



## AGENDA "IN CAMERA" COUNCIL MEETING

Monday, January 8, 2018, 1:00 P.M. - 3:30 P.M.  
SHAW AUDITORIUM, 80 COMMERCIAL STREET, NANAIMO, BC

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Pages

### 1. ADOPTION OF AGENDA

*That Council, in accordance with Section 90(1)(n) of the Community Charter, adopt the agenda as presented (or as amended).*

#### Summary of Agenda Items and Proposed CC Reasons to Close Meeting:

##### 1. Adoption of Agenda - 90(1)(n)

3(a)

90(1)(a)(g)(i)

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;

(g) litigation or potential litigation affecting the municipality;

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

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

### 2. ADOPTION OF MINUTES

### 3. PRESENTATIONS

a.

### 4. REPORTS

### 5. ADJOURNMENT OF "IN CAMERA" MEETING



## AGENDA "IN CAMERA" COUNCIL MEETING

Wednesday, January 10, 2018, 10:00 A.M. - 12:00 P.M.  
SHAW AUDITORIUM, 80 COMMERCIAL STREET, NANAIMO, BC

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Pages

### 1. ADOPTION OF AGENDA

*That Council, in accordance with Section 90(1)(n) of the Community Charter, adopt the agenda as presented (or as amended).*

#### Summary of Agenda Items and Proposed CC Reasons to Close Meeting:

1. Adoption of Agenda - 90(1)(n)

3(a) [REDACTED] - 90(1)(a)(c)(g)(i)

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;

(c) labour relations or other employee relations;

(g) litigation or potential litigation affecting the municipality;

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

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

### 2. ADOPTION OF MINUTES

### 3. PRESENTATIONS

a. [REDACTED]

### 4. REPORTS

### 5. ADJOURNMENT OF "IN CAMERA" MEETING





## AGENDA "IN CAMERA" COUNCIL MEETING

Wednesday, January 10, 2018, 12:00 P.M. - 2:00 P.M.  
SHAW AUDITORIUM, 80 COMMERCIAL STREET, NANAIMO, BC

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Pages

### 1. ADOPTION OF AGENDA

*That Council, in accordance with Section 90(1)(n) of the Community Charter, adopt the agenda as presented (or as amended).*

#### Summary of Agenda Items and Proposed CC Reasons to Close Meeting:

1. Adoption of Agenda - 90(1)(n)

3(a) Censure Hearing Councillor Brennan: [REDACTED]

Section 90(1):

(c) labour relations or other employee relations;

(g) litigation or potential litigation affecting the municipality;

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

Section 90(2): A part of a Council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

(d) a matter that, under another enactment, is such that the public must be excluded from the meeting.

### 2. ADOPTION OF MINUTES

### 3. PRESENTATIONS

a. Censure Hearing for Councillor Brennan: [REDACTED]

2 - 74

### 4. REPORTS

### 5. ADJOURNMENT OF "IN CAMERA" MEETING



**AGENDA**  
**"IN CAMERA" COUNCIL MEETING**  
Monday, January 15, 2018, 4:00 P.M. - 6:30 P.M.

SHAW AUDITORIUM, 80 COMMERCIAL STREET, NANAIMO, BC

Pages

**1. ADOPTION OF AGENDA**

*That Council, in accordance with Section 90(1)(n) of the Community Charter, adopt the agenda as presented (or as amended).*

**Summary of Agenda Items and Proposed CC Reasons to Close Meeting:**

1. Adoption of Agenda - 90(1)(n)
2. Loudon Walkway, Property Dispositions - 90(1)(e)
3. Property Management Strategy Update - 90(1)(e)
4. Design Advisory Panel Member Appointments (90(1)(e)
5. 2018 Culture and Heritage Awards Recipients - 90(1)(b)

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;

(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; and,

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

**2. ADOPTION OF MINUTES**

a. Minutes

4 - 8

Minutes of the "In Camera" Council Meeting held in the Shaw Auditorium, 80 Commercial Street, Nanaimo, BC on Monday, 2017-DEC-04 at 4:00 p.m.

b. Minutes

9 - 11

Minutes of the "In Camera" Meeting held in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC on Monday, 2017-DEC-18 at 5:00 p.m.

Minutes of the Special "In Camera" Meeting held in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC on Monday, 2017-DEC-18 at 7:30 p.m.

3. **PRESENTATIONS**

4. **REPORTS**

a. Loudon Walkway - Lake Road - Property Dispositions

13 - 19

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

*Purpose: To obtain Council approval to confirm the previous direction received to proceed with the property dispositions for the encroachment areas on Lake Road (Loudon Walkway) to the adjacent property owners on Wellesley Avenue and Victoria Avenue.*

Recommendation: That Council confirm approval, to the previous direction received, to direct Staff to dispose of the encroachment areas on Lake Road (Loudon Walkway) to the adjacent property owners on Wellesley Avenue and Victoria Avenue.

Rise and Report

To be released after presentation of this report.

b. Property Management Strategy Update

20 - 48

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

*Purpose: To provide Council with an update on the 2017 achievements associated with the City's Property Management Strategy and to seek direction for the priorities of Council in 2018.*

Recommendation: That the report entitled Property Management Strategy Update dated 2018-JAN-15 be received for information and that Council provide Staff with direction on the 2018 acquisition and disposition priorities.

Rise and Report

To be released upon receipt of the report by Council

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

*Purpose: To provide Council with a nomination from the Architectural Institute of British Columbia and a nomination from the British Columbia Society of Landscape Architects for appointments to the Design Advisory Panel, and obtain Council approval of same.*

Recommendation: That Council appoint:

- Martin Hagarty, Architect, as nominated by the Architectural Institute of British Columbia, to the Design Advisory Panel for a two-year term effective immediately and ending 2019-NOV-20; and,
- Frank Basciano, Landscape Architect, as nominated by the British Columbia Society of Landscape Architects for a term effective immediately and ending 2018-MAR-31.

Rise and Report

To be released at a future Open Council meeting, subject to approval.

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

*Purpose: To obtain Council endorsement of the 2018 Culture & Heritage Awards recipients.*

Recommendation: That Council approve Mr. Rick Scott for the 2018 Excellence in Culture Award, Mr. William Good for the 2018 Honour in Culture Award, and Ms. Jan Peterson for the 2018 Honour in Heritage Award.

Rise and Report

To be released upon approval by Council.

**5. ADJOURNMENT OF "IN CAMERA" MEETING**

**"IN CAMERA" MINUTES**  
COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,  
80 COMMERCIAL STREET, NANAIMO, BC  
MONDAY, 2017-DEC-04 AT 4:00 P.M. – 6:30 P.M.

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PRESENT: Mayor W. B. McKay, Chair

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

Staff: T. Samra, Chief Administrative Officer  
V. Mema, Chief Financial Officer (vacated 5:11 p.m., returned 6:07 p.m.)  
J. Van Horne, Director of Human Resources (entered 5:11 p.m., vacated 5:35 p.m.)  
E. Williams, Manager, Recreation Services (entered 5:02 p.m., vacated 5:35 p.m.)  
S. Gurrie, City Clerk (vacated 5:03 p.m., returned 6:07 p.m.)  
J. Vanderhoef, Steno (vacated 5:40 p.m., returned 6:09 p.m., vacated 6:22 p.m.)  
K. Gerard, Recording Secretary (vacated 5:40 p.m., returned 6:07 p.m., vacated 6:22 p.m.)

