Park #2 Street View
- Attachment D - Parks and Recreation Commission Policy Statement of 2015-APR-20

**Submitted by:**



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Rob Lawrance  
A/Parks and Open Space Planner  
Parks and Recreation

**Concurrence by:**

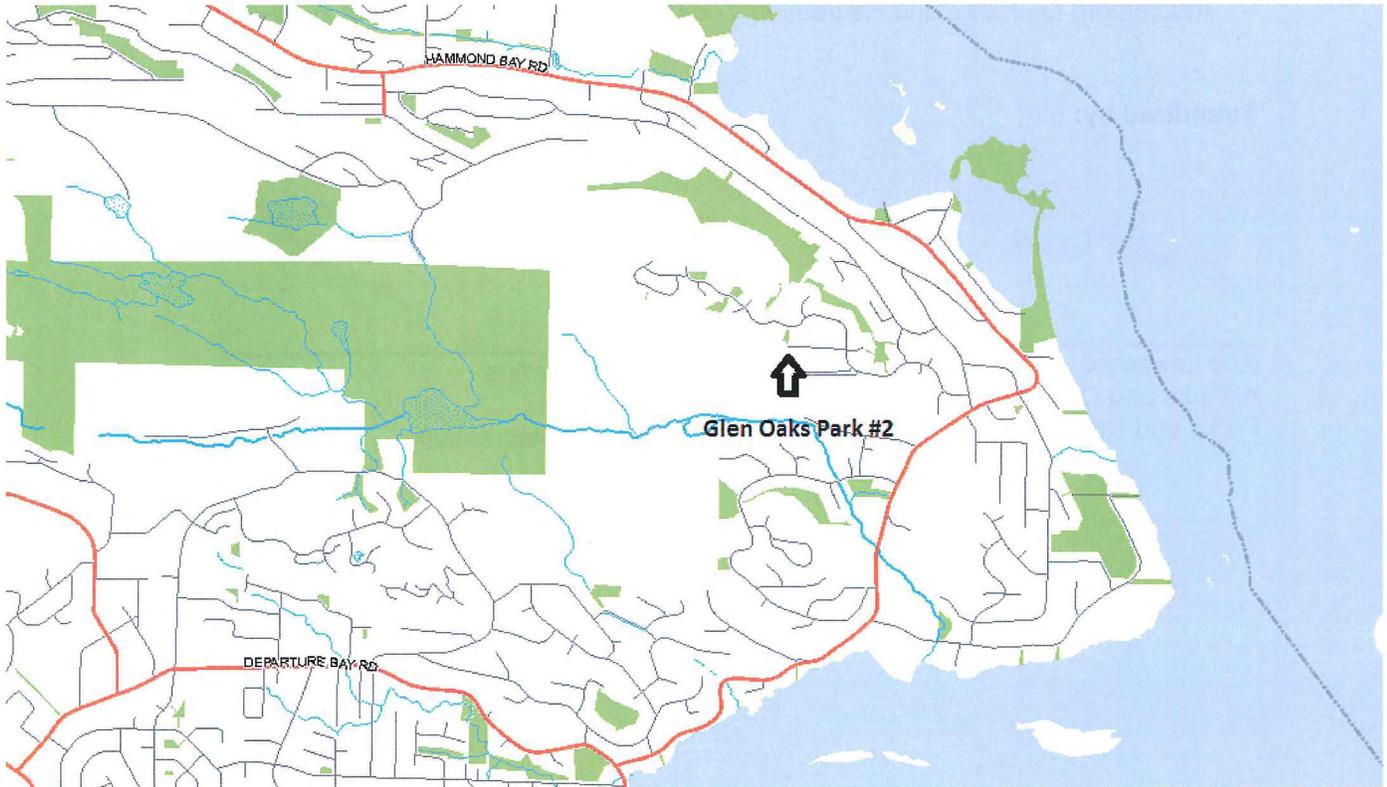


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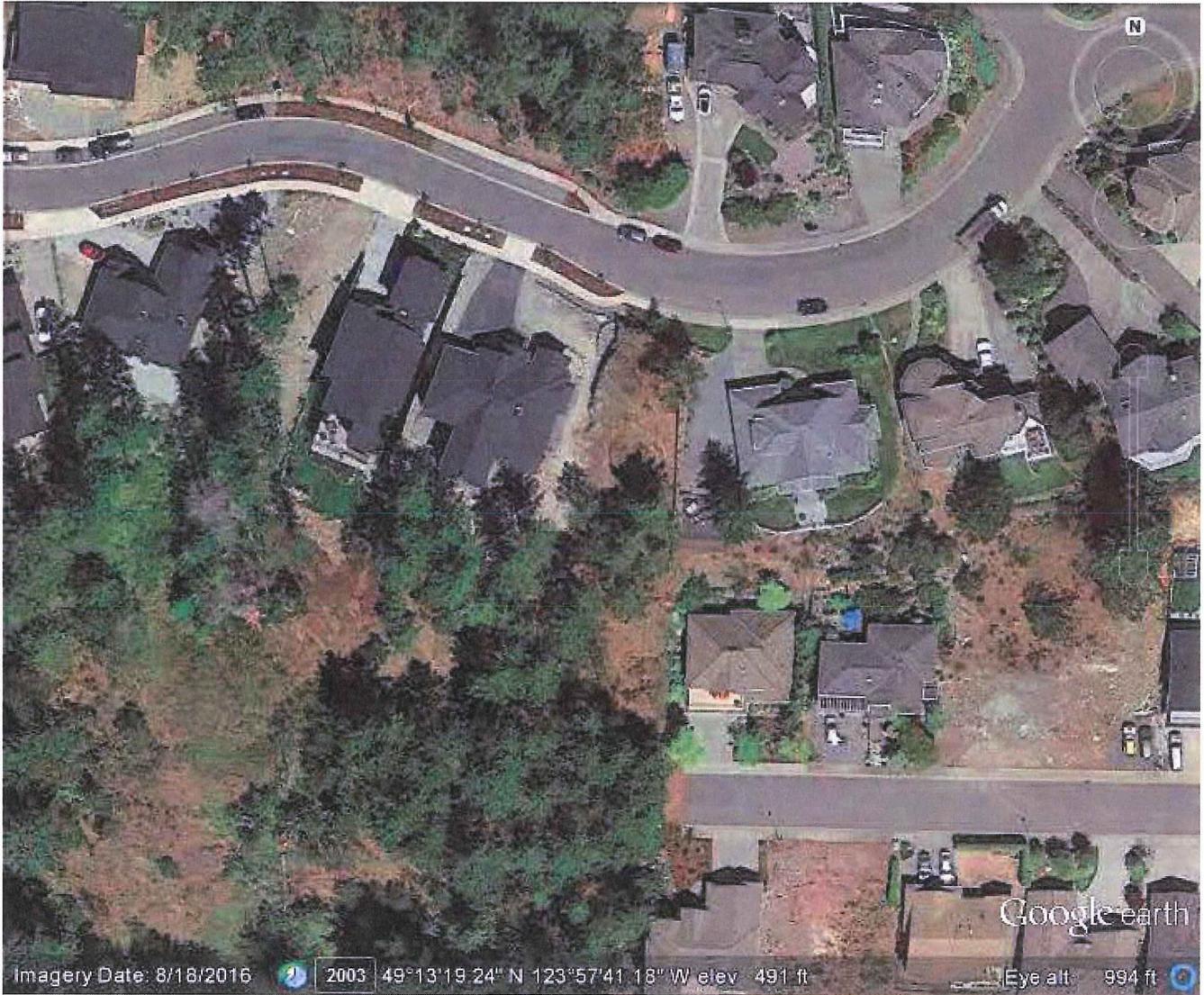
Richard Harding  
Director  
Parks and Recreation

**ATTACHMENT A**

**Location of Glen Oaks Park #2 in North Nanaimo**

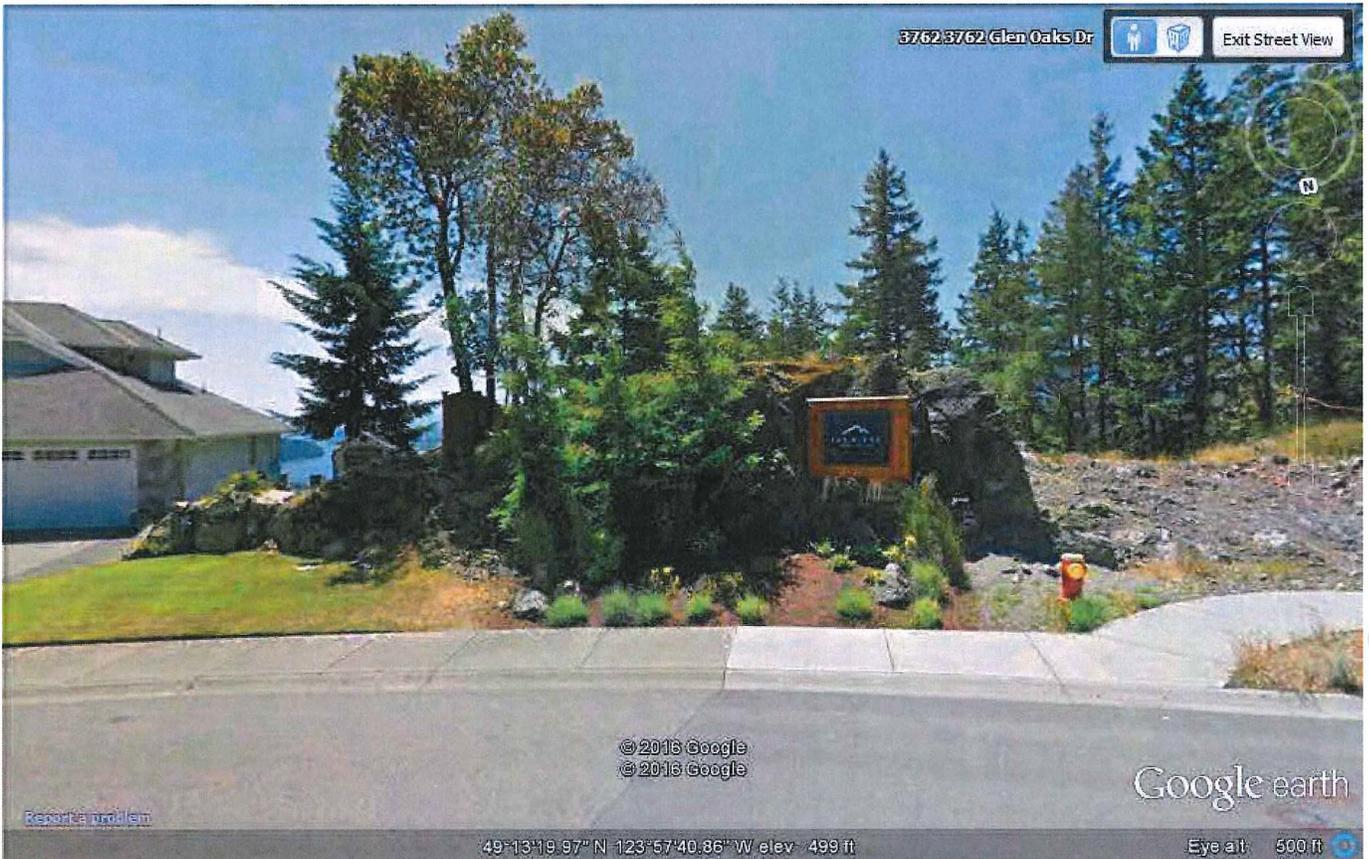


**ATTACHMENT B**  
**Glen Oaks Park #2 Location**



ATTACHMENT C

Glen Oaks Park #2 Street View



DATE OF MEETING February 20, 2017  
AUTHORED BY CHRIS BARFOOT, CULTURE AND HERITAGE COORDINATOR  
SUBJECT **2017 CULTURE AND HERITAGE AWARDS RECIPIENTS**

## OVERVIEW

### **Purpose of Report**

To obtain Council endorsement of the 2017 Culture and Heritage Awards recipients.

### **Reason for "In Camera"**

*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.

### **Recommendation**

That Council approve Ms. Jacquie Kaese for the 2017 Excellence in Culture Award and Ms. Gerda Hofman for the 2017 Honour in Culture Award.

### **Resolution to Rise and Report**

To be released upon approval by Council.

## BACKGROUND

The Culture and Heritage Awards has been an important program for community building and partnerships in Nanaimo since 1998. It brings awareness to the breadth and variety of the cultural activity in our community. It also builds pride in the cultural and heritage accomplishments of individuals and organizations and pride in our community.

A call for nominations was advertised in early September 2016. The call closed on 2016-NOV-15 at 4:30 p.m. A total of seven nominations were received by the deadline. A peer/staff committee reviewed the nominations and recommended that only two categories proceed for consideration.

The Excellence in Culture Award is presented to an organization or individual that has achieved regional and/or national recognition in the field of arts and culture. Ms. Jacquie Kaese is recommended for her energy and passion combined with her commitment to the fine arts community, its students, theatre and movie training to name a few. It has been noted by the majority of her supporters that Ms. Kaese has been pivotal in showcasing the talent and scenery of the area with her impact in our community and families being profound.

Past recipients of this award include music teacher Mr. Bryan Stovell, internationally acclaimed jazz pianist/singer Ms. Diana Krall; author/historian Ms. Lynne Bowen; Ms. Carole Martyn; Kirkwood Academy of the Performing Arts; Mr. Pat Coleman; and Ms. Susan Juby for her

outstanding body of work, her commitment to her craft, and her unflinching support of her students at Vancouver Island University and her community.

The Honour in Culture Award is presented to an individual, group or corporation that is known for its dedication and support of the development of the cultural fabric of Nanaimo. Ms. Gerda Hofman is recommended for being very generous with her knowledge and experience and sharing her expertise through life drawing classes at several arts events and galleries. Ms. Hofman has contributed countless volunteer hours through volunteering with the Nanaimo Art Gallery; the former Cultural Committee; the Culture and Heritage Commission; and the Vancouver Island Symphony. Ms. Hofman is a founding member of CVI Centre for the Arts Nanaimo and a founding member of the Nanaimo Artwalk, which over 18 years has grown to include more than 40 artists at over 26 locations.

Past recipients of this award include literary arts supporter Ms. Thora Howell; The Nanaimo Theatre Group; Arts Alive Summer School of the Fine Arts; arts advocate Ms. Sandra Thomson; Mr. Ian Niamath; and Ms. Debbie Truman, for her passion and role in the Nanaimo Museum.

### OPTIONS

1. That Council approve Ms. Jacquie Kaese for the 2017 Excellence in Culture Award and Ms. Gerda Hofman for the 2017 Honour in Culture Award.
  - **Strategic Priorities Implication:** The Culture and Heritage Awards ensure that Nanaimo has a strong and vibrant culture which promotes Nanaimo's arts, creativity, heritage, cultural traditions, and community wellness leading to greater popularity as a place to visit, live, work and play furthering the goals of the Cultural Vitality pillar of the Strategic Plan.
2. That Council provide Staff with alternate direction.

### SUMMARY POINTS

- It is recommended that the 2017 Excellence in Culture Award be awarded to Ms. Jacquie Kaese.
- It is recommended that the 2017 Honour in Culture Award be awarded to Ms. Gerda Hofman.
- The Culture and Heritage Awards has been an important program for community building and partnerships since 1998.

**ATTACHMENTS**

Attachment A: Nomination Form for Ms. Jacquie Kaese

Attachment B: Nomination Form for Ms. Gerda Hofman

**Submitted by:**



Bruce Anderson  
Manager, Community and Cultural Planning

**Concurrence by:**



Dale Lindsay  
Director of Community Development

DATE OF MEETING February 20, 2017

AUTHORED BY Sheila Gurrie, Corporate Officer

SUBJECT 2017 APPOINTMENTS TO COUNCIL SELECT COMMITTEES

## OVERVIEW

### **Purpose of Report**

To obtain Council approval of the Members and Chairs of the Select Committees. |

### **Reason for "In Camera"**

*Community Charter* Section 90(1)(a): personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another person appointed by the municipality. |

### **Recommendation**

1. That Council approve the Members and Chair persons, as laid out in the table on pages two and three of this report, for the following Select Committees:
  - a. Finance and Audit;
  - b. Design Advisory Panel;
  - c. Community Planning and Development;
  - d. Community Vitality;
  - e. Parks, Recreation and Wellness;
  - f. Public Safety;
  - g. Nanaimo Youth Advisory Council; and,
  - h. Public Works and Engineering.
2. That Council dissolve the Grants Advisory Committee. |

### **Resolution to Rise and Report**

To be released once appointments are determined by Council. |

## BACKGROUND

At the November 28, 2016 Council Meeting the eight Select Committees were approved along with their respective Terms of Reference and the General Committee Operating Guidelines. Following the approval of the Select Committees, Council directed Staff to proceed with a call for membership for the Select Committees and to identify the Chairs of the Committees. This report responds to that direction.

The Select Committees are established for three year terms, and are designed to be advisory to Council. They provide advice and recommendations to Council on matters within the scope of their Terms of Reference. The Terms of References for each Select Committee establish the committees' purpose, membership structure, eligibility and representation, granting process, meeting frequency and Staff support.

"In Camera" Council Meeting  
2017-FEB-20

There are eight Select Committees. The Grants Advisory Committee was a sub-committee to the Finance and Audit Committee and has now been dissolved with the functions transferred back to the Finance and Audit Committee.

According to the adopted Committee Operating Guidelines, Council appoints the chair of each of the Select Committees annually. The Chair is to be a member of Council. The Vice-Chair may be a committee member other than a Council member, but may not be an employee of the City. The criteria to be considered in choosing a committee chair include chairing experience and familiarity and experience with the mandate of the committee. The Vice-Chair performs the duties of the Chair when the Chair is unavailable. The table below lists suggested Council representation based on previous committee preferences and the need to balance Councillor's time and workload.

The membership eligibility criteria are contained within the Terms of Reference for each Select Committee and address the necessary experience and expertise for the Committee.

Committee	Chair	Members	#Required/ #Proposed
Finance & Audit	Bill Bestwick	Council	
Design Advisory Panel	Dianne Brennan	Kierulf, Charles Kostian, Patricia Leckenby, Cameron James	4/ 3
Community Planning & Development	Jim Kipp	Appell, Daniel Beaudouin-Lobb, Mercedes Brown, Tyler James Fraser, Robert Gordon-Steele, Richard Griffin, Anthony Reynes, Patricia Wardstrom, Kyle	7/8
Community Vitality	Gord Fuller	Greene, Michele Hallam, Rob Hemmenes, Erin Lemire, David McGregor, Rob McMahon, Dennis Sly, Ingrid Waatainen, Paula	7/ 8
Parks, Recreation & Wellness	Bill Bestwick	Buisman, Julia Chassels, Carrie Down, Marsha Fraser, Robert Heshka, Trevor Lent, Gabby McVicar, Daniel Milne, Ken Vandermolen, Tracy	8/ 9
Public Safety	Ian Thorpe	Holmes, David Hyne, Rick Lemire, David Meredith, Thomas	7/ 7

		Parker, Bruce Robert Petersen, Alexis Whitton, Robert John	
Nanaimo Youth Advisory Council	n/a	Bonner, Avery Burnley, Erin Campbell, Tali Leckenby, Cameron James Pawar, Aakash Ribicic, Michael Shuley, Clare Tagseth, Bri Thompson, Claudia Wantainen, Henry	7/ 10
Public Works & Engineering	Jerry Hong	Cake, Leon Dashti, Benafshaw Donnelly, Mike Harold, Mike Irish, Russ Leach, Mike MacInnes, Finona Maleyko, Blair Milligan, Will	7/9

**OPTIONS**

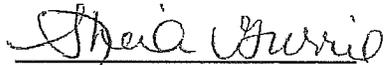
1.
  1. That Council approve the Members and Chair persons, as laid out in the table on pages two and three of this report, for the following Select Committees:
    - a. Finance and Audit;
    - b. Design Advisory Panel;
    - c. Community Planning and Development;
    - d. Community Vitality;
    - e. Parks, Recreation and Wellness;
    - f. Public Safety;
    - g. Nanaimo Youth Advisory Council; and,
    - h. Public Works and Engineering.
  2. That Council dissolve the Grants Advisory Committee.
    - **Budget Implication:** Staff time to administer and provides technical support to Council's committee system. These costs fall within anticipated staffing levels and have no additional impact on budget or requisition levels.
    - **Legal Implication:** The committees are established and members appointed by Council in accordance with Section 142 of the *Community Charter*.
    - **Strategic Priorities Implication:** Supports good governance by linking committee work with Council objectives
2. direct Staff to make any changes to the committee membership as directed by Council. |

**SUMMARY POINTS**

- At the July 11, 2016 Council Meeting, the Select Committees were established and their interim terms of reference approved.
- Through September and October, the Committees were consulted on the interim Terms of Reference and proposed changes were made.
- At the November 28, 2016 Council meeting, the Terms of Reference for each of the Select Committees was adopted. |

|| ATTACHMENT A

**Submitted by:**



Sheila Gurrie  
Corporate Officer |

**Concurrence by:**



Tracy Samra  
Chief Administrative Officer |



# "In Camera" Information Report

City of Nanaimo

File Number: CIL00382

DATE OF MEETING February 27, 2017  
AUTHORED BY DALE LINDSAY, DIRECTOR OF COMMUNITY DEVELOPMENT  
SUBJECT 100 GORDON STREET – EXPRESSION OF INTEREST

## OVERVIEW

### **Purpose of Report**

To provide Council with an update on the results of the Request for Expression of Interest for the City-owned property at 100 Gordon Street.

### **Reason for "In Camera"**

*Community Charter* Section 90(1):

(e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality.

(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.

### **Resolution to Rise and Report**

To be released once Council determines the preferred approach for the sale of the property at 100 Gordon Street.

### **Recommendation**

That the report 100 Gordon Street - Expression of Interest dated 2017-FEB-27 be received for information.

## DISCUSSION

At its meeting on 2016-DEC-20, Council directed Staff to seek Expression of Interest (EOI) from the development community for the City-owned site at 100 Gordon Street to assess market interest in the property. The EOI noted that a hotel had been proposed for the site in the past, but the City was not limiting proposals to this use. A chronology of decision-making associated with this site is included in Attachment A of this report.

The EOI remained open to 2017-JAN-27. The City received six (6) proposals in response to the advertised Request for Expression of Interest.

"In Camera Committee of the Whole  
2017-FEB-27



## **BACKGROUND**

All proponents responding to the Request for Expression of Interest received and responded to the following information with respect to the development site. In addition to the technical information listed below, all proponents were provided with a copy of the recent CBRE Hotel Feasibility Study as part of the bid package.

### **Site Description**

As outlined in the Request for Expression of Interest, the site at 100 Gordon Street has the following characteristics:

- 0.17 hectares (0.42 acres; 1,694m<sup>2</sup>; 18,234ft<sup>2</sup>)
- The site is fully serviced
- The legal description of the site is: Lot A, Section 1, Nanaimo District and of the bed of the public harbour of Nanaimo, Plan EPP30518

### **Zoning Provisions**

The site is zoned "DT6-Port Place" which provides for a wide range of commercial and residential uses including hotel, multi-family dwellings, retail, office and restaurant. The zone does not establish a maximum floor area ratio, but establishes a height maximum at 87m. There are no setback requirements from the property boundaries.

### **Development Conditions**

The site is exempt from development cost charges (DCCs) as no DCCs are applied to any site in Nanaimo's downtown core. The property is also eligible for enrollment in the City's Hotel Tax Exemption Bylaw, subject to Council approval. Beyond these conditions, a development proponent would be responsible for all associated off-site and on-site works and services.

## **RESPONSE TO EXPRESSION OF INTEREST**

As a result of the Request for Expression of Interest, the City received six (6) proposals for the site. The proposals reflect a range of uses including hotel, mixed-use and multi-unit residential development. There is also a significant variation in purchase price, conditions, development exemptions and team experience. It should be noted that all proposals are subject to initial due diligence.

Attachment B of this report includes an outline of the proposals, purchase price, expectations of the City and anticipated timelines. The proposals include the following (*these are in alphabetical order and do not imply any sort of ranking*):

### **Carmarague Properties Inc. (Denux Group)**

- The concept is a 6-storey wood frame predominantly residential building containing short-term executive suites and rental units and ground floor commercial or live-work units.

### **Hong Corporation**

- The concept is for a Carlson Rezidor Hotel and condo project designed by Bing Thom Architects.

Ignition Holdings Ltd.

- The proposal is for a luxury hotel between 150 and 200 rooms.
- Concept and purchase price subject to preliminary feasibility and market assessment.

KSG Consulting

- The concept is for a mixed-use building including a hotel (100-120 rooms), condo units and 1 to 2 levels of parking. The hotel brand would be subject to further negotiation/confirmation.

New Urban Development

- The concept is for a six-storey Marriot Hotel with approximately 150 rooms designed by Zeidler BKDI Architects.

PEG Development

- The concept is for a six-storey Marriot Hotel with approximately 118 rooms designed by Turner Fleisher Architects.

**Proposal Evaluation Process**

In keeping with responsible procurement practices, Staff is proposing the following criteria be used to evaluate the proposals:

- purchase price
- financial feasibility (financing arrangements and risk)
- strength of the proponent and team (firm experience & capacity)
- strength of the concept (technically feasible for the site, design and development can fit with the site and surroundings)
- conditions (exemptions, conditions, cost sharing, easements, requirements of the City etc.)
- value added components (community and economic benefit, ability to catalyze and/or enhance surrounding development)

Staff is suggesting that the evaluation and recommendations return to Council for consideration following the 2017-MAR-11 referendum on the Event Centre. It should be noted that the Request for Expression of Interest did not include information pertaining to the Event Centre and proponents did not address it in their concept and risk analysis. Should the referendum pass, it is conceivable that the feasibility of a hotel may change in response.

**SUMMARY POINTS**

- The City issued an Expression of Interest for the City-owned site at 100 Gordon Street.
- Six (6) proposals were received.
- Staff has prepared proposal evaluation criteria and will bring back the proposal evaluation following the 2017-MAR-11 referendum.

**ATTACHMENTS**

Attachment A: Project Chronology  
Attachment B: Proposal Descriptions

**Submitted by:**



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Dale Lindsay  
Director, Community Development

## ATTACHMENT A

### SITE & DEVELOPMENT CHRONOLOGY FOR 100 GORDON STREET

#### **2011-APR-14**

Council received a "VICC Hotel Letter of intent from Shanghai Landmark Investments Ltd" which expressed interest in a hotel development at 100 Gordon Street. (Discussions and negotiations continued through 2011 and 2012).

#### **2013-JUL-8**

Council directed staff to publish a notice of disposition stating the City's intention to sell the publicly owned land at 100 Gordon Street to SSS Manhao International for a market value of \$565,000. The site was to be used to construct a 17 storey 197 room hotel at an estimated construction cost of \$50 million. This offer was subject to a number of conditions including:

- Due diligence
- A parking agreement for up to 190 non-exclusive parking spaces in the VICC set at the rate of \$95/month.
- An option agreement for the City to buy the property back at the original purchase price should SSS Manhao not obtain a foundation permit within 18 months.
- A development covenant that requires the hotel to be built within 3 years and requires the hotel to be maintained at 4 diamond rating or higher
- Easements documents for access to Piper park and the VICC

#### **2013-OCT-07**

Council issued Development permit No. DP00854 for a 21-storey (240 suite) hotel with 13 commercial units, comprising 17,353m<sup>2</sup> (186,786 ft<sup>2</sup>) of gross floor area.

#### **2013-NOV-29**

The 100 Gordon street site was transferred to Manhao International for \$565,000

#### **2013-DEC-17**

Manhao International submitted a building permit application for the project to the City. Staff provided comments on outstanding issues associated with the building permit and requested the submission of revised drawings.

#### **2014-DEC-18**

The building permit expired as revised drawings were never submitted by Manhao International within the timeframe of the permit.

#### **2015-MAY-08**

The City received a request from Manhao for an extension of the Option to Purchase agreement from 2016-May-30 to 2016-NOV-30.

#### **2015-MAY-25**

Council received a number of delegations to show their support for the Manhao project.

**2015-JUN-15**

Council instructed Staff to return with a report regarding extending the dates associated with the Option to Purchase Agreement with Manhao to 2015-NOV-30, removal of the first right of refusal to operate the VICC from the agreement, and that Manhao provide a \$100,000 commitment towards Piper Park Improvement.