Others:

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

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

2. INTRODUCTION OF LATE ITEMS:

- (a) Agenda Item 1 (a) – Adoption of Agenda – Add *Community Charter* Section 90(1)(c).
- (b) Agenda Item 3 (b) – [REDACTED]
- (c) Agenda Item 3 (c) – [REDACTED]
- (d) Agenda Item 4 (a) – Add report titled "Options to Deliver Visitor Services".
- (e) Agenda Item 4 (a) – [REDACTED]

- (f) Add Agenda Item - [REDACTED]
- (g) Add Agenda Item - Verbal Update Regarding Social Media Staff Request Direction.
- (h) Reorder agenda as follows:
  - 5(a) Nanaimo Hospitality Association
  - 5(b) Tourism Vancouver Island
  - 6(a) Options to Deliver Visitor Services
  - 6(b) Youth Poet Laureate – Term Extension
  - 6(c) Councillor Armstrong re: City's Travel Policies
  - 6(d) [REDACTED]
  - 6(e) Verbal Update Regarding Social Media Staff Request Direction
  - 6(d) [REDACTED]

3. ADOPTION OF AGENDA:

24417 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.  
Opposed: Councillors Armstrong and Brennan

4. ADOPTION OF MINUTES:

24517 It was moved and seconded that the Minutes of the "In Camera" Meeting held in the Shaw Auditorium, 80 Commercial Street, Nanaimo, BC on Monday, 2017-OCT-16 at 4:00 p.m. be adopted as circulated. The motion carried unanimously.

24617 It was moved and seconded that the Minutes of the "In Camera" Meeting held in the Shaw Auditorium, 80 Commercial Street, Nanaimo, BC on Monday, 2017-OCT-30 at 4:00 p.m. be adopted as circulated. The motion carried unanimously.

24717 It was moved and seconded that the Minutes of the "In Camera" Meeting held in the Shaw Auditorium, 80 Commercial Street, Nanaimo, BC on Monday, 2017-OCT-30 at 8:31 p.m. be adopted as amended to show Councillor Brennan opposed to Resolution # 24817. The motion carried unanimously.

24817 It was moved and seconded that the Minutes of the "In Camera" Meeting held in the Shaw Auditorium, 80 Commercial Street, Nanaimo, BC on Monday, 2017-NOV-06 at 4:00 p.m. be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS:

(a) [REDACTED]

[REDACTED]

[REDACTED] vacated the Shaw Auditorium at 4:44 p.m.  
[REDACTED] entered the Shaw Auditorium at 4:44 p.m.

(b) [REDACTED]  
[REDACTED]

[REDACTED] vacated the Shaw Auditorium at 5:02 p.m.  
E. Williams entered the Shaw Auditorium at 5:02 p.m.  
S. Gurrie vacated the Shaw Auditorium at 5:03 p.m.

(c) [REDACTED]  
[REDACTED]

6. REPORTS:

(a) Options to Deliver Visitor Services

Tracy Samra, Chief Administrative Officer, provided a verbal update regarding the Nanaimo Economic Development Corporation closure.

J. Van Horne entered the Shaw Auditorium at 5:11 p.m.  
V. Mema vacated the Shaw Auditorium at 5:11 p.m.

Introduced by Elizabeth Williams, Manager, Parks and Recreation.

J. Vanderhoef and K. Gerard vacated the Shaw Auditorium at 5:40 p.m.

24917 It was moved and seconded that Council:

1. approve that tourism visitor information services be provided by Tourism Vancouver Island (TVI) within the City of Nanaimo, starting in 2018; and,
2. direct Staff to negotiate the final funding agreement with TVI for Visitor Services.

The motion carried.

Opposed: *Councillors Armstrong, Brennan and Thorpe*

S. Gurrie and K. Gerard returned to the Shaw Auditorium at 6:07 p.m.  
J. Vanderhoef returned to the Shaw Auditorium at 6:09 p.m.

The meeting recessed at 6:09 p.m.  
The meeting reconvened at 6:18 p.m.

(b) Youth Poet Laureate – Term Extension

Introduced by Chris Barfoot, Culture and Heritage Coordinator.

25017 It was moved and seconded that Council approve the extension of the Youth Poet Laureate term from one to two years, with Kailey DeFehr, Nanaimo's Inaugural Youth Poet Laureate, to remain in the position for the extended one year. The motion carried unanimously.

J. Vanderhoef and K. Gerard vacated the Shaw Auditorium at 6:22 p.m.

At 6:31 p.m. the "In Camera" meeting moved into the Douglas Rispin Room.

(c)

The "In Camera" meeting recessed at 6:59 p.m.  
The "In Camera" meeting reconvened at 9:01 p.m.

(d) Social Media and Communications with Other Government Jurisdictions

Introduced by Tracy Samra, Chief Administrative Officer.

25117 It was moved and seconded that Council approve the "Communications with Other Government Jurisdictions" Policy effective 2017-DEC-04. The motion carried unanimously.

25217 It was moved and seconded that Council approve the removal of the City of Nanaimo Facebook page unless all comments could be permanently removed. The motion carried.  
Opposed: Mayor McKay

25317 It was moved and seconded that Council rise and report regarding the removal of the City of Nanaimo's Facebook page unless comments could be permanently removed. The motion carried.  
Opposed: Mayor McKay

(e)

Mayor McKay vacated the Douglas Rispin Room at 9:21 p.m., Councillor Hong assumed the Chair. Councillor Brennan vacated the Douglas Rispin Room at 9:22 p.m.



(f) Councillor Armstrong re: City's Travel Policies

Introduced by Councillor Armstrong.

25517 It was moved and seconded that Council direct Staff to update the City's travel policies utilizing examples from The Province of BC's Travel Policy and report back to Council. The motion carried unanimously.

7. ADJOURNMENT:

25617 It was moved and seconded at 9:29 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

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C H A I R

CERTIFIED CORRECT:

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CORPORATE OFFICER

**"IN CAMERA" MINUTES**  
COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS  
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE,  
80 COMMERCIAL STREET, NANAIMO, BC  
MONDAY, 2017-DEC-18 AT 5:00 P.M. – 6:30 P.M.

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PRESENT: Mayor W. B. McKay, Chair

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

Absent: Councillor J. Hong

Staff: T. Samra, Chief Administrative Officer (entered at 5:24 p.m.)  
V. Mema, Chief Financial Officer (vacated at 5:47 p.m.)  
J. Van Horne, Director, Human Resources (entered at 6:39 p.m.)  
D. Lindsay, Director of Community Development (entered at 5:04 p.m.,  
vacated at 5:32 p.m.)  
J. Horn, Social Planner (entered at 5:04 p.m., vacated at 5:32 p.m.)  
B. Anderson, Manager, Community and Cultural Planning (entered at 5:04  
p.m., vacated at 5:32 p.m.)  
S. Snelgrove, Deputy Corporate Officer  
K. Gerard, Recording Secretary (vacated at 6:28 p.m.)

Others:

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

The "In Camera" Meeting was called to order at 5:00 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add Agenda Item 4(c) [REDACTED]
- (b) [REDACTED]
- (c) Add Agenda Item 4 (e) Discussion re: Litigation against Mayor McKay.
- (d) Add Agenda Item 4(f) "Management Terms and Conditions of Employment Bylaw 2005 No. 7000".