**Post 2015-JUN-15 Meeting**

Manhao indicated that they were not interested in pursuing the project.

**2015-JUL-20**

Council directed Staff to exercise the Option to Purchase Agreement with SSS Manhao International Tourism Group (Canada) Co. Ltd. and reacquire 100 Gordon Street for \$565,000.

**2015-NOV-30**

Council directed staff to:

1. Offer Insight Holdings Ltd. an Option to Purchase Agreement for the city owned property at 100 Gordon Street with an expiry date of 2016-DEC-31, and subject to the inclusion of a \$100,000 non-refundable deposit, and terms of the development covenant as presented;
2. Commit to providing parking in the Vancouver Island Conference Centre and not repurposing the Vancouver Island Conference Centre while the Option to Purchase Agreement is valid;
3. Include a Right of First refusal for the land set at \$565,000;
4. Include a Right to Repurchase for \$565,000, if financing is not secured by 2016-DEC-31;
5. Return to Council for approval in principle of the agreements; and,
6. Report back to Council by 2016-NOV-30 with proof of construction financing and project update, and at that time Council will consider an extension to the non-repurposing of the Vancouver Island Conference Centre.

**2015-DEC-07**

Council directed staff to seek interest from the development community to build a conference centre hotel at 100 Gordon Street. To enhance the success of future development and ensure that proponents had up to date information, the City decided to undertake a comprehensive market feasibility of the 100 Gordon Street site

**2016-JAN-25**

CBRE Hotels was awarded the contract to undertake the market feasibility study for 100 Gordon Street

**2016-JUL-25**

Council received a report on the findings of the Vancouver Island Conference Centre and Hotel Market Feasibility Studies

**2016-NOV-14**

Council received a report from Staff seeking Council direction to proceed with issuing a Request for Proposal (RFP) for a developer to construct a hotel at 100 Gordon Street. Council considered three options for dealing with the site including selling the site for a hotel, selling the site without any use restrictions beyond the current zoning, and deferring a decision on disposition and continuing to hold the site.

**2016-NOV-28**

Council made motion #22116 where it was moved and seconded that Council direct staff to issue an Expression of Interest for 100 Gordon Street which solicits responses from the development community.

**2016-DEC-20**

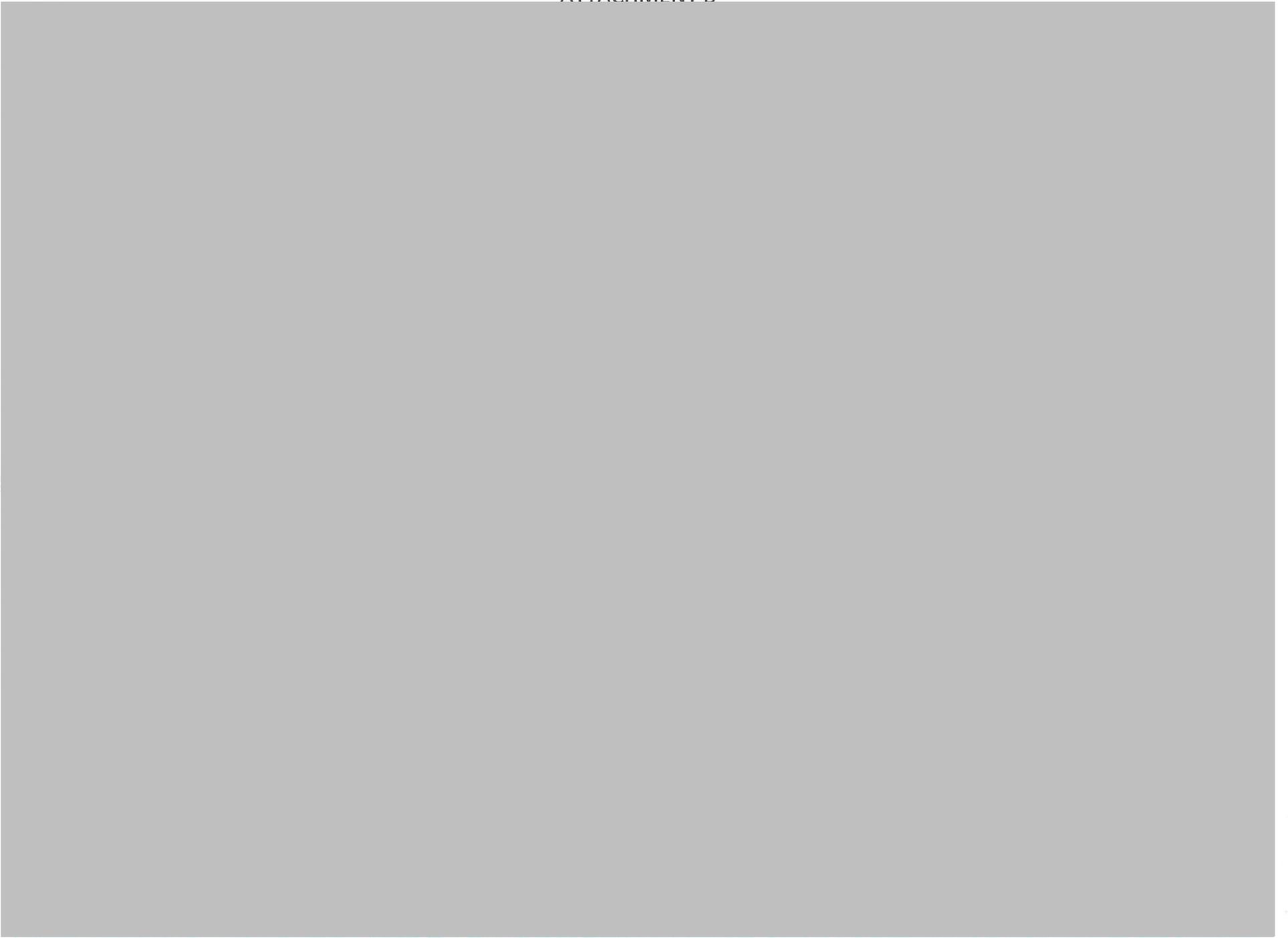
Council directed staff to seek Expressions of Interest (EOI) from the development community for 100 Gordon Street. The EOI remained open to 2017-JAN-27.

**2017-JAN-27**

The Expression of Interest (EOI) closed on January 27, 2017. Six proposals were received.



ATTACHMENT B



10

# "In Camera" Information Report

City of Nanaimo

File Number: CIL00346

DATE OF MEETING January 16, 2017

AUTHORED BY BILL CORSAN, MANAGER REAL ESTATE

SUBJECT PROPERTY MANAGEMENT STRATEGY UPDATE

## OVERVIEW

### **Purpose of Report**

To provide Council with a progress update on the City's Property Management Strategy.

### **Reason for "In Camera"**

*Community Charter* Section 90(1)

(e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality.

### **Resolution to Rise and Report**

To be released upon receipt of the report by Council.

### **Recommendation**

That the Property Management Strategy Update report dated 2017-JAN-16 be received for information.

## DISCUSSION

Annually, Staff has presented to Council an update on the progress that has been made on the 2013 Property Management Strategy.

This Staff report provides an update from 2016, including:

- Land inventory – current holdings
- Land acquisitions – review of existing acquisition priorities and identification of properties added to inventory
- Land disposition – property sold and value achieved
- Unprotected rights-of-way – number of unprotected rights-of-way secured
- Leases and licences – total number of lease and licences and annual revenue

The attached memo summarizes the key information.

## SUMMARY POINTS

- The City's land inventory includes 1,431 ha (3,536 acres) of land which excludes land dedicated as road in the city.

- In 2016, the City acquired 9.78 acres of land in 2016, at a total cost of \$0.
- In 2016, the City sold one property at 1406 Bowen Road for \$1.

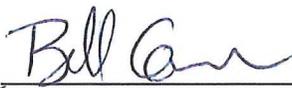
**ATTACHMENTS**

Attachment A: Memorandum outlining the results of the 2016 Property Management Strategy

**Submitted by:**

  
\_\_\_\_\_  
Bill Corsan,  
Manager, Real Estate

**Concurrence by:**

  
\_\_\_\_\_  
for Dale Lindsay,  
Director Community Development

## Attachment A: Memorandum 2016 Property Management Strategy Update

### *Land Inventory*

The City's land inventory includes 1,431 ha (3,536 acres) of land, which excludes land dedicated as road within the city. Approximately 948 ha (2,343 acres) of land is within the municipal boundaries and 483 ha (1,193 acres) is located to the south and west of the city within electoral areas A and C in the Regional District of Nanaimo.

There are 428 parks encompassing 868 ha (2,145 acres) and 25 land parcels encompassing 34 ha (82.5 acres) that have buildings used for civic (municipal), commercial and residential purposes within the city. The City owns 3 cemeteries and 137 "other" types of property. These properties encompass 46 ha (115.7 acres).

### *Acquisition Priorities*

The goal of the land acquisition component of the Strategy is to consolidate all of the City's acquisition objectives in one location and to rank them in priority based on a set of criteria. The criteria includes having a secure funding source, the relationship to the Strategic Plan, risk if opportunity is lost, value (price) and willingness of vendor to sell.

In 2016, the following properties were acquired by the City through donation or subdivision. The lands were acquired for park purposes.

Address	Size (ha)	Size (acres)	Date Acquired	Price	Purpose
5994 Stillwater Way	.06	.15	2016-APR-20	\$0	Park
151 Kian Place	1.21	2.99	2016-JUL-06	\$0	Park
5340 Smokey Crescent	.625	1.54	2016-SEP-12	\$0	Park
5648 Linley Valley Drive	1.47	3.63	2016-SEP-12	\$0	Park
993 Kolby Avenue	.101	.25	2016-SEP-01	\$0	Park
414 Westwood Road	.105	.26	2016-SEP-21	\$0	Park
1599 Extension Road	.298	.74	2016-SEP-27	\$0	Park
1738 Harambe Way	.09	.22	2016-NOV-21	\$0	Park
<b>TOTAL COST AND LAND AREA ACQUIRED IN 2016</b>	<b>3.96</b>	<b>9.78</b>		<b>\$0</b>	

*Disposition Strategy*

In 2016, the City disposed of the following property:

<b>Address or Road Closure Name</b>	<b>Size (acres)</b>	<b>Closing Date</b>	<b>Sale Price</b>
1406 Bowen Road	1.027	2016-JUN-30	\$1
<b>Total Revenue Received 2016</b>			<b>\$1</b>

*Securing Unprotected Utilities*

Addressing the number of unprotected rights-of-way in the city is an important issue identified in the Strategy and ties into the goal of Asset Management. The need to have formal agreements to protect city infrastructure for water, sewer and drainage systems is a key goal. Staff spent considerable time in 2016 reviewing the unprotected utility file and was able to secure an additional 46 rights-of-way. The overall number of unprotected rights-of-way now stands at 295.

*Leasing & Licensing of City Assets*

An important part of the City's role as a landowner of 1,431 ha (3,536 acres) of land is to manage the use of lands through formal lease and licence agreements for third-party business or non-profit use. The Real Estate Section currently manages 52 lease and 103 licence agreements for non-profits and businesses located on City land.

Total revenue through these agreements is approximately \$222,000 per annum.

DATE OF MEETING March 6, 2017

AUTHORED BY BRUCE ANDERSON, MANAGER, COMMUNITY AND CULTURAL PLANNING

SUBJECT TOMMY DOUGLAS PLAQUE

## OVERVIEW

### **Purpose of Report**

To obtain Council approval to install a plaque in memory of the Honourable Tommy Douglas in the main lobby of City Hall as gifted to the City by an anonymous donor.

### **Reason for "In Camera"**

*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.

### **Recommendation**

That Council direct Staff to permit installation of the proposed Tommy Douglas memorial plaque in the main lobby of City Hall as gifted to the City.

### **Resolution to Rise and Report**

To be released upon approval by Council.

## BACKGROUND

The City has been approached by a citizen of the community with a request to consider the installation of a memorial plaque to the Honourable Tommy Douglas in City Hall's main lobby. The purpose of the plaque is to recognize the service of Tommy Douglas both locally and at the national level, and to remember the positive, lasting impression he has left both as a federal representative for Nanaimo and as a Canadian politician and historical figure. In particular, the memorial will recognize the following accomplishments:

- His role as first leader of the New Democratic Party from 1961-1971;
- His role as Member of Parliament for the Nanaimo-Cowichan-The Islands riding from 1969-1979;
- His receipt of "Freedom of the City" by the City of Nanaimo on May 25, 1981; and,
- His selection as "The Greatest Canadian" through a Canada-wide CBC poll in January 2004.

The donor of the proposed plaque wishes to remain anonymous and is seeking Council approval to proceed with the plaque's manufacture and installation. If approval is given to proceed, all costs will be covered by the donor.

"In Camera" Council Meeting  
2017-MAR-06

## OPTIONS

1. Direct Staff to permit installation of the proposed Tommy Douglas memorial plaque in the main lobby of City Hall as gifted to the City.
  - **Budget Implication:** There is no budget implication as the donor will pay for plaque manufacture and installation.
  - **Strategic Priorities Implication:** Installation of the proposed plaque furthers the goals of the Cultural Vitality community value of the 2016-2019 Strategic Plan Update by publicly recognizing a person of local and national historic significance.
2. Direct Staff not to permit installation of the plaque in the City Hall lobby.

## SUMMARY POINTS

- A citizen request has been made for permission from Council to install a plaque in City Hall's main lobby recognizing the service of the Honourable Tommy Douglas to the City of Nanaimo and to Canada.
- All costs will be covered by the donor, who wishes to remain anonymous.