3. ADOPTION OF AGENDA:

25717 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 Douglas Rispin Room at 5:06 p.m.

T. Samra, Chief Administrative Officer entered the Douglas Rispin Room at 5:20 p.m.

4. REPORTS:

(a) Affordable Modular Housing Initiative

Introduced by Bruce Anderson, Manager, Community and Cultural Development.

25817 It was moved and seconded that Council direct Staff to bring forward, in an Open Council meeting, a report with regard to working in partnership with BC Housing to develop second-stage supported modular housing at 1425 Cranberry Avenue. The motion carried unanimously.

D. Lindsay, B. Anderson, Victor Mema and J. Horn vacated the Douglas Rispin Room at 5:32 p.m.  
[REDACTED] entered the Douglas Rispin Room at 5:33 p.m.

(b) [REDACTED]

Councillor Armstrong vacated the Douglas Rispin Room at 5:39 p.m. stating a conflict of interest  
[REDACTED]

Councillor Armstrong entered the Douglas Rispin Room at 5:47 p.m.

[REDACTED] vacated the Douglas Rispin Room at 5:47 p.m.  
[REDACTED]

(c) [REDACTED]

(d) [REDACTED]

Introduced by Tracy Samra, Chief Administrative Officer.  
[REDACTED]

Mayor McKay vacated the Douglas Rispin Room at 6:21 p.m., Councillor Brennan assumed the Chair.

(e) Discussion re: Litigation against Mayor McKay

Introduced by Tracy Samra, Chief Administrative Officer.

25917 It was moved and seconded that Council direct Staff to file a notice of discontinuance related to the City of Nanaimo v. Mayor McKay [REDACTED] The motion carried unanimously.

26017 It was moved and seconded that Council direct Staff to Rise and Report regarding the Notice of Discontinuance through an announcement on Wednesday, Dec 20<sup>th</sup>, 2017, and not prior. The motion carried unanimously.

K. Gerard vacated the Douglas Rispin Room at 6:28 p.m.

[REDACTED]  
Mayor McKay returned to the Douglas Rispin Room at 6:39 p.m. and resumed the Chair.  
John Van Horne entered the Douglas Rispin Room at 6:39 p.m.

(f) "Management Terms and Conditions of Employment Bylaw 2005 No. 7000"

Council discussion took place regarding a review of the "Management Terms and Conditions of Employment Bylaw 2005 No. 7000" and potential amendments.

5. ADJOURNMENT:

26117 It was moved and seconded at 6:45 p.m. that the "In Camera" Meeting terminate. The motion carried.  
Opposed: *Councillor Bestwick and Fuller*

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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-DEC-18 AT 7:30 P.M. – 7:47 P.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. A. Kipp  
Councillor I. W. Thorpe  
Councillor W. M. Yoachim

Absent: Councillor S. D. Armstrong  
Councillor J. Hong

Staff: S. Snelgrove, Deputy Corporate Officer  
K. Gerard, Recording Secretary

Others:

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

The Special "In Camera" Meeting was called to order at 7:30 p.m.

Council discussion took place regarding the Appeal of a Denial of Chauffeur's Permit -

2. ADJOURNMENT:

By unanimous consent the Special "In Camera" meeting adjourned at 7:47 p.m.

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C H A I R

CERTIFIED CORRECT:

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CORPORATE OFFICER

DATE OF MEETING January 15, 2018

AUTHORED BY NANCY SKEELS, PROPERTY AGENT, REAL ESTATE

SUBJECT LOUDON WALKWAY – LAKE ROAD – PROPERTY DISPOSITIONS

## **OVERVIEW**

### **Purpose of Report**

To obtain Council approval to confirm the previous direction received to proceed with the property dispositions for the encroachment areas on Lake Road (Loudon Walkway) to the adjacent property owners on Wellesley Avenue and Victoria Avenue.

### **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 confirm approval, to the previous direction received, to direct Staff to dispose of the encroachment areas on Lake Road (Loudon Walkway) to the adjacent property owners on Wellesley Avenue and Victoria Avenue.

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

To be released after presentation of this report.

## **BACKGROUND**

For years, many private property improvements have encroached upon Lake Road right-of-way (Loudon Walkway) (Attachments A, B and C). The encroachment issues arose prior to the City’s amalgamation in 1975, when the Wellington Improvement District did not undertake building inspections. As a result, parts of houses, decks, sheds, and private landscaping fronting Long Lake ended up encroaching on Lake Road. A private concrete driveway and retaining wall were also constructed on a portion of 102<sup>nd</sup> Street. Staff have met numerous times with the private property owners along Lake Road between Victoria Avenue and Wellesley Avenue and these owners are willing to rectify these historical encroachment issues by purchasing the encroachment areas.

At the 2017-MAY-01 “In Camera” Council Meeting, Council provided approval in principle to close a portion of Lake Road (Loudon Walkway) through the road closure bylaw process and to dispose of the road area to the adjacent property owners on Wellesley Avenue and Victoria Avenue. Staff proceeded to have a survey plan prepared, as it was required for the road closure bylaw. Staff returned to Council on 2017-OCT-16 and Council passed first and second reading to “Highway Closure and Dedication Removal (Lake Road and a portion of 102<sup>nd</sup> Street) Bylaw 2017 No. 7246”. Staff published the Notice of Intent to close Lake Road on

2017-OCT-24 and on 2017-NOV-02. On 2017-NOV-06, the third reading of the bylaw was passed and adoption occurred on 2017-DEC-04.

During and since these meetings, concerns from Wellington neighbourhood residents have been raised. They have questioned the road closure process in relation to the *Community Charter* requirements, the legal status of Lake Road, the validation of the 1983 Loudon Park Dedication Bylaw 2671, and the market valuation of the land for the property dispositions. A resident has also asked that a Wellington Neighbourhood Plan be prepared to include a plan for Loudon Park.

Lake Road was dedicated as road in 1890. In 1890, the province held the title to all public roads and highways in British Columbia. In 1983, Bylaw 2671 reserved Lake Road for “public walkway and park purposes” under the *Municipal Act*. When Bylaw 2671 was adopted, Section 532(1) of the *Municipal Act* stipulated that land could only be reserved for a particular purpose if the municipality owned it. Accordingly, Bylaw 2671 could not have dedicated Lake Road for park, or any other purpose, because in 1983, Lake Road was owned by the province, and as such, Bylaw 2671 is invalid. Accordingly, Lake Road has never been reserved as a park, it is still a highway.

If Council wishes to dispose of the encroachment areas of Lake Road, it must do so using the property disposition process set by the *Community Charter*. The Alternative Approval Process is not required as the encroachment areas are not park. By adopting Road Closure Bylaw 7246, Lake Road was formally closed and its highway dedication has been removed. The bylaw provided the ability to create a title to Lake Road, which can be subdivided into sections for the encroachment areas for property disposition. The remainder of Lake Road will be dedicated as park by the subdivision plan. A 10-meter buffer from the present natural boundary of Long Lake will be established and a 15-meter building setback from the high watermark will apply. No visible change to Lake Road (Loudon Walkway) will occur by disposing of the encroachment areas.

## **OPTIONS**

1. That Council confirm approval, to the previous direction received, to direct Staff to dispose of the encroachment areas on Lake Road (Loudon Walkway) to the adjacent property owners on Wellesley and Victoria Avenue.
  - **Budget Implication:** The encroachment areas have an appraised market value of \$326,000. The funds from the disposition of the lands will go back into the Property Reserve Fund and can be used to support other Council property acquisitions. The owners purchasing the encroachment areas will be responsible for all legal and surveying costs, and costs to publish the required notices.
  - **Legal Implication:** The City solicitors will prepare the property disposition legal documentation.
  - **Policy Implication:** Staff will publish a Notice of Intention to dispose of the encroachment areas as required by Section 26 of the *Community Charter*.
  - **Engagement Implication:** The owners along Lake Road between Victoria Avenue and Wellesley Avenue have been consulted and Staff have met with the Wellington Neighbourhood Association. Fortis, Telus, Shaw, BC Hydro and the Ministry of Transportation are unaffected by this application. A statutory right-of-way agreement to protect the sanitary sewer line running through part of the

encroachment areas will be required and the owners are willing to grant the agreement to the City. Staff have reviewed the application against all City standards and have ascertained Lake Road and a portion of 102<sup>nd</sup> Street to be surplus to City requirements.

- **Political Implication:** The owners along Lake Road between Victoria Avenue and Wellesley Avenue are supportive of the project. Wellington neighbourhood residents have raised concerns with the project. In 2011, Council provided approval to dispose of a portion of Lake Road to the owner of 4044 Apsley Avenue through the road closure and property disposition process to rectify an encroachment issue on this property. Providing approval to the property dispositions would be consistent with Council's past decisions.

Should Council choose this option, the following will need to be accomplished:

- i. prepare Purchase and Sale Agreements with the adjacent owners;
- ii. publish a notice of disposition in the local newspaper; and
- iii. return to Council seeking approval to the property dispositions.

2. That Council direct Staff to advise the property owners, with encroachments on Loudon Walkway (Lake Road), that the City will not proceeding with the property dispositions and the encroachment areas will be allowed to remain as is.

- **Budget Implication:** The City will not benefit from the \$326,000 in property dispositions. The City will continue to collect \$75.75 from the annual encroachment fees paid by the owners.
- **Policy Implication:** On 2006-DEC-18, Council adopted the Loudon Park and Trail Improvement Plan. After adoption of the plan, Loudon Walkway was upgraded. The area where the encroachments exist did not impede the walkway improvements or the public's enjoyment of the Loudon Walkway trail. As directed by the plan, the City entered into encroachment agreements with the owners who had encroachments on Lake Road. There are no plans in the near future to complete a Wellington Neighbourhood Plan or update the Loudon Park and Trail Improvement Plan.
- **Legal Implication:** Owners with encroachment agreements will be required to maintain liability insurance as required by their agreement.
- **Engagement Implication:** Staff would convey this message to the owners.
- **Political Implication:** The opportunity to sell the encroachment areas and collect revenue from the land disposition will be lost. The historical encroachments on Lake Road between Victoria Avenue and Wellesley Avenue will continue to exist on public property. The portion of Lake Road where the encroachments do not exist will be dedicated for park. The remainder of Lake Road will be held in title by the City until such time as the City decides to dispose of the property. Not providing approval to the property dispositions would be inconsistent with Council's past decisions.

#### **SUMMARY POINTS**

- Staff are seeking Council confirm approval to the previous direction received to proceed with the property dispositions for the encroachments areas that exist along



Lake Road (Loudon Walkway) to the adjacent property owners on Wellesley Avenue and Victoria Avenue.

- For years, many private property improvements have encroached upon Lake Road right-of-way. The encroachment issues arose prior to the City's amalgamation in 1975, when the Wellington Improvement District did not undertake building inspections. As a result, parts of houses, decks, sheds, and private landscaping fronting Long Lake ended up encroaching on Lake Road. A private concrete driveway and retaining wall was also constructed on a portion of 102<sup>nd</sup> Street.
- Staff have met with the private property owners along Lake Road between Victoria Avenue and Wellesley Avenue and these owners are willing to rectify these historical encroachment issues by purchasing the encroachment areas. The encroachment areas have an estimated disposition value of \$326,000.
- Council adopted "Highway Closure and Dedication Removal (Lake Road and a portion of 102<sup>nd</sup> Street) Bylaw 2017 No. 7246" on 2017-DEC-04, which provided the ability to create a title to Lake Road, which can then be subdivided into sections for the encroachment areas for property disposition. A 10-meter buffer from the present natural boundary of Long Lake will be established and a 15-meter building setback from the high watermark will apply. The area where the encroachments exist do not impede the walkway improvements or the public's enjoyment of the Loudon Walkway trail. No visible change to Lake Road (Loudon Walkway) will occur by the closing of Lake Road and disposing of the encroachment areas. The encroachment areas will be consolidated with the adjacent properties. The remainder of Lake Road will be dedicated as park by the subdivision plan.
- Concerns from Wellington neighbourhood residents have been raised.
- In 1983 Lake Road was owned by the province and, as such, Bylaw 2671, which reserved Lake Road for "public walkway and park purposes", is invalid.
- Staff have reviewed the property disposition proposal in accordance with all City standards and have deemed the encroachment areas to be surplus to City requirements.

## **ATTACHMENTS**

ATTACHMENT A: Lake Road Closure Area – Loudon Walkway

ATTACHMENT B: Location Plan - encroachment, Lake Road closure and park dedication areas

ATTACHMENT C: Location Plan - encroachment, Lake Road closure and park dedication areas