## ATTACHMENTS

ATTACHMENT A – Proposed Memorial Plaque  
ATTACHMENT B – Proposed Location in City Hall Lobby

**Submitted by:**



Bruce Anderson  
Manager, Community and Cultural Planning

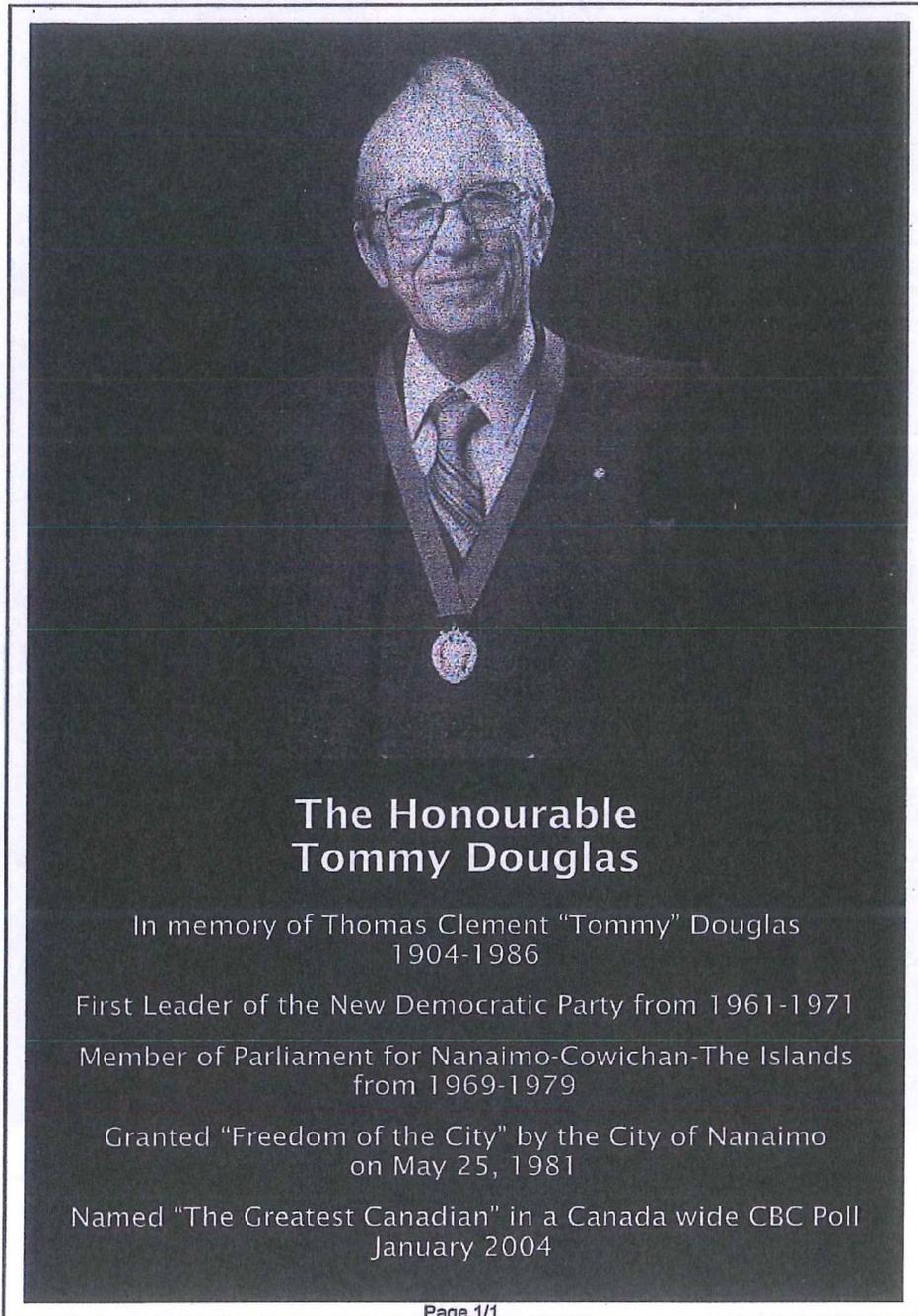
**Concurrence by:**



Dafé Lindsay  
Director of Community Development

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**ATTACHMENT A**  
**PROPOSED MEMORIAL PLAQUE**



**ATTACHMENT B**  
**PROPOSED LOCATION IN CITY HALL LOBBY**



DATE OF MEETING March 27, 2017

AUTHORED BY CHARLOTTE DAVIS, MANAGER OF SANITATION, RECYCLING AND PUBLIC WORKS ADMINISTRATION

BRAD MCRAE, CHIEF OPERATIONS OFFICER

SUBJECT AUTOMATED SOLID WASTE COLLECTION

## OVERVIEW

### **Purpose of Report**

To provide Council with a recommendation for rolling out automated solid waste collection services in 2017.

### **Reason for "In Camera"**

*Community Charter, Section 90(1):*

- (c) labour relations or other employee relations; and,
- (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.

### **Recommendation**

That Council selects option A and approves implementation of in-house automated solid waste collection services for the City in 2017.

### **Resolution to Rise and Report**

That Council rise and report once a business model has been selected, with the potential exception of information regarding labour relations matters.

## BACKGROUND

**Overview of the Service:** Staff is seeking Council direction to move forward on a comprehensive automated waste collection service that would provide garbage, recycling and organics collection through one City-owned and operated service. The recommended option would provide residents with a convenient, high quality service. The benefit to the municipality and taxpayers is a service option that is cost-effective, utilizes assets and staff resources in a responsible manner, and enhances compliance rates with the City's waste diversion goals. The use of a fully-integrated and automated solid waste collection system will increase productivity, reduce injury levels to the service operators and drive diversion.

The recommended service would provide for the weekly collection of organics and the biweekly collection of garbage and recycling. All three streams of waste would be collected by City staff utilizing current staffing levels and would use a City-owned fleet of automated vehicles. The service would use eight (8) trucks and would require 72,000 collection carts. The total capital investment is \$7.4 million. The projected user rate is \$146 in the first year reducing to \$80 after

"In Camera" Special Council Meeting  
2017-MAR-27

full implementation. The proposal also provides an option for including yard waste pick up which would involve an increase user fee due to increase tipping fees but is anticipated to require no additions to fleet or carts.

**Chronology:** the following is a chronology of Council discussions and directions to staff regarding the automated solid waste collection service.

1. 2015-MAR-30 Special Open Committee of the Whole (COW) meeting: Council received a presentation from staff entitled "Automation; Why, How, How Much?", which outlined the range of opportunities that automated solid waste collection offers.
2. 2015-JUN-22 Special Open Council meeting: Council authorized Staff to purchase two tandem axle, split stream "Automation Ready" Solid Waste trucks at an approximate cost of \$400,000 per vehicle through the 2015 Equipment Reserve Fund.
3. 2015-AUG-31 Special Open Council meeting: Council directed staff to prepare a report that: "provided an option to purchase the entire automated garbage fleet in one Request for Proposal and, factored in the cost of purchasing receptacles and, considered all other related financial implications as a result of purchasing all six units in one purchase".
4. 2015-SEP-28 Committee of the Whole meeting: Council directed staff to prepare a report that responded to Council's questions relating to automated solid waste collection services. The questions related to issues within the department and implementation of automated solid waste collection services.
5. 2015-OCT-26 Committee of the Whole meeting: Council directed staff to purchase two trucks and an appropriate number of receptacles.
6. 2015-NOV-23 Special Open Council meeting: Council directed staff to select an area of the City in which to implement automated solid waste collection services.
7. 2015-DEC-16 Special Open Council meeting: Council approved the purchase of two automated garbage trucks (following an RFP process).
8. 2016-JUL-18 Committee of the Whole meeting: Council directed staff to develop an updated business case that takes into account observations from the Core Service Review (CSR) report on automated collection of solid waste (CSR page 77).
9. 2016-AUG-22 Committee of the Whole meeting: Staff presented two business models for Council's consideration. Council received this report for information.

The two trucks that were approved and purchased in December 2015 were delivered to the City in August 2016. To date, these trucks are unused.

## **Current Status**

Following the purchase of the two automated trucks staff issued a Request for Proposals to purchase wheeled carts so that the trucks could be put into service in the fall of 2016. During the time this work was undertaken, the Council undertook a review of Core Services. The automation project was included within this review and alternative options for the implementation of automated solid waste collections were reviewed by the review team. As such, at the COW meeting on July 18<sup>th</sup> 2016 staff recommended to Council that the RFP be closed to allow an opportunity for staff to develop a new business case that takes into account the observations of the CSR.

Staff prepared a new business case which encompassed the original proposal and that of the CSR and presented it to Council August 22 2016. At that time Council received the report for information. Following that discussion, Staff completed a more in-depth analysis of potential service delivery options and has included the results in this report.

## **Overview of City and Departmental Considerations affecting the Options**

The evaluation of the service delivery options is affected by a number of municipal and department-specific conditions including safety issues, fleet condition, contract considerations and costs.

### **1. Injuries to Staff**

The key reason waste collection automation was first recommended to Council was because it has been proven to significantly reduce worker injury (see Appendix 1). There have been 38 injuries in the Sanitation Department between 2012 and present day. All of these can be attributed to manual collection. The majority of these injuries are sprains and strains resulting from either repetitively lifting heavy cans or repetitively entering and exiting the truck. Approximately, 25% of these injuries resulted in time lost from work.

During the snowy weather in February 2017 there were four injuries to the crew. All of these injuries resulted in lost time from work. Two of the injured workers are yet to return to work.

Other than the impacts to the Refuse Collectors themselves and the limitations these injuries place upon their personal lives, the high injury rate greatly impacts the department. The situation at present is that 50% of the department is comprised of temporary staff because half of the permanent staff is either off work due to an injury or in the workplace on an accommodation that restricts them from fulfilling their regular duties. There is a cycle within the department of injuries to workers, time lost from work for recuperation, gradual return to work and eventual re-injury. This places immense strain on the department. The department is unable to plan for the future and is required to be in a constantly reactive state. This impacts the effectiveness of the department not just in terms of refuse collection but in other fields including street cleaning, public area sanitation and cemetery duties.

The high injury rate impacts the City's WorkSafeBC "experience rating". This means that a premium of 60c is placed on top of the \$2.00 we pay to Worksafe for every \$100 of our

payroll. This is because our claims are significantly higher than the average organisation in our "local government and related organizations" grouping (many of these organisations also collect solid waste). The total cost for lost time and medical aid claims that can be attributed to refuse collectors between 2013 and 2016 is over \$450,000. The cost of these injuries accounts for 17% of all lost time costs throughout the organisation (Refuse Collectors represent only about 1% of City staff).

The impact of the injuries is not only internal; during the snowy conditions in February 2017 the sanitation department had to shut down solid waste collection efforts on three occasions because collection was deemed unsafe. This resulted in missed collections to approximately 9,000 homes. The result of this is angry residents, exceedingly high call volumes to the Public Works hotline, and double the volumes of refuse on the next collection day proving for the opportunity for more injuries.

2. Aging fleet

The current sanitation fleet is failing due to age of the vehicle fleet. There are currently three units in the fleet of nine that are overdue for retirement but they are still being used because the department is waiting for the switch to automation. Currently only eight of the nine vehicles are operational with repairs on the ninth vehicle estimated to cost 10 times the value of the unit. As a result of this, staff has decided not to repair this unit and are currently renting a replacement truck at a cost of \$7,000 a month.

On January 9th 2017 the department was forced to bring in a contractor at a cost of \$1,300 to collect solid waste from a route because of insufficient fleet. On February 7th 2017 the department was forced to cancel collections on a route due to lack of fleet.

The extensive maintenance requirements of the sanitation fleet put a strain on the Fleet Centre at Public Works who constantly have to reprioritise work in order to repair garbage trucks. It is typical that two or more trucks will be in need of some sort of repair at the end of each work day.

3. Recycling contract

The current recycling contract was originally tendered in February 2009, it was intended to be a 6 year agreement. Due to the uncertainty within the department the contact has been extended multiple times. The latest extension expires on April 30 2017. The contractor has indicated a great concern with continuing in this fashion since it leaves them in a position where they are unable to plan for the future and unable to replace their aging fleet. The contractor's fleet is also beginning to fail which could impact collection services provided to the City.

## Service Delivery Options

**Option A** (the recommendation): A City-owned and operated service with weekly collection of organics and bi-weekly collection of garbage and recycling utilizing an automated fleet of 8 trucks. The City owns and operates all assets associated with the service.

Capital Investment:	\$7.4 million
Initial User rate (year one):	\$146
User rate-post implementation:	\$80

Yard waste: There is an option to include yard waste with this service option. Initial user rate increases to \$169 and post implementation rate decreases to \$100. There is no increase to capital cost.

**Option B:** A hybrid ownership and delivery service that provides *biweekly collection* of all three waste streams (garbage, organics and recycling). Garbage and organics would be collected by the City, whereas recycling would be collected by an external contractor. The city would operate a fleet of four (4) trucks and contract for the recycling service.

Capital Investment:	\$5.8million
Initial User Rate:	\$115
User Rate – post implementation:	\$82

Yard waste: If yard waste is included in this option initial user rate increases to \$143 and post implementation rate decreases to \$106. There is an increase in capital cost as one additional truck would be required (due to heavier loads) and one additional operator (making a total of five trucks and operators) Capital costs are increased to \$6.3 million.

**Option C:** A hybrid ownership and delivery service that provides *weekly collection* of organics and biweekly collection of garbage and recycling. Garbage and organics would be collected by the City, whereas recycling would be collected by an external contractor. The city would operate eight (8) trucks and contract for the recycling service.

Capital Investment:	\$7.4 million
Initial User Rate:	\$146
User rate-post implementation	\$109

Yard waste: If yard waste is included in this option initial user rate increases to \$169 and post implementation rate decreases to \$129. There is no increase in capital cost.

**Option D:** This option is to continue with the manual collection of waste using the current service delivery model. The collection of organics would remain as weekly collection and garbage and recycling would be bi-weekly collection. This option assumes that a new fleet would be purchased at the end of the vehicles lifetime but they would be replaced with manual trucks.

Capital Investment:	Would reflect as-needed fleet replacement (funded by equipment replacement reserve)
Initial User Rate	\$101.75 (current rate)
User rate post implementation:	(rates may change over time to reflect operational costs associated with lost-time injury and rising fleet maintenance costs)

Yard waste: Not an option with current fleet. This would require reducing route sizes, fleet size and staffing levels to accommodate.

Staff were asked to explore the possibility of contracting out all three collection streams. The collection of organics would remain as weekly collection and garbage and recycling would be bi-weekly collection. The City would not own the assets but would contract the entire service out. For labour relations purposes, this is not considered viable

**Evaluation of the Options:**

Evaluation criteria: Staff considered a number of factors in the evaluation of the service delivery options and utilized associated with the City's Balanced Scorecard approach. Of primary consideration was the benefit to the customer. Evaluation considerations included:

**Customer Benefit:** This considered user rate, convenience and service level.

**Asset Management:** This considered lifecycle costs associated with assets, maintenance, long-term asset costs and values.