### **Submitted by:**

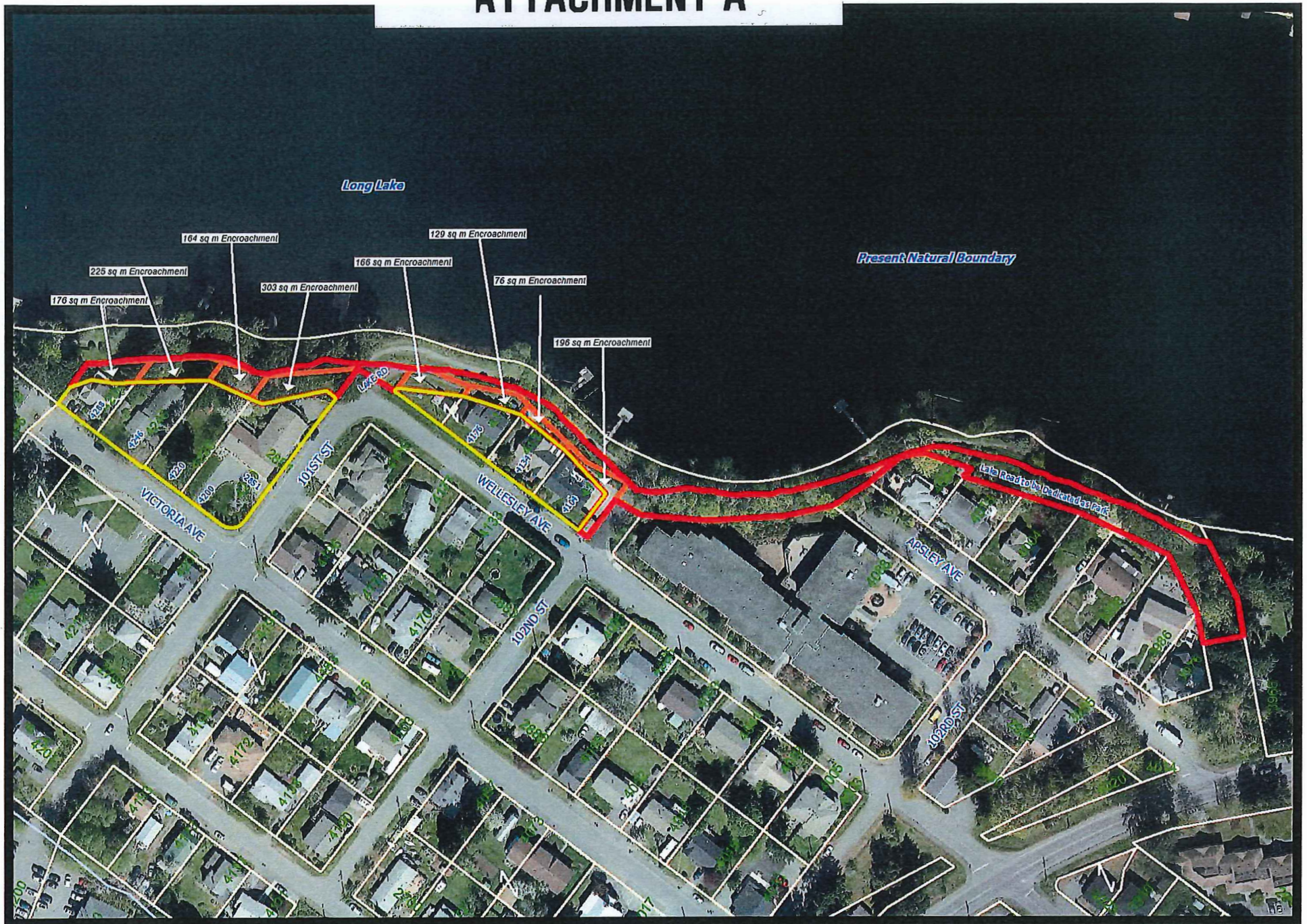
Bill Corsan  
Deputy Director, Community Development

### **Concurrence by:**

Dale Lindsay  
Director, Community Development



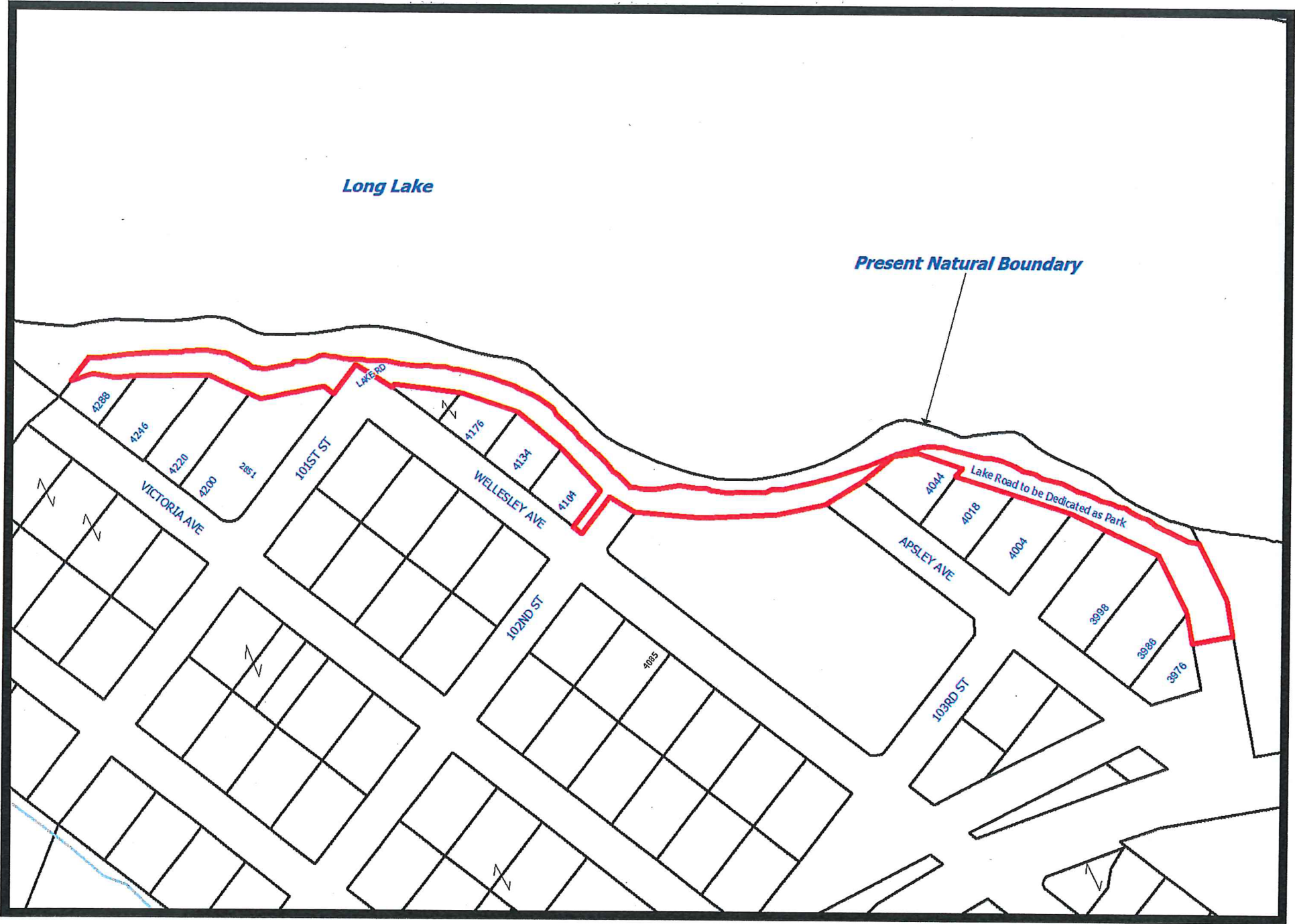
# ATTACHMENT A



Lake Road Closure

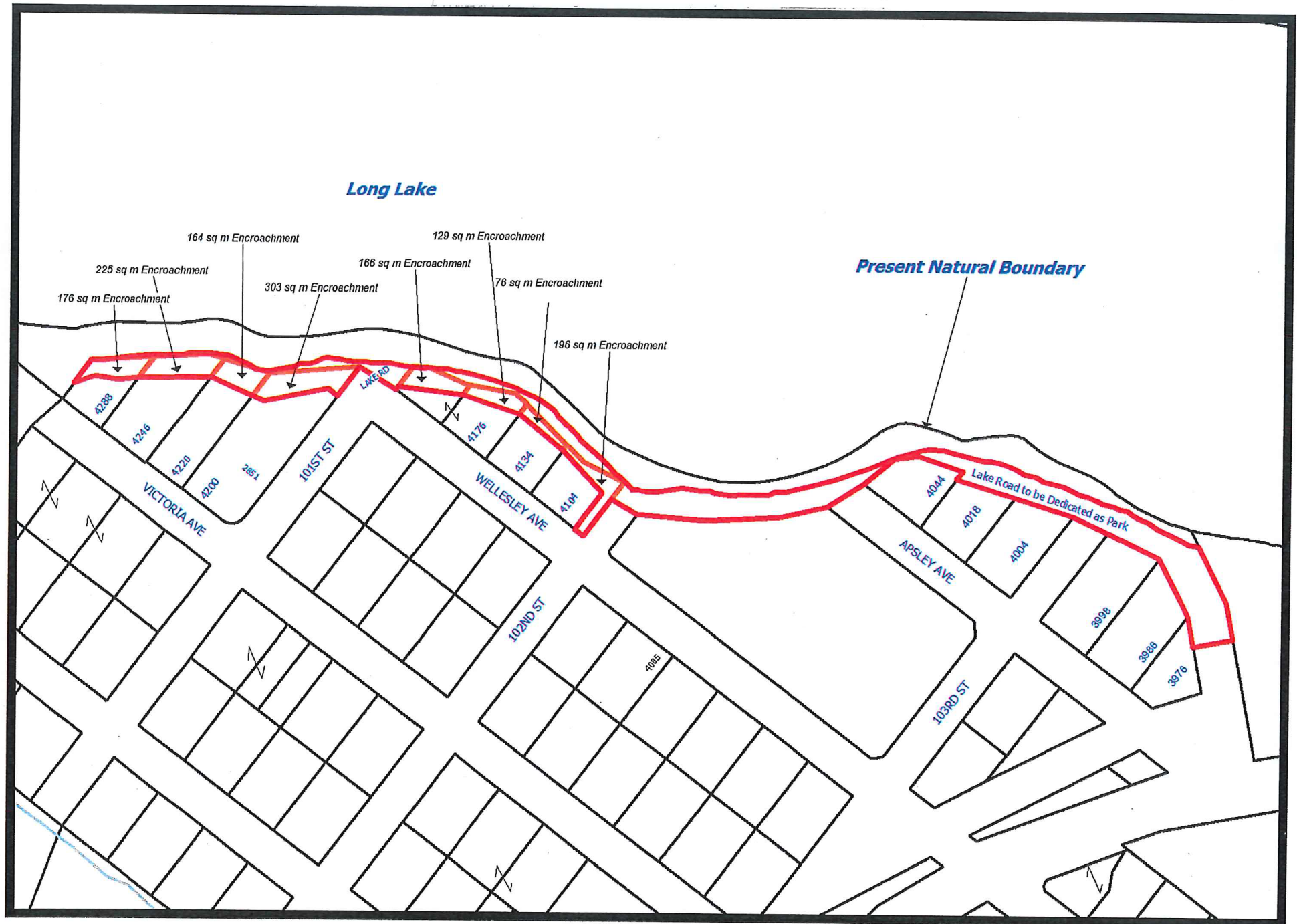


ATTACHMENT B



Lake Road Closure

# ATTACHMENT C



DATE OF MEETING JANUARY 15, 2018

AUTHORED BY BILL CORSAN, DEPUTY DIRECTOR, COMMUNITY DEVELOPMENT

SUBJECT **PROPERTY MANAGEMENT STRATEGY UPDATE**

## **OVERVIEW**

### **Purpose of Report**

To provide Council with an update on the 2017 achievements associated with the City's Property Management Strategy and to seek direction for the priorities of Council in 2018.

### **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 the report entitled Property Management Strategy Update dated 2018-JAN-15 be received for information and that Council provide Staff with direction on the 2018 acquisition and disposition priorities.

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

To be released upon receipt of the report by Council

## **BACKGROUND**

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

Attachment A summarizes the work completed in 2017. The highlights include:

- **Land Inventory** – the City current owns 1,451 ha (3,585.50 acres) of land, with 943 ha (2,330.20 acres) within the municipal boundaries and 508 ha (1,255.30 acres) within the Regional District of Nanaimo;
- **Land Acquisitions** – the key acquisitions in 2017 include: 396 Seventh Street (\$380,000) and 355 Wakesiah Avenue (\$4,100,000) at a cost of \$4,480,000;
- **Land Disposition** – the City sold four properties at 1900 Labieux Road, 867 Bruce Avenue (Adjacent Lane), 194 Cliff Street, and 100 Gordon Street for \$2,064,000;
- **Unprotected Rights-of-Way** – the City secured 43 unprotected rights-of-way, reducing the overall total to 267 unprotected rights-of-way; and
- **Leases and Licences** – the City manages 158 leases and licences with an annual revenue of \$254,500.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

#### **OPTION**

1. That the Property Management Strategy Update dated 2018-JAN-15 be received for information and that Council provide Staff with direction on the 2018 acquisition and disposition priorities.
  - **Budget Implication:** The City has a balance of \$2,307,433 plus an additional \$600,000 for unallocated acquisitions.
  - **Legal Implication:** Staff will ensure the City solicitor provides advice and oversees the conveyance of any acquisitions or dispositions.
  - **Policy Implication:** Managing the City's land assets is an important tool in delivering City policies and priorities.
  - **Engagement Implication:** Disposition of City land requires notification in the local newspaper.

- **Strategic Priorities Implication:** The City has allocated resourcing towards acquisitions associated with the phased development of south downtown waterfront.
- **Political Implication:** There appears to be interest from the community for Council to acquire certain high-profile parcels of land within the city. |

#### **SUMMARY POINTS**

- The City's land inventory includes 1,451 ha (3,585.50 acres) of land, which excludes land dedicated as road in the city.
- In 2017, the City acquired 21.16 acres of land, at a total cost of \$4,483,000.
- In 2017, the City sold four properties at 1900 Labieux Road, 867 Bruce Avenue (Adjacent Lane), 194 Cliff Street, and 100 Gordon Street for \$2,064,000.
- Staff are seeking Council direction on priority acquisition and disposition opportunities in 2018.

#### **ATTACHMENTS**

ATTACHMENT A: Memorandum – Results of the 2017 Property Management Strategy

#### **Submitted by:**

Bill Corsan  
Deputy Director, Community Development |

#### **Concurrence by:**

Dale Lindsay  
Director, Community Development |



# ATTACHMENT A

## Memorandum 2017 Property Management Strategy Update

### *Land Inventory*

The City's land inventory includes 1,451 ha (3,585.50 acres) of land, which excludes land dedicated as road within the city. Approximately 943 ha (2,330.20 acres) of land is within the municipal boundaries and 508 ha (1,255.30 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 435 parks encompassing 865 ha (2,137.46 acres) and 29 land parcels encompassing 33 ha (81.5 acres) that have buildings used for civic (municipal), commercial and residential purposes within the city. The City owns 3 cemeteries and 138 "other" types of property. These properties encompass 45 ha (111.20 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 2017, the following properties were acquired by the City.