**Productivity:** This considered the efficient utilization of trucks, routing and staff resources. Productivity is increased when split trucks are used so that multiple waste streams can be collected on one route. Automation increases productivity by increasing route efficiency and reducing injury rates to collectors.

**Human Resources:** This considered staffing levels and costs as well as safety, well-being and the effective utilization of staff resources.

**Environmental:** This considered the annual fuel consumption, fuel costs and greenhouse gas emissions associated with the service level.

Staff have prepared the below decision matrices to assist Council in making a decision on business model option to select.

**Operational Evaluation**

Area	Option A		Option B		Option C		Option D
Biweekly Garbage	✓		✓		✓		✓
Biweekly Recycling	✓		✓		✓		✓
Weekly Kitchen Waste	✓		X		✓		✓
Productivity	High		Medium		Low		Medium
Yard Waste Included	X	✓	X	✓	X	✓	X
Staffing Level	8	8	4	5	8	8	8
Capital cost (Million \$)	7.4	7.4	5.8	6.3	7.4	7.4	0
User rate year 1 (\$)	146	169	115	143	146	169	101
User rate after implementation (\$)	80	100	82	106	109	129	TBD

### Triple Bottom Line Analysis

Area		Weight	Option A	Option B	Option C	Option D
1	Financial /Economic Value <i>Capital investment required, Operational costs, Impact on User rate, productivity improvement,</i>	25	10	6	1	1
2	Social/ Community value <i>Improved safety, improved morale, enhanced citizen participation, improvements to service level and image</i>	25	10	2	8	0
3	Environmental value <i>Reduce GHG emissions, encourage increased waste diversion, contribute to regional sustainability</i>	20	8	8	0	0
4	CSR alignment	15	10	5	0	0
5	Risk <i>Organizational change risk, operational risk</i>	10	5	2	3	0
Proposal Score (out of 10) (Total points divided by 1000)			<b>8.85</b>	<b>4.65</b>	<b>2.70</b>	<b>0.25</b>
Scoring- Rank on a scale of 1 to 10. 1, 2, 3-The greater the benefit the higher the score 4- The greater the alignment the higher the score 5- The lower the risk the higher the score						

The operational and financial analysis is based upon the following assumptions:

1. The City will own the wheeled carts (including recycling carts on hybrid service delivery models).
2. For calculation of the hybrid service delivery models current manual recycling costs are used. Renewal of recycling contract will require automated collection and costs may increase. Should Council approve the automation of solid waste collection services using a hybrid Service delivery model staff would go issue a Request for Proposals (RFP) for the automated collection of recycling.

3. Expanding organic collection to include yard waste will increase the annual tipping fees. Data from similar communities has been used to estimate what this increase could be. Yard waste would be "comingled" with kitchen waste; no additional wheeled carts would be needed.
4. The cost for contracting out the entire service is based on the fees currently paid by the RDN to their contractor for the same level of service as currently provided by the City.
5. Short term borrowing will be utilized under the Municipal Finance Authority's (MFA) equipment financing program.

As a result of the issues facing the City and the department, staff are recommending that the City move to a fully automated waste collection service that includes all three waste streams being brought in-house (option A). This conclusion was reinforced through the Core Service Review (CSR) consultants who noted that: "The main issues facing the Department are injuries to workers and associated WCB costs and restrictions arising from unsuitable equipment. The trucks, although some are less than ten years old, are also unreliable and expensive to maintain. Best practice is to automate garbage collection." Further to this finding, the CSR found that the "superior service" would be provided by contracting in and as such recommended that automation be implemented under the in-house model as outlined as Option A in this report.

The proposed service delivery option can also provide benefits to the customer and the community:

**Improved Service:** Through the provision of wheeled carts to residents the collection system would become standardised. This means there would be no more curbside enforcement required related to oversized cans. Further to this, wheeled carts offer improved ergonomics over old-fashioned garbage cans and are easier to keep clean. Provision of wheeled carts also means there would be no more yellow bags blowing away. Lastly the Radio Frequency Identification (RFID) technology within the wheeled carts provides improved communications with residents.

**Improved Productivity:** Automation of the waste collection service provides the ability to bring recycling in house without needing additional trucks or staff (as per option A). Automation also gives us the ability to begin collecting yard waste. (Collection of both recycling and yard waste is technically possible within a manual system however new trucks would be required and routes would need to be made smaller. Consequently productivity would be reduced because more trucks and more staff would be required).

**Reduced Costs:** Automation is expected to reduce the City's injury rates and so save on WorkSafeBC costs and associated salary top-ups (anticipated savings are not built into this business case). Additionally, if the collection of recycling is brought in house (as in option A) there is no requirement for a recycling contractor which costs the City approximately \$900,000 annually.

It is possible that WorkSafeBC will intervene and require the City to change to automated collections. Manual solid waste collection is the 6th most dangerous job in North America

(Forbes Business Review, 2013) and City of Nanaimo crews have been identified as being at "increased vulnerability to muscular skeletal injuries" due to the manual nature of the work (ErgoRisk 2012). The department is currently working under multiple Worksafe orders and 100% of the permanent Sanitation crew have been injured at work.

#### **SUMMARY POINTS**

- Staff are proposing a waste collection service delivery option designed to address issues relating to; recurrent injuries within the crew, aging fleet and an over-extended contract for the collection of recycling.
- Staff have updated the business case based on observations from the CSR and direction from Council and are proposing that recycling services be brought in house alongside garbage and organics collection.
- Staff require Council to select whether yard waste is to be collected as part of the chosen business model.
- Funding will be provided through both the Equipment Replacement Reserve and borrowing.

#### **ATTACHMENTS**

Appendix A - Injury rates in the City of Vancouver

Appendix B - Financial analysis

Appendix C - Operational and resource analysis.

#### **References:**

ErgoRisk- 2012- Refuse Collection Worker Ergonomic Review

Forbes Business review- 2013- <https://www.forbes.com/pictures/efkk45emddl/6-refuse-and-recyclable-material-collectors/#2080c5e9273f>

**Submitted by:**

**Concurrence by:**



Charlotte Davis  
Manager of Sanitation, Recycling and Public  
Works Administration



Brad McRae  
Chief Operating Officer



# ATTACHMENT C

**SPECIAL "IN CAMERA" MINUTES**  
COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS  
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC  
MONDAY, 2017-JAN-09, AT 5:18 P.M.

---

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick  
Councillor G. W. Fuller  
Councillor J. Hong  
Councillor J. A. Kipp  
Councillor W. L. Pratt  
Councillor I. W. Thorpe  
Councillor W. M. Yoachim

Absent: Councillor M. D. Brennan

Staff: T. Samra, Chief Administrative Officer  
B. McRae, Chief Operations Officer  
V. Mema, Chief Financial Officer  
K. Fowler, Chief Sustainability Officer  
S. Gurrie, A/City Clerk  
J. Vanderhoef, Recording Secretary  
M. Brown, Steno

1. CALL THE SPECIAL "IN CAMERA" MEETING TO ORDER:

The Special "In Camera" Meeting was called to order at 5:18 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add Agenda Item 3 (b) Approval in Principle: Partial Purchase of NDSS Lands and Joint Development of an Artificial Turf Field. Correct numbering of this item on the Addendum from Item 3 (a) to Item 3 (b).

3. ADOPTION OF AGENDA:

00117 It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

4. REPORTS:

(a) WHL Draft Agreement (Verbal Update)

00217 It was moved and seconded that Council direct the City of Nanaimo to enter into a memorandum of understanding with the Western Hockey League. The motion carried.

Opposed: Councillor Pratt

00317 It was moved and seconded that Council recess the "In Camera" Meeting at 5:50 p.m. with the intention of reconvening immediately following the Special Council Meeting. The motion carried unanimously.

00417 It was moved and seconded that Council reconvene the "In Camera" Meeting in the Douglas Rispin Room at 8:44 p.m. The motion carried unanimously.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick  
Councillor J. Hong  
Councillor W. L. Pratt  
Councillor I. W. Thorpe  
Councillor W. M. Yoachim

Absent: Councillor M. D. Brennan  
Councillor G. W. Fuller  
Councillor J. A. Kipp

Staff: V. Mema, Chief Financial Officer  
D. Lindsay, Director of Community Development  
R. J. Harding, Director of Parks and Recreation  
S. Gurrie, A/City Clerk  
J. Vanderhoef, Recording Secretary  
M. Brown, Steno

(b) Approval in Principle: Partial Purchase of NDSS Lands and Joint Development of an Artificial Turf Field

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00517 It was moved and seconded that Council:

- provides approval in principle to acquire 5.94 ha (14.8 acres) of land from the Nanaimo & District Secondary School property for a price of up to \$4,345,000;
- provides approval in principle to a joint development of an artificial turf field for an additional \$1,100,000; and,
- direct Staff to identify funding sources and return to an upcoming Council meeting to report back.

The motion carried unanimously.

00617           It was moved and seconded that Council release information related to the Partial Purchase of NDSS Lands and Joint Development of an Artificial Turf Field report dated 2017-JAN-09 only upon successful negotiations with School District 68. The motion carried unanimously.

5.     ADJOURNMENT:

00717           It was moved and seconded at 9:14 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

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M A Y O R

CERTIFIED CORRECT:

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CORPORATE OFFICER

**SPECIAL "IN CAMERA" MINUTES**  
COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS  
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC  
MONDAY, 2017-JAN-16, AT 4:30 P.M.

---

PRESENT: Mayor W. B. McKay, Chair (vacated 9:45 p.m.)  
Acting Mayor Thorpe

Members: Councillor W. L. Bestwick  
Councillor M. D. Brennan  
Councillor G. W. Fuller  
Councillor J. Hong  
Councillor J. A. Kipp  
Councillor W. L. Pratt (vacated 10:17 p.m.)  
Councillor I. W. Thorpe  
Councillor W. M. Yoachim (arrived 4:42 p.m.)

Others:

Staff: T. Samra, Chief Administrative Officer  
V. Mema, Chief Financial Officer  
K. Fowler, Chief Sustainability Officer  
S. Snelgrove, Acting City Clerk  
M. Brown, Recording Secretary

1. CALL THE SPECIAL "IN CAMERA" MEETING TO ORDER:

The Special "In Camera" Meeting was called to order at 4:36 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Remove Agenda Item 3(b) Property Management Strategy Update.
- (b) Add Agenda Item 3(a) WHL Agreement Execution
- (c) Add Agenda Item 3(b) Event Centre Capital and Operating Financing Framework - Verbal Update and Presentation from EY Public Infrastructure Advisory Group.
- (d) Add Agenda Item 3(c) Financing for the Event Centre – Verbal Update from Victor Mema.
- (e) Add Agenda Item 3(d) Venue/Site for the Event Centre – Verbal Update from Victor Mema.
- (f) Reorder Agenda Item 3(a) Property Gifting – Life Estate Agreement – 6101 Doumont Road to 3(e).

- (g) Reorder Agenda Item 3(c) Poet Laureate and Youth Laureate Selection to 3(f).
- (h) Add Agenda Item 3(g) SFN Consultation Update – Verbal Update from Tracy Samra.
- (i) Add Agenda Item 3(h) Community Consultation Update – Verbal Update from Kim Fowler.
- (j) Add Agenda Item 3(i) Legal Fees – City of Nanaimo v. William McKay Civil Suit.
- (k) Add Confidentiality Discussion to Agenda Section 3. Reports.

3. ADOPTION OF AGENDA:

00817 It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

4. REPORTS:

(a) WHL Agreement Execution

00917 It was moved and seconded that Council receive the verbal presentation regarding the WHL Agreement Execution from Tracy Samra, Chief Administrative Officer. The motion carried.

Opposed: *Councillor Brennan*

Councillor Yoachim entered the Douglas Rispin Room at 4:42 p.m.

5. ADOPTION OF MINUTES:

01017 It was moved and seconded that the following Minutes be adopted as circulated:

- Minutes of the Special "In Camera" Meeting of Council held Monday, 2016-DEC-19 at 10:00 a.m. in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC.
- Minutes of the Special "In Camera" Meeting of Council held Monday, 2016-DEC-19 at 5:00 p.m. in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC.

The motion carried unanimously.

4. REPORTS (continued):

(b) Confidentiality Discussion

Tracy Samra, Chief Administrative Officer, spoke regarding a breach of confidentiality.

(c) Event Centre Capital and Operating Financing Framework

Presentation:

1.

01117 It was moved and seconded that Council receive the presentation from EY Public Infrastructure Advisory Group regarding the Event Centre Capital and Operating Financing Framework. The motion carried unanimously.

Mayor McKay declared a conflict of interest regarding selection for the Venue/Site of the Event Centre as he has a friend who owns property near one of the proposed locations and vacated the Douglas Rispin Room at 5:55 p.m. Acting Mayor Thorpe assumed the Chair at 5:55 p.m.

(d) Venue/Site for the Event Centre

Kim Fowler, Chief Sustainability Officer, provided a verbal update regarding the Venue/Site for the Event Centre.

01217 It was moved and seconded that Council receive the verbal update on the Venue/Site for the Event Centre presentation. The motion carried unanimously.

01317 It was moved and seconded that 1 Port Drive be selected as the primary site for the potential Events Centre. The motion carried.

Opposed: *Councillors Brennan and Pratt*

Mayor McKay returned to the Douglas Rispin Room at 6:32 p.m. and resumed the Chair.

(e) Community Consultation Update

Kim Fowler, Chief Sustainability Officer, provided a verbal update regarding the Community Consultation.

01417 It was moved and seconded that Council receive the Community Consultation Update from Kim Fowler. The motion carried unanimously.

(f) Poet Laureate and Youth Laureate Selection

01517 It was moved and seconded that Council approve the appointments of Ms. Tina Bielo to the position of Poet Laureate for a three-year term and Ms. Kailey Defehr to the position of Inaugural Youth Poet Laureate for a one-year term. The motion carried unanimously.

(g) Property Gifting – Life Estate Agreement – 6101 Doumont Road

01617 It was moved and seconded that Council receive for information the Property Gifting – Life Agreement – 6101 Doumont Road report dated 2017-JAN-16. The motion carried unanimously.