Address	Size (ha)	Size (acres)	Date Acquired	Price	Purpose
921 Terminal Avenue N.	-	16.2 m <sup>2</sup>	2017-JAN-27	\$3,000	Sidewalk
1327 Langara Drive	0.040	0.255	2017-FEB-14	\$0	Park
2120 Labieux Road	0.501	1.24	2017-FEB-21	\$0	Road
396 Seventh Street	0.1097	0.27	2017-MAR-01	\$380,000	Pump Station
745 Third Street 640 Fourth Street	4.88 1.03	12.06 2.55	2017-AUG-25	\$4,100,000	Rotary Bowl & Serauxmen Stadium
563 Doreen Place	0.036	.04	2017-SEP-22	\$0	Park
1001 Trumpeter Terrace	1.42	3.51	2017-SEP-26	\$0	Park
3900 Jingle Pot Road	0.173	0.43	2017-OCT-20	\$0	Park
5784 Linley Valley Drive	0.217	11.11	2017-NOV-17	\$0	Park
5787 Linley Valley Drive	0.575	9.40	2017-NOV-17	\$0	Park
<b>Total Cost of Land Area Acquired in 2017</b>			<b>\$4,483,000</b>		

### *Disposition Strategy*

In 2017, the City disposed of the following property:

<b>Address or Road Closure Name</b>	<b>Size</b>	<b>Closing Date</b>	<b>Sale Price</b>
1900 Labieux Road	2.53 acres	2017-JAN-06	\$1,280,000
Lane Adjacent to 867 Bruce Avenue	.04 acres	2017-APR-19	\$12,000
194 Cliff Street	.02 acres	2017-JUN-29	\$22,000
100 Gordon Street	0.42 acres	2017-DEC-08	\$750,000
<b>Total Revenue Received 2017</b>	<b>\$2,064,000</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 2017 reviewing the unprotected utility file and was able to secure an additional 43 rights-of-way. The overall number of unprotected rights-of-way now stands at 267.

### *Leasing & Licensing of City Assets*

An important part of the City's role as a landowner of 1,451 ha (3,585.50 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 51 lease and 107 licence agreements for non-profits and businesses located on City land.

Total revenue through these agreements is approximately \$254,500 per annum.

DATE OF MEETING January 15, 2018

AUTHORED BY GARY NOBLE, DEVELOPMENT APPROVAL PLANNER, DESIGN  
ADVISORY PANEL STAFF LIAISON

**SUBJECT DESIGN ADVISORY PANEL MEMBER APPOINTMENTS**

## **OVERVIEW**

### **Purpose of Report**

To provide Council with a nomination from the Architectural Institute of British Columbia and a nomination from the British Columbia Society of Landscape Architects for appointments to the Design Advisory Panel, and obtain Council approval of same.

### **Reason for “In Camera”**

*Community Charter* Section 90(1)

- (e) 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:

- Mr. Martin Hagarty, Architect, as nominated by the Architectural Institute of British Columbia, to the Design Advisory Panel for a two-year term effective immediately and ending 2019-NOV-20; and,
- Mr. Frank Basciano, Landscape Architect, as nominated by the British Columbia Society of Landscape Architects for a term effective immediately and ending 2018-MAR-31.

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

To be released at a future Open Council meeting, subject to approval.

## **BACKGROUND**

The Design Advisory Panel has been a feature of the development permit process since the 1990's.

Council created the Design Advisory Panel to review and make recommendations on all multi-family, commercial, institutional, industrial, mixed-use commercial/multi-family, steep slope, form and character development permits, and all heritage alteration permits.

## **OPTIONS**

1. That Council appoint:
  - Mr. Martin Hagarty, Architect, as nominated by the Architectural Institute of British Columbia (AIBC), to the Design Advisory Panel for a two-year term effective immediately and ending 2019-NOV-20; and,
  - Mr. Frank Basciano, Landscape Architect, as nominated by the British Columbia Society of Landscape Architects (BCSLA) for a term effective immediately and ending 2018-MAR-31.
2. That Council provide alternate direction.

### **Design Advisory Panel**

The Design Advisory Panel members are appointed to the panel for four years. The two AIBC members are an exception as their term length of up to two years is specified by the AIBC.

The Official Community Plan designates form and character areas within the Design Guidelines. The Design Advisory Panel uses the Design Guidelines as a tool to evaluate the form and character of submitted projects.

The Design Advisory Panel maintains the following membership:

- 2 architects (two-year terms), as nominated by the AIBC;
- 1 landscape architect, as nominated by the BCSLA;
- 1 designer;
- 3 members of the general public; and,
- 1 Council member

#### *Design Advisory Panel Objectives*

The Design Advisory Panel has the following objectives:

- To assist Council in establishing design guidelines to ensure that the form and character of future developments is of high quality that meets the needs of the community.
- To evaluate the development proposals in relation to the City’s Design Guidelines and provide recommendations in relation to same.

The AIBC has a design panel committee that nominates members for participation on design panels. The AIBC limits the amount of time AIBC architects can serve on design panels up to two years.

The term status of the two AIBC architects currently serving as Design Advisory Panel members is as follows:

- Alexandru Ionescu – two-year term, completion date 2017-MAR-31. Mr. Ionescu’s term is complete and the panel is now awaiting a replacement.
- Charles Kierulf – one-year term, completion date 2018-FEB-20.

The current AIBC nominee, Martin Hagarty, would replace Alexandru Ionescu. Mr. Hagarty is an AIBC member in good standing.

The current BCSLA nominee, Frank Basciano, will replace one of the panel member who resigned. The BCSLA has advised that Mr. Basciano's term will extend to 2018-MAR-31.

#### **SUMMARY POINTS**

- The appointment of the AIBC nominee will allow the replacement of one architect whose term has expired to serve as a panel member.
- The AIBC architects are limited to up to two-year terms, and there will be an ongoing nomination process brought forward to Council.
- The AIBC architects provide in-depth design knowledge to the Design Advisory Panel and development application reviews.
- The appointment of the BCSLA nominee will allow the replacement of one landscape architect who resigned as a panel member.

#### **ATTACHMENTS**



#### **Submitted by:**

L. Rowett, Manager  
Current Planning and Subdivision

#### **Concurrence by:**

D. Lindsay, Director  
Community Development

DATE OF MEETING JANUARY 15, 2018

AUTHORED BY CHRIS BARFOOT, CULTURE & HERITAGE COORDINATOR

SUBJECT 2018 CULTURE & HERITAGE AWARDS RECIPIENTS

## **OVERVIEW**

### **Purpose of Report**

To obtain Council endorsement of the 2018 Culture & 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 Mr. Rick Scott for the 2018 Excellence in Culture Award, Mr. William Good for the 2018 Honour in Culture Award, and Ms. Jan Peterson for the 2018 Honour in Heritage Award.

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

To be released upon approval by Council.

## **BACKGROUND**

The Culture & 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. The awards also build pride in the cultural and heritage accomplishments of individuals and organizations, and pride in our community. This year marks the 10<sup>th</sup> anniversary of Nanaimo's designation of a Cultural Capital of Canada, and the 2018 Culture & Heritage Awards will be the ideal platform to celebrate Nanaimo's Cultural Vitality.

A call for nominations was advertised in early September 2017 and closed on 2017-NOV-17. A total of nine (9) nominations were received by the deadline. A peer/staff panel reviewed the nominations and recommended that the three categories proceed for consideration.

### **Excellence in Culture Award – Mr. Rick Scott**

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. Mr. Rick Scott is recommended for his unwavering commitment to arts and culture. This multi-award-winning singer-songwriter, musician, and actor has performed on the international stage for over 50 years.

[REDACTED]

[REDACTED]

[REDACTED]

### Honour in Culture Award – Mr. William Good

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. Mr. William Good is recommended for his dedication to the development of Nanaimo's cultural sector. He is the individual who has studied and been integral to the revitalization of the Traditional Coast Salish art style in this area. With his years of research, he has had an immense impact in the restoration, preservation, and documentation of the Cost Salish art style and culture and is an expert in his field. William Good is dedicated to sharing his knowledge with his community and other emerging and established artists.