01717 It was moved and seconded that Council release information regarding 6101 Doumont Road upon the passing of the Owner or when the Owner requires 24/7 medical care in a nursing home with the exception of the underlined text and that the Poet Laureate and Youth Laureate selection information be released at the 2017-JAN-16 Open Meeting. The motion carried unanimously.

01817 It was moved and seconded at 6:59 p.m. that the Special "In Camera" meeting be recessed until 9:00 p.m. The motion carried unanimously.

The Special "In Camera" meeting reconvened at 9:10 p.m.

(h) SFN Consultation Update

01917 It was moved and seconded that consultations with Snuneymuxw First Nation continue until 2017-FEB-06. The motion carried unanimously.

02017 It was moved and seconded that a Council to Council meeting with Snuneymuxw First Nation occur as soon as possible. The motion carried unanimously.

Mayor McKay vacated the Douglas Rispin Room at 9:45 p.m. Acting Mayor Thorpe assumed the Chair.

(i) Legal Fees - City of Nanaimo v. William McKay Civil Suit

02117 It was moved and seconded that the alleged acts did not fall within the Mayors duties and powers and that the City of Nanaimo not pay Mayor McKay's legal costs in relation to the City of Nanaimo v. William McKay Civil Suit. The motion carried.

Opposed: *Councillors Brennan, Pratt, Thorpe*

Councillor Pratt Vacated the Douglas Rispin Room at 10:17 p.m.

6. ADJOURNMENT:

02217           It was moved and seconded at 10:18 p.m. that the "In Camera" Meeting terminate.  
                  The motion carried unanimously.

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M A Y O R

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ACTING M A Y O R

CERTIFIED CORRECT:

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CORPORATE OFFICER

**SPECIAL "IN CAMERA" MINUTES**  
SPECIAL "IN CAMERA" COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS  
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC  
MONDAY, 2017-JAN-23 AT 4:30 P.M.

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PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick (arrived 4:35 p.m.)  
Councillor M. D. Brennan (vacated at 6:42 p.m.)  
Councillor G. W. Fuller  
Councillor J. Hong  
Councillor J. A. Kipp (vacated at 6:43 p.m.)  
Councillor I. W. Thorpe  
Councillor W. M. Yoachim (arrived 4:38 p.m.)

Absent: Councillor W. L. Pratt  
Other:

Staff: T. Samra, Chief Administrative Officer  
B. McRae, Chief Operations Officer  
V. Mema, Chief Financial Officer  
K. Fowler, Chief Sustainability Officer  
S. Gurrie, A/City Clerk  
S. Snelgrove, A/FOI and Records Supervisor (vacated 6:45 p.m.)  
M. Brown, Recording Secretary (vacated 6:45 p.m.)

1. CALL THE "IN CAMERA" MEETING TO ORDER:

The "In Camera" Meeting was called to order at 4:34 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add Agenda Item 3 (a) Review of Draft Loan Authorization Bylaw for Information Only.
- (b) Add Agenda Item 3 (c) Motion to Rise and Report on Event Centre Site Selection.
- (c) Agenda Item 4 (c) Nanaimo Events Centre Non-Election Assent Voting (Referendum) Question change title to Proposed Question for Nanaimo Events Centre Non-Election Assent Voting for Information Only and move to Agenda item 3 (b).
- (d) Add a new Agenda Item 4 (a) Mayor/CAO Communications and reorder SFN Consultation to Agenda item 4 (b).
- (e) Reorder Agenda Item 4 (b) 2017 Council Appointments to Protocol Agreement Working Group, Nanaimo Port Authority/City Liaison Committee and Tripartite Liaison Committee to Agenda item 4 (c)

(f)

Councillor Bestwick entered the Douglas Rispin Room at 4:35 p.m.

3. ADOPTION OF AGENDA:

02317 It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda amended. The motion carried unanimously.

4. ADOPTION OF MINUTES:

02417 It was moved and seconded that the following Minutes be adopted as circulated:

- Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, on Monday, 2016-NOV-14 at 9:00 p.m.
- Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, on Monday, 2016-DEC-12 at 8:19 p.m. and continuing on Thursday, 2016-DEC-15 at 8:31 a.m.

The motion carried unanimously.

By unanimous consent Council moved Agenda Item 6 (a) Events Centre Development and Operating Financing Framework (Verbal Update) Ernst & Young forward on the agenda to be the first presentation.

entered the Douglas Rispin Room at 4:36 p.m.  
Councillor Yoachim entered the Douglas Rispin Room at 4:38 p.m.

5. PRESENTATIONS:

(a) Events Centre Development and Operating Financing Framework (Verbal Update)  
Ernst & Young

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02517 It was moved and seconded that Council receive the Events Centre Development and Operating Financing Framework. The motion carried unanimously.

vacated the Douglas Rispin Room at 5:30 p.m.

(b) Review of Draft Loan Authorization Bylaw for Information Only

02617 It was moved and seconded that Council receive for information the verbal presentation regarding the review of the draft loan authorization bylaw. The motion carried unanimously.

(c) Proposed Question for Nanaimo Events Centre Non-Election Assent Voting for Information Only

02717 It was moved and seconded that Council receive for information the verbal presentation regarding the Proposed Question for Nanaimo Events Centre Non-Election Assent Voting. The motion carried unanimously.

(d) Motion to Rise and Report on Site Selection

02817 It was moved and seconded that Council approve Mayor McKay to rise and report on Council's decision regarding the site selection for the Event Centre. The motion carried unanimously.

(e) Mayor/CAO Communications

Mayor McKay advised Council of various discussion items which include:

Brad McRae, Chief Operations Officer, spoke regarding governance and communication between Mayor, Council and Staff.

Councillor Brennan vacated the Douglas Rispin Room at 6:42 p.m.  
Councillor Kipp vacated the Douglas Rispin Room at 6:43 p.m.

Sky Snelgrove and Mary Brown vacated the Douglas Rispin Room at 6:45 p.m.

6. REPORTS:

(a) Snuneymuxw First Nation Consultation (Verbal Update)

02917 It was moved and seconded that Council recess the Special "In Camera" Council Meeting and discussion regarding Snuneymuxw First Nation Consultation with the intention to reconvene on Wednesday, 2017-JAN-25. The motion carried unanimously.

[Note: As the Special "In Camera" Council Meeting did not reconvene on 2017-JAN-25 as intended, the Special "In Camera" Council Meeting of 2017-JAN-23 stands adjourned.

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C H A I R

CERTIFIED CORRECT:

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CORPORATE OFFICER

**SPECIAL "IN CAMERA" MINUTES**  
COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS  
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC  
MONDAY, 2017-FEB-06, AT 4:00 P.M.

---

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick (arrived 4:16 p.m.)  
Councillor M. D. Brennan (arrived 4:33 p.m.)  
Councillor G. W. Fuller  
Councillor J. Hong  
Councillor J. A. Kipp  
Councillor I. W. Thorpe  
Councillor W. M. Yoachim

Absent: Councillor W. L. Pratt

Others:

Staff: T. Samra, Chief Administrative Officer  
B. McRae, Chief Operations Officer  
K. Fowler, Chief Sustainability Officer  
D. Lindsay, Director of Community Development (arrived 6:05 p.m.)  
R. J. Harding, Director of Parks and Recreation (arrived 6:05 p.m.)  
S. Gurrie, A/City Clerk  
S. Snelgrove, A/Steno Coordinator (vacated 6:41 p.m.)  
M. Brown, Recording Secretary (vacated 6:41 p.m.)

1. CALL THE SPECIAL "IN CAMERA" MEETING TO ORDER:

The Special "In Camera" Meeting was called to order at 4:04 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a) Add - Agenda Item 3 (a) Nanaimo Marina Association Update and renumber Agenda Item 3 (a) Nanaimo Port Authority Update to Agenda Item 3 (b) and change *Community Charter* reason 90(1)(a) to (k):

(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.

- (b) Update – Agenda Item 3 (b) Change Michelle Corfield's title to City representative, Nanaimo Port Authority.
- (d) Remove – Agenda Item 4 (f) Proposed Property Acquisition – Chase River Pump Station – 396 Seventh Street.
- (e) Remove - Agenda Item 4 (h) Design Advisory Panel Committee Appointment Matter.

3. ADOPTION OF AGENDA:

031017 It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

4. ADOPTION OF MINUTES:

03117 It was moved and seconded that the Minutes of the Special "In Camera" Meeting of Council held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2017-JAN-09 at 5:18 p.m. be adopted as circulated. The motion carried unanimously.

Councillor Bestwick entered in the Douglas Rispin Room at 4:16 p.m.  
Councillor Brennan entered in the Douglas Rispin Room at 4:33 p.m.

5. PRESENTATIONS:

- (a) Nanaimo Marina Association Update

, provided an update on the  
Nanaimo Marina Association activities.

03217 It was moved and seconded that Council receive the update regarding the Nanaimo Marina Association Update from .  
The motion carried unanimously.

vacated the Douglas Rispin Room at  
4:47 p.m.

03317 It was moved and seconded that Council direct Staff to review the presentation provided by the Nanaimo Marina Association and return to Council with a report outlining the implications of each document. The motion carried unanimously.

Michelle Corfield, City Representative, Nanaimo Port Authority, entered the Douglas Rispin Room at 4:49 p.m.

(b) Nanaimo Port Authority Update

Michelle Corfield, City Representative, Nanaimo Port Authority, provided an update on the Nanaimo Port Authority business.

03417 It was moved and seconded that Council receive the update regarding the Nanaimo Port Authority from Michelle Corfield, City Representative, Nanaimo Port Authority. The motion carried unanimously.

Michelle Corfield, City Representative, Nanaimo Port Authority, vacated the Douglas Rispin Room at 5:25 p.m.

03517 It was moved and seconded that Council:

1. direct Staff to strongly recommend that the Nanaimo Port Authority enter into lease negotiations with Island Ferry Service Ltd. and Snuneymuxw First Nation immediately.
2. is satisfied that the due diligence undertaken by the City, Nanaimo Port Authority and Snuneymuxw First Nation, through the technical advisory committee, is sufficient and that the City wishes to withdraw from the additional study by Ernst & Young.

The motion carried unanimously.

6. REPORTS:

(a) 2017 Council Appointments to Protocol Agreement Working Group, Nanaimo Port Authority/City Liaison Committee and Tripartite Liaison Committee

03617 It was moved and seconded that Council appoint the following members to each group:

Protocol Agreement Working Group:

- Mayor McKay
- Councillor Fuller
- Councillor Pratt

Nanaimo Port Authority/City Liaison Committee:

- Mayor McKay
- Councillor Bestwick
- Councillor Yoachim

The motion carried unanimously.

03717 It was moved and seconded that Council appoint the following members to the Tripartite Liaison Committee:

- Mayor McKay
- Councillor Fuller
- Councillor Pratt
- Councillor Bestwick
- Councillor Yoachim

The motion carried unanimously.

The Special "In Camera" meeting recessed at 6:00 p.m. with the intention to reconvene in five minutes.

Richard Harding, Director of Parks and Recreation and D. Lindsay, Director of Community Development entered the Douglas Rispin Room at 6:05 p.m.  
The Special "In Camera" meeting reconvened at 6:07 p.m.

(b)

M. Brown and S. Snelgrove vacated the Douglas Rispin Room at 6:41 p.m.

[Note: Due to time constraints the following Agenda Items will be carried forward to a future "In Camera" meeting:

- Update: Partial Purchase of NDSS Lands and Joint Development of an Artificial Turf Field;
- Partial Property Acquisition – 5299 Rutherford Road; and,

7. ADJOURNMENT:

03917 It was moved and seconded at 6:59 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

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M A Y O R

CERTIFIED CORRECT:

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CORPORATE OFFICER

**SPECIAL "IN CAMERA" MINUTES**  
COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS  
SERVICE AND RESOURCE CENTRE  
411 DUNSMUIR STREET, NANAIMO, BC  
WEDNESDAY, 2017-FEB-08, AT 9:00 A.M.

---

PRESENT: Mayor W. B. McKay, Chair (vacated 9:27 a.m.)  
Acting Mayor G. Fuller

Members: Councillor W. L. Bestwick  
Councillor M. D. Brennan (arrived 9:35 a.m. and vacated 9:37 a.m.)  
Councillor G. W. Fuller  
Councillor J. Hong  
Councillor J. A. Kipp  
Councillor I. W. Thorpe  
Councillor W. M. Yoachim (arrived 9:07 a.m.)

Absent: Councillor W. L. Pratt

Staff: T. Samra, Chief Administrative Officer  
B. McRae, Chief Operations Officer (vacated 9:26 a.m.)  
D. Lindsay, Director of Community Development (vacated 9:26 a.m.)  
R. J. Harding, Director of Parks and Recreation (vacated 9:26 a.m.)  
S. Gurrie, A/City Clerk (vacated 9:26 a.m.)  
J. Vanderhoef, Recording Secretary (vacated 9:26 a.m.)

1. CALL THE SPECIAL "IN CAMERA" MEETING TO ORDER:

The Special "In Camera" Meeting was called to order at 9:05 a.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Councillor Kipp requested that the Greater Marina Association be added to the agenda as agenda item 4(d).

3. ADOPTION OF AGENDA:

04017 It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

Councillor Yoachim entered the Boardroom at 9:07 a.m.

S. Gurrie, R. Harding, D. Lindsay, B. McRae and J. Vanderhoef vacated the Boardroom at 9:26 a.m.

Mayor McKay vacated the Boardroom at 9:27 a.m. and Acting Mayor Fuller assumed the Chair.

4. REPORTS:

(a) Update: Partial Purchase of NDSS Lands and Joint Development of an Artificial Turf Field

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Discussion:

- D. Lindsay noted that the purchasing of the Seaspan property is included in the borrowing budget set forth for the proposed Event Centre.
- R. Harding said that the parks and recreation department have not confirmed whether they have other planned property purchases.
- There are no identified major upgrades noted for the facility at 395 Wakesiah Avenue, however, lights are recommended for an update in 2018. The current lighting cost estimate has been underestimated.
- There was concern over accuracy of estimated for this purchase as inaccuracy will affect the taxes and the City's five year budget plan.
- The Nanaimo Minor Baseball Association has maintained the field in the past and has not required funding from the City or the school board. Their operation cost is estimated at \$35,000 per year.
- The Rotary Bowl does not require a large amount of maintenance and its estimated operation cost is \$11,000 per year. It was noted that a capital cost of the rotary bowl is redoing the track and perhaps an agreement could be negotiated with the track and field club.
- This field will be used for many hours and money needs to be put aside every 10-15 years to change the carpet. It was recommended that Staff work with the school board to put some money away every year for carpet, as well as negotiating a long term easement with the school for the field.
- It is not anticipated that Nanaimo District Secondary School will have funds within the next 10-15 years to do anything with the field.

04117 It was moved and seconded that Council:

1. approve the acquisition of 5.94 ha (14.8 acres) of land from Nanaimo District Secondary School property for the sum of \$4,100,000 using funds from the Parks DCC, Property Sales and Property Acquisition Reserves;
2. approve \$1,200,000 from the Community Works Fund in the 2017 budget for the City's share of building an artificial turf field at Nanaimo District Secondary School after a Memorandum of Understanding of Joint Development and Use is completed; and,

3. direct Staff to issue a joint news release subject to Staff reporting back on the business case, operating costs, capital cost and proposed memorandum of understanding.

The motion carried unanimously.

5. NOTICE OF MOTION:

6. ADJOURNMENT:

04217 It was moved and seconded at 9:42 p.m. that the "In Camera" Meeting terminate.  
The motion carried unanimously.

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M A Y O R

CERTIFIED CORRECT:

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CORPORATE OFFICER

**SPECIAL "IN CAMERA" MINUTES**  
COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS  
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC  
MONDAY, 2017-FEB-20, AT 4:30 P.M.

---

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick (arrived 4:33 p.m., vacated 6:09 p.m., returned 6:11 p.m.)  
Councillor G. W. Fuller  
Councillor J. Hong  
Councillor J. A. Kipp  
Councillor I. W. Thorpe  
Councillor W. M. Yoachim (arrived 4:37 p.m.)

Absent: Councillor M. D. Brennan  
Councillor W. L. Pratt

Staff: T. Samra, Chief Administrative Officer  
K. Fowler, Chief Sustainability Officer (arrived 5:41 p.m.)  
D. Lindsay, Director of Community Development (arrived 6:07 p.m., vacated 6:08 p.m.)  
S. Gurrie, A/City Clerk (vacated 6:55 p.m.)  
J. Vanderhoef, Steno  
M. Brown, Recording Secretary (vacated 6:53 p.m.)

1. CALL THE SPECIAL "IN CAMERA" MEETING TO ORDER:

The Special "In Camera" Meeting was called to order at 4:32 p.m.

Councillor Bestwick entered the Douglas Rispin Room at 4:33 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a)
- (b) Remove Agenda Item 2 (a) Minutes of the Special "In Camera" Meeting of Council held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2017-JAN-16 at 4:30 p.m.
- (c) Agenda Item 3 (a) Richard Harding, Director, Parks & Recreation, to provide a PowerPoint presentation regarding the Memorandum of Understanding with School District No. 68 - change presenter from Richard Harding, Director, Parks & Recreation, to Tracy Samra, Chief Administrative Officer, and change to verbal update.

3. ADOPTION OF AGENDA:

004317 It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

4. ADOPTION OF MINUTES:

04417 It was moved and seconded that the Minutes of the Special "In Camera" Meeting of Council held Monday, 2015-JAN-23 at 4:30 p.m. in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, be adopted as circulated. The motion carried unanimously.

Councillor Yoachim entered the Douglas Rispin room at 4:37 p.m.

5. PRESENTATIONS:

(a) Tracy Samra, Chief Administrative Officer, provided a verbal update regarding the Memorandum of Understanding with School District No. 68

04517 It was moved and seconded that Council receive the verbal update regarding the Memorandum of Understanding with School District No. 68. The motion carried unanimously.

(b) Tracy Samra, Chief Administrative Officer, provided a verbal update regarding the Nanaimo Marina Association

04617 It was moved and seconded that Council authorize Staff to contact the appropriate Deputy Minister for confirmation on interest on governance change in the Nanaimo Port Authority by 2017-MAR-01. The motion carried unanimously.

04717 It was moved and seconded that Council direct Staff investigate the Terms of Reference for the Nanaimo Port Authority representative regarding accountability and report back to Council with recommendations regarding the appointment. The motion carried unanimously.

K. Fowler entered the Douglas Rispin Room at 5:41 p.m.  
Councillor Bestwick vacated the Douglas Rispin Room at 6:06 p.m.

(c)

D. Lindsay entered the Douglas Rispin Room at 6:07 p.m.  
Councillor Bestwick returned to the Douglas Rispin Room at 6:07 p.m.

6. REPORTS:

(a) Partial Property Acquisition – 5299 Rutherford Road

04917 It was moved and seconded that Council authorize the acquisition of a portion of 5299 Rutherford Road from the registered owners to facilitate the roundabout and associated road works at the intersection of Rutherford Road and Nelson Road for the sum of \$8,600. The motion carried unanimously.

05017 It was moved and seconded that the report regarding Partial Property Acquisition – 5299 Rutherford Road be released upon conclusion of the negotiation process with exception of the underlined text.

(b) Renaming of Glen Oaks Park #2

05117 It was moved and seconded that Council approve the renaming of Glen Oaks Park #2 to “Wandl Park”, in memory of Wilhelm Herbert Wandl. The motion carried unanimously.

D. Lindsay vacated the Douglas Rispin Room at 6:08 p.m.  
Councillor Bestwick declared a conflict of interest and vacated the Douglas Rispin Room at 6:09 p.m. as he had written a letter of reference for one of the applicants for the 2017 Culture and Heritage Awards.

(c) 2017 Culture and Heritage Awards Recipients

05217 It was moved and seconded that Council approve Ms. Jacquie Kaese for the 2017 Excellence in Culture Award and Ms. Gerda Hofman for the 2017 Honour in Culture Award. The motion carried unanimously.

05317 It was moved and seconded that the report regarding 2017 Culture and Heritage Awards Recipients be released upon approval by Council. The motion carried unanimously.

Councillor Bestwick returned to the Douglas Rispin Room at 6:11 p.m.

(d) 2017 Select Committee Appointments

05417 It was moved and seconded that Council:

1. approve the membership and Chair persons for the following Select Committees:

a. Finance and Audit:

Chair: Councillor Bestwick  
Members: Mayor Bill McKay  
Councillor Bestwick  
Councillor Diane Brennan  
Councillor Gordon Fuller  
Councillor Jerry Hong  
Councillor Wendy Pratt  
Councillor Bill Yoachim  
Councillor Jim Kipp

- Councillor Ian Thorpe
- b. Design Advisory Panel:  
Members: Charles Kierulf (Professional Architect)
- c. Community Planning and Development:  
Chair: Councillor Kipp  
Members: Councillor Diane Brennan  
Councillor Gordon Fuller  
Councillor Jerry Hong  
Colin Brown  
Daniel Appell  
Richard Finnegan  
Gail Adrienne  
Anthony Griffin  
Kyle Wardstrom  
Mercedes Beaudoin-Lobb  
Patricia Reynes  
Richard Steele  
Tyler Brown
- d. Community Vitality:  
Chair: Councillor Fuller  
Members: Councillor Diane Brennan  
Councillor Gordon Fuller  
Councillor Jerry Hong  
Councillor Bill Yoachim  
Dennis McMahon  
Erin Hemmens  
Ingrid Sky  
Michele Greene  
Paula Waatainen  
Rob McGregor
- e. Parks, Recreation and Wellness;  
Chair: Councillor Bestwick  
Members: Councillor Thorpe  
Councillor Bestwick  
Councillor Pratt  
Calvin Tant  
Carrie Chassels  
Daniel McVicar  
Gabby Lent  
Julia Buisman  
Ken Milne  
Marsha Down  
Robert Fraser  
Tracy Vandermolen  
Trevor Heshka

- f. Public Safety:  
Chair: Councillor Thorpe  
Members: Councillor Thorpe  
Councillor Yoachim  
Councillor Kipp  
Alexis Petersen  
Bruce Parker  
David Holmes  
Rick Hyne  
Robert Whitton  
Thomas Meredith  
David Lemire
- g. Nanaimo Youth Advisory Council:  
Members: Councillor Jerry Hong  
Aakash Pawar  
Avery Bonner  
Bri Tagseth  
Cameron Leckenby  
Clare Shuley  
Claudia Thompson  
Erin Burnley  
Henry Waatainen  
Michael Ribicic  
Tali Campbell
- h. Public Works and Engineering.  
Chair: Councillor Hong  
Members: Councillor Bestwick  
Councillor Pratt  
Councillor Kipp  
Wally Wells  
Benafshaw Dashti  
Fiona MacInnes  
Leon Cake  
Mike Donnelly  
Mike Herold  
Mike Leach  
Russ Irish  
Will Milligan

2. dissolve the Grants Advisory Committee.

The motion carried.

Opposed: Mayor McKay

05517 It was moved and seconded that the report regarding 2017 Select Committee Appointments be released once appointments are determined by Council. The motion carried. Opposed: Mayor McKay

M. Brown vacated the Douglas Rispin room at 6:53 p.m.

S. Gurrie vacated the Douglas Rispin Room at 6:55 p.m.

[Note: Due to time constraints this item was deferred to the 2017-FEB-27 "In Camera" Committee of the Whole Meeting.]

7. ADJOURNMENT:

05617 It was moved and seconded at 7:01 p.m. that the "In Camera" Meeting terminate.  
The motion carried unanimously.

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M A Y O R

CERTIFIED CORRECT:

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CORPORATE OFFICER

**"IN CAMERA" MINUTES**  
COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS  
BOARD ROOM, SERVICE AND RESOURCE CENTRE,  
411 DUNSMUIR STREET, NANAIMO, BC  
MONDAY, 2017-FEB-27 AT 7:29 P.M.

---

PRESENT: Acting Mayor G. W. Fuller, Chair

Members: Councillor W. L. Bestwick  
Councillor J. Hong  
Councillor J. A. Kipp (vacated 8:20 p.m.)  
Councillor W. L. Pratt (vacated 8:23 p.m.)  
Councillor I. W. Thorpe (vacated 8:23 p.m.)  
Councillor W. M. Yoachim

Absent: Mayor W. B. McKay  
Councillor M. D. Brennan

Staff: T. Samra, Chief Administrative Officer  
B. McRae, Chief Operations Officer  
K. Fowler, Chief Sustainability Officer  
D. Lindsay, Director of Community Development (vacated 8:03 p.m.)  
S. Gurrie, A/City Clerk  
J. Vanderhoef, Recording Secretary (vacated 8:03 p.m.)

1. CALL THE "IN CAMERA" MEETING TO ORDER:

The "In Camera" Meeting was called to order at 7:29 p.m.

The "In Camera" meeting recessed at 7:29 p.m.  
The "In Camera" meeting reconvened at 7:39 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Agenda Item 4(a) 100 Gordon Street – change title of report to 100 Gordon Street Expression of Interest and add report.
- (b) Add Agenda Item 4(b) Design Advisory Panel Member – Removal.
- (c) Reorder Agenda items to:
  - 4(a) Design Advisory Panel Member – Removal
  - 4(b) 100 Gordon Street
  - 4(c) Add - Human Resource Policy
  - 4(d)

3. ADOPTION OF AGENDA:

It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

4. REPORTS:

(a) Design Advisory Panel Member – Removal

It was moved and seconded that Council direct Staff to submit a strongly worded letter of warning regarding conduct to Fred Brooks. The motion carried unanimously.

Councillor Hong declared a conflict of interest at 7:54 p.m. and vacated the Boardroom.

(b) 100 Gordon Street

It was moved and seconded that the report 100 Gordon Street - Expression of Interest dated 2017-FEB-27 be received for information. The motion carried unanimously.

(c) Human Resource Policy

Discussion took place regarding Human Resource Policy.

Councillor Hong returned to the Boardroom at 8:02 p.m.

D. Lindsay and J. Vanderhoef vacated the Boardroom at 8:03 p.m.

Councillor Kipp vacated the Boardroom at 8:20 p.m.

Councillors Pratt and Thorpe vacated the Boardroom at 8:23 p.m.

(d)

[NOTE: This item was not addressed.]

6. ADJOURNMENT:

It was moved and seconded at 8:24 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

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ACTING CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER

**SPECIAL "IN CAMERA" MINUTES**  
COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS  
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC  
MONDAY, 2017-MAR-06, AT 5:00 P.M.

---

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick  
Councillor M. D. Brennan (arrived 5:07 p.m.)  
Councillor G. W. Fuller  
Councillor J. Hong  
Councillor W. L. Pratt (joined via telephone 5:13 p.m.)  
Councillor I. W. Thorpe  
Councillor W. M. Yoachim

Absent: Councillor J. A. Kipp

Staff: V. Mema, Chief Financial Officer  
K. Fowler, Chief Sustainability Officer  
D. Lindsay, Director of Community Development (vacated 5:51 p.m.)  
B. Corsan, Manager, Real Estate (vacated 5:32 p.m.)  
M. Desrocher (arrived 5:07 p.m., vacated 5:10 p.m.)  
S. Gurrie, A/City Clerk  
M. Brown, Recording Secretary

1. CALL THE SPECIAL "IN CAMERA" MEETING TO ORDER:

The Special "In Camera" Meeting was called to order at 5:02 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add Agenda Item 4 (c) Letter from City of Nanaimo to WHL re: Memorandum of Understanding.
- (b) Add Agenda Item 4 (d) Vancouver Island Conference Centre Update from Victor Mema.

3. ADOPTION OF AGENDA:

05717 It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

4. ADOPTION OF MINUTES:

05817 It was moved and seconded that the Minutes of the Special "In Camera" Meeting of Council held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2017-JAN-16 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

05917 It was moved and seconded that the Minutes of the Special "In Camera" Meeting of Council held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2017-FEB-06 at 4:00 p.m. be adopted as circulated. The motion carried unanimously.

06017 It was moved and seconded that the Minutes of the Special "In Camera" Meeting of Council held in the Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2017-FEB-08 at 9:00 a.m. be adopted as circulated. The motion carried unanimously.

Councillor Brennan entered the Douglas Rispin Room at 5:07 p.m.  
Councillor Pratt joined via telephone at 5:13 p.m.

5. REPORTS:

(a) Property Management Strategy Update

06117 It was moved and seconded that Council receive the Property Management Strategy Update report dated 2017-JAN-16 for information. The motion carried unanimously.

06217 It was moved and seconded that the report titled "Property Management Strategy Update" be released upon receipt of the report by Council. The motion carried unanimously.

B. Corsan vacated the Douglas Rispin Room at 5:32 p.m.

(b) Tommy Douglas Plaque

06317 It was moved and seconded that Council direct Staff to permit installation of the proposed Tommy Douglas memorial plaque in a location to be determined by a Select Committee as gifted to the City. The motion carried unanimously.

Dale Lindsay vacated the Douglas Rispin room at 5:51 p.m.

(c) Letter from City of Nanaimo to WHL re: Memorandum of Understanding

06417 It was moved and seconded that the letter date 2017-JAN-09 from the City of Nanaimo to the Western Hockey League re: Memorandum of Understanding be sent to the Western Hockey League. The motion carried.

Opposed: Councillor Pratt

(d) Verbal update on the Vancouver Island Conference Centre from Victor Mema

06517 It was moved and seconded that the verbal update provided by Victor Mema, Chief Financial Officer, regarding the Vancouver Island Conference Centre be received for information. The motion carried unanimously.

06617 It was moved and seconded that Council Rise and Report during the 2017-MAR-06 Council Meeting regarding the awarding of a management contract to Spectra by Comcast Spectacor for venue management to the Vancouver Island Conference Centre. The motion carried unanimously.

6. ADJOURNMENT:

06717 It was moved and seconded at 6:05 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

\_\_\_\_\_  
MAYOR

CERTIFIED CORRECT:

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

**SPECIAL "IN CAMERA" MINUTES**  
COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS  
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC  
MONDAY, 2017-MAR-13, AT 5:00 P.M.

---

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick  
Councillor M. D. Brennan  
Councillor G. W. Fuller  
Councillor J. Hong  
Councillor J. A. Kipp  
Councillor I. W. Thorpe  
Councillor W. M. Yoachim

Absent: Councillor W. L. Pratt

Staff: T. Samra, Chief Administrative Officer (vacated 9:50 p.m.)  
V. Mema, Chief Financial Officer  
J. Van Horne, Director of Human Resources  
S. Gurrie, A/City Clerk

1. CALL THE SPECIAL "IN CAMERA" MEETING TO ORDER:

The Special "In Camera" Meeting was called to order at 8:55 p.m.

2. PRESENTATIONS:

06817 It was moved and seconded that one of the following five Councillors, Councillors Bestwick, Hong, Fuller, Kipp or Yoachim, be included in the weekly Mayor and CAO briefings and the Councillor included be chosen by following the order of the Acting Mayor Schedule. The motion carried unanimously.

T. Samra vacated the Douglas Rispin Room at 9:50 p.m.

06917 It was moved and seconded that the Censure Hearing for Councillor Brennan be set for 2017-APR-04, at 2:00 p.m. and be two and a half hours in length. The motion carried unanimously.

3. ADJOURNMENT:

07017 It was moved and seconded at 10:35 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

\_\_\_\_\_  
MAYOR

CERTIFIED CORRECT:

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

**SPECIAL "IN CAMERA" MINUTES**  
COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS  
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC  
MONDAY, 2017-MAR-20, AT 5:00 P.M.

---

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick  
Councillor M. D. Brennan  
Councillor G. W. Fuller  
Councillor J. Hong  
Councillor W. L. Pratt (via telephone)  
Councillor I. W. Thorpe

Absent: Councillor J. A. Kipp  
Councillor W. M. Yoachim

Others: Michael Hargraves, City Solicitor, (joined via telephone 5:08 pm)  
Rodney Seig, City Solicitor, Harris and Company

Staff: T. Samra, Chief Administrative Officer (arrived 8:17 p.m.)  
V. Mema, Chief Financial Officer  
K. Fowler, Chief Sustainability Officer  
S. Gurrie, A/City Clerk  
S. Snelgrove, Recording Secretary (vacated 5:07 p.m.)

1. CALL THE SPECIAL "IN CAMERA" MEETING TO ORDER:

The Special "In Camera" Meeting was called to order at 5:02 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add Agenda Item 4(c) – HR Personnel Matters and move to agenda item 4 (a).
- (b) Add Agenda Item 4(d) - VICC Update from Victor Mema.
- (c) Mayor McKay advised that he would be bringing forward an agenda item regarding Award and Recognition.

3. ADOPTION OF AGENDA:

07117 It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

4. ADOPTION OF MINUTES:

07217 It was moved and seconded that consideration of the Minutes of the Special "In Camera" Meeting of Council held Monday, 2017-FEB-27 at 7:29 p.m. in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, be deferred until the next meeting of Council in order to amend the minutes to correctly reflect the time when Councillors vacated the Board Room. The motion carried unanimously.

S. Snelgrove vacated the Douglas Rispin Room at 5:07 p.m.

5. REPORTS:

(a) HR Personnel Matters

07317 It was moved and seconded that Council receive  
The motion carried unanimously.

entered the Douglas Rispin Room.

07417 It was moved and seconded that Council receive verbal presentation.  
The motion carried unanimously.

The "In Camera" Meeting adjourned at 6:58 p.m. in order to proceed to the Council Meeting in the Shaw Auditorium.

The "In Camera" Meeting reconvened at 8:17 p.m. in the Douglas Rispin Room.

(b)

T. Samra provided a verbal update.

07517

(c)

[Note: This agenda item was not considered.]

(d) Mayor McKay re: Award and Recognition

07617 It was moved and seconded that Richie Fulla, Stacey Paterson, Gary Paterson, Brittany Johnson and Janice Battie be presented with certificates of recognition at a future Council Meeting for their life saving actions. The motion carried unanimously.

(e) VICC Update from Victor Mema

V. Mema provided a verbal update on the management of the Vancouver Island Conference Centre.

07717 It was moved and seconded that Council receive the verbal update on the management of the Vancouver Island Conference Centre. The motion carried unanimously.

(f) HR Update

T. Samra provided a verbal update on respectful workplace and personnel matters.

6. ADJOURNMENT:

07817 It was moved and seconded at 8:55 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

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M A Y O R

CERTIFIED CORRECT:

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CORPORATE OFFICER

**SPECIAL "IN CAMERA" MINUTES**  
COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS  
BOARDROOM, SERVICE AND RESOURCE CENTRE  
411 DUNSMUIR STREET, NANAIMO, BC  
FRIDAY, 2017-MAR-24, AT 8:45 A.M.

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PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick  
Councillor M. D. Brennan  
Councillor G. W. Fuller  
Councillor J. Hong  
Councillor J. A. Kipp  
Councillor I. W. Thorpe  
Councillor W. M. Yoachim (via telephone)

Absent: Councillor W. L. Pratt

Staff: V. Mema, Chief Financial Officer  
S. Gurrie, A/City Clerk  
M. Brown, Recording Secretary (vacated 8:52 a.m.)

1. CALL THE SPECIAL "IN CAMERA" MEETING TO ORDER:

The Special "In Camera" Meeting was called to order at 8:51 a.m.

M. Brown vacated the Board Room at 8:52 a.m.

2. ADOPTION OF AGENDA:

05717 It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as presented. The motion carried unanimously.

3. REPORTS:

(a) HR Personnel Matters

By unanimous consent Council approved that the following be noted in the minutes:

Councillor Fuller objected to being accused of a breach of confidentiality.

Councillors Bestwick, Fuller, and Kipp objected to Mayor McKay and Councillor Brennan being in attendance as they believe Mayor McKay and Councillor Brennan are in a conflict of interest.

Councillor Fuller vacated the Board Room at 9:58 a.m.

4. ADJOURNMENT:

05817 It was moved and seconded at 10:13 a.m. that the "In Camera" Meeting terminate.  
The motion carried unanimously.

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M A Y O R

CERTIFIED CORRECT:

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CORPORATE OFFICER

**SPECIAL "IN CAMERA" MINUTES**  
COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS  
BOARDROOM, SERVICE AND RESOURCE CENTRE,  
411 DUNSMUIR STREET, NANAIMO, BC  
MONDAY, 2017-MAR-27, AT 3:00 P.M.

---

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick  
Councillor M. D. Brennan  
Councillor G. W. Fuller  
Councillor J. Hong  
Councillor J. A. Kipp  
Councillor I. W. Thorpe  
Councillor W. M. Yoachim

Absent: Councillor W. L. Pratt

Staff: V. Mema, Chief Financial Officer  
S. Gurrie, A/City Clerk  
J. Vanderhoef, Recording Secretary (vacated 3:06 p.m.)

1. CALL THE SPECIAL "IN CAMERA" MEETING TO ORDER:

The Special "In Camera" Meeting was called to order at 3:06 p.m.

J. Vanderhoef vacated the Boardroom at 3:06 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add Agenda Item 4(b) –
- (b) Add Agenda Item 4(c) – Process for Obtaining Legal Advice and Requirements Regarding Disclosure.
- (c) Reorder Agenda Item 4(b) and 4(c) to precede Agenda Item 4(a).

3. ADOPTION OF AGENDA:

05917 It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

4. REPORTS:

- (a)

(b) Process for Obtaining Legal Advice and Requirements Regarding Disclosure

Discussion took place regarding the process by which Mayor McKay may obtain legal advice and the requirements regarding disclosure of that advice.

(c) HR Personnel Matters

Discussion took place regarding HR personnel matters.

06017

5. ADJOURNMENT:

06117 It was moved and seconded at 4:11 p.m. that the "In Camera" Meeting terminate.  
The motion carried unanimously.

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M A Y O R

CERTIFIED CORRECT:

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CORPORATE OFFICER

**SPECIAL "IN CAMERA" MINUTES**  
COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS  
BOARD ROOM, SERVICE AND RESOURCE CENTRE,  
411 DUNSMUIR STREET, NANAIMO, BC  
MONDAY, 2017-MAR-27, AT 7:49 P.M.

---

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick  
Councillor M. D. Brennan  
Councillor G. W. Fuller  
Councillor J. Hong  
Councillor J. A. Kipp  
Councillor W. M. Yoachim

Absent: Councillor W. L. Pratt  
Councillor I. W. Thorpe

Other: B. Gurrie, CUPE Local 401 President (entered 9:12 p.m. and vacated 9:14 p.m.)

Staff: V. Mema, Chief Financial Officer  
D. Lindsay, Director of Community Development (vacated 9:12 p.m.)  
J. Elliot, A/Director of Public Works (entered 7:38 p.m.)  
C. Davis, Manager of Sanitation, Recycling & Public Works Admin  
(entered 7:38 p.m.)  
S. Gurrie, A/City Clerk (vacated 9:20 p.m.)  
J. Vanderhoef, Recording Secretary

1. CALL THE SPECIAL "IN CAMERA" MEETING TO ORDER:

The Special "In Camera" Meeting was called to order at 7:49 p.m.

The "In Camera" meeting recessed at 7:49 p.m. with the intention of reconvening in 15 minutes.  
The "In Camera" meeting reconvened at 8:06 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Agenda Item 4(a) - Automated Solid Waste Collection – add delegation from Blaine Gurrie, CUPE Local 401 President.
- (b) Add Agenda Item 4(b) - Nanaimo Port Authority Staff and Board members to provide a presentation regarding marina leases.

- (c) Add Agenda Item 4(c) – Vancouver Island Conference Centre Term Sheet.
- (d) Add Agenda Item 4(d) - 100 Gordon Street – Verbal Update.
- (e) Reorder Agenda Item 4(b) to precede Agenda Item 4(a).

3. ADOPTION OF AGENDA:

06217 It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

4. ADOPTION OF MINUTES:

06317 It was moved and seconded that the following Minutes be adopted as circulated:

- Minutes of the Special "In Camera" Meeting of Council held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2017-FEB-20 at 4:30 p.m.
- Minutes of the "In Camera" Committee of the Whole Meeting held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Monday, 2017-FEB-27 at 7:29 p.m.
- Minutes of the Special "In Camera" Meeting of Council held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2017-MAR-06 at 5:00 p.m.
- Minutes of the Special "In Camera" Meeting of Council held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2017-MAR-13 at 5:00 p.m.

The motion carried unanimously.

Councillor Fuller returned to the Boardroom at 8:13 p.m. following the recess.

5. REPORTS:

- (a) Nanaimo Port Authority Staff and Board members to provide a presentation regarding marina leases.

06417 It was moved and seconded that Council receive for information the presentation from Nanaimo Port Authority Staff and Board members regarding marina leases. The motion carried unanimously.

06517 It was moved and seconded that Council consider the Automated Solid Waste Collection Report prior to considering motion to do with the Nanaimo Port Authority presentation. The motion carried.

D. Lindsay vacated the Boardroom at 9:12 p.m.  
B. Gurrie entered the Boardroom at 9:12 p.m.

(b) Automated Solid Waste Collection

Delegation:

1. Blaine Gurrie, CUPE Local 401 President, spoke regarding Automated Solid Waste Collection.

06617 It was moved and seconded that Council receive the delegation from Blaine Gurrie, CUPE Local 401 President, regarding Automated Solid Waste Collection. The motion carried unanimously.

B. Gurrie vacated the Boardroom at 9:14 p.m.  
S. Gurrie vacated the Boardroom at 9:20 p.m.

06717 It was moved and seconded that Council selects option A, plus the inclusion of yard waste, and approves implementation of in-house automated solid waste collection services for the City in 2017 as follows:

Option A: A City-owned and operated service with weekly collection of organics and bi-weekly collection of garbage and recycling utilizing an automated fleet of 8 trucks. The City owns and operates all assets associated with the service.

Capital Investment:	\$7.4 million
Initial User rate (year one):	\$146
User rate-post implementation:	\$80

Yard waste: There is an option to include yard waste with this service option. Initial user rate increases to \$169 and post implementation rate decreases to \$100. There is no increase to capital cost.

The motion carried.

Opposed: *Councillors Fuller, Hong and Kipp*

[Note: Due to time constraints the following Agenda Items will be carried forward to a future "In Camera" meeting:

- Rise and Report regarding Automated Solid Waste Collection.
- Vancouver Island Conference Centre Term Sheet.
- 100 Gordon Street – Verbal Update.]

6. ADJOURNMENT:

Decorum was lost at 9:59 p.m. and the meeting adjourned.

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M A Y O R

CERTIFIED CORRECT:

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CORPORATE OFFICER