[REDACTED]

[REDACTED]

[REDACTED]

### Honour in Heritage Award – Ms. Jan Peterson

The Honour in Heritage Award is presented to an individual group or corporation who demonstrates outstanding support, advocacy, promotion, or interpretation of Nanaimo's heritage and history. Ms. Jan Peterson is recommended for her dedication and award-winning work to expand our knowledge of our community and the people who settled here through her writing. Over the past 25 years, Ms. Peterson has researched and published a series of books on aspects of central Vancouver Island and Nanaimo's history. Ms. Peterson is a respected member of the Nanaimo historical/heritage community.

### OPTIONS

1. That Council approve the 2018 Culture & Heritage Awards recipients as recommended.
  - **Strategic Priorities Implication:** The Culture & 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 Council approve Mr. Rick Scott for the 2018 Excellence in Culture Award, Mr. William Good for the 2018 Honour in Culture Award, and Ms. Jan Peterson for the 2018 Honour in Heritage Award.

- The Culture and Heritage Awards has been an important program for community building and partnerships since 1998.
- 2018 will mark the 10-year anniversary of Nanaimo’s designation as a Cultural Capital of Canada.

## **ATTACHMENTS**



### **Submitted by:**

Bruce Anderson  
Manager, Community & Cultural Planning

### **Concurrence by:**

Dale Lindsay  
Director, Community Development





**ADDENDUM**  
**"IN CAMERA" COUNCIL MEETING**

Monday, January 15, 2018, 4:00 P.M. - 6:30 P.M.  
SHAW AUDITORIUM, 80 COMMERCIAL STREET, NANAIMO, BC

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Pages

**4. REPORTS**

a. Loudon Walkway - Lake Road - Property Dispositions

1. *Add - Verbal Presentation from* [REDACTED]

e. [REDACTED]

2 - 3



**AGENDA**  
**SPECIAL "IN CAMERA" COUNCIL MEETING**

Monday, January 22, 2018, 5:00 P.M. - 7:00 P.M.  
SHAW AUDITORIUM, 80 COMMERCIAL STREET, NANAIMO, BC

Pages

**1. ADOPTION OF AGENDA**

*That Council, in accordance with Section 90(1)(n) of the Community Charter, adopt the agenda as presented (or as amended).*

Summary of Agenda Items and Proposed CC Reasons to Close Meeting:

1. Adoption of Agenda - 90(1)(n)

3(a).

90(1)(i)

4(a). - 90(1)(c)

Section 90(1):

(c) labour relations or other employee relations;

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

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

**2. ADOPTION OF MINUTES**

**3. PRESENTATIONS**

a.

**4. REPORTS**

a.

**5. ADJOURNMENT OF SPECIAL "IN CAMERA" MEETING**



**ADDENDUM**  
**SPECIAL "IN CAMERA" COUNCIL MEETING "IN CAMERA" COUNCIL MEETING**

Monday, January 22, 2018, 5:00 P.M. - 7:00 P.M.  
SHAW AUDITORIUM, 80 COMMERCIAL STREET, NANAIMO, BC

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Pages

**4. REPORTS**

a.

[REDACTED]

1.

[REDACTED]

2 - 3

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



## AGENDA "IN CAMERA" COUNCIL MEETING

Monday, February 5, 2018, 4:30 p.m.  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC

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Pages

### 1. ADOPTION OF AGENDA

*That Council, in accordance with Section 90(1)(n) of the Community Charter, adopt the agenda as presented (or as amended).*

Summary of Agenda Items and Proposed CC Reasons to Close Meeting:

- 1. Adoption of Agenda - 90(1)(n)
- 4(a). Bylaw 7000 Review - 90(1)(c)
- 4(b). 2018 Culture and Heritage Award - Lifetime Achievement - 90(1)(a)
- 4(c). Proposed Property Acquisition - 5260 Tanya Drive - 90(1)(e)
- 4(d). [REDACTED] - 90(1)(g)(i)

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;
- (c) labour relations or other employee relations;
- (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;
- (g) litigation or potential litigation affecting the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and,
- (n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (2).

## 2. ADOPTION OF MINUTES

- |    |  |         |
|----|--|---------|
| a. | <u>Minutes</u>   | 4 - 6   |
|    | Minutes of the "In Camera" Council meeting held in the Shaw Auditorium, 80 Commercial Street, Nanaimo, BC, on Monday, 2018-JAN-08 at 1:00 p.m.     |         |
| b. | <u>Minutes</u>   | 7 - 8   |
|    | Minutes of the "In Camera" Council meeting held in the Shaw Auditorium, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2018-JAN-10 at 10:00 a.m. |         |
| c. | <u>Minutes</u>   | 9 - 10  |
|    | Minutes of the "In Camera" Council meeting held in the Shaw Auditorium, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2018-JAN-10 at 12:00 p.m. |         |
| d. | <u>Minutes</u>   | 11 - 14 |
|    | Minutes of the "In Camera" Council meeting held in the Shaw Auditorium, 80 Commercial Street, Nanaimo, BC, on Monday, 2018-JAN-15 at 4:00 p.m.     |         |
| e. | <u>Minutes</u>   | 15 - 16 |
|    | Minutes of the "In Camera" Council meeting held in the Shaw Auditorium, 80 Commercial Street, Nanaimo, BC, on Monday, 2018-JAN-22 at 5:00 p.m.     |         |

## 3. PRESENTATIONS

## 4. REPORTS

- |    |   |         |
|----|---|---------|
| a. | <u>Bylaw 7000 Review</u>  | 17 - 32 |
|    | To be introduced by John Van Horne, Director of Human Resources.  |         |
|    | <i>Purpose: To provide Council with draft amendments to "Management Terms and Conditions of Employment Bylaw 2005 No.7000" (the "Bylaw") that address Core Service Review recommendations and other concerns raised by Council.</i> |         |
|    | Recommendation: That Council provide direction to Staff on desired amendments to Management Terms and Conditions of Employment Bylaw 2005 No.7000.  |         |
|    | <u>Resolution to Rise and Report:</u>   |         |
|    | That Council rise and report on amendments once staff have had the opportunity to advise affected employees of the changes.   |         |

b. 2018 Culture and Heritage Award - Lifetime Achievement

33 - 39

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

*Purpose: To obtain Council endorsement of the 2018 Culture & Heritage Lifetime Achievement Award recipient.*

Recommendation: That Council approve Ms. Audrey Alexander Brown for the 2018 Culture & Heritage Lifetime Achievement Award.

Resolution to Rise and Report:

To be released upon approval by Council.

c. Proposed Property Acquisition - 5260 Tanya Drive

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

[Note: Document to be distributed on Addendum.]

d.

40 - 47

[REDACTED]

5. **ADJOURNMENT OF "IN CAMERA" MEETING**

**"IN CAMERA" MINUTES**  
COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,  
80 COMMERCIAL STREET, NANAIMO, BC  
MONDAY, 2018-JAN-08 AT 1:00 P.M. – 3:30 P.M.

---

PRESENT: Acting Mayor J. Hong, Chair

Members: Councillor S. D. Armstrong  
Councillor W. L. Bestwick (entered 1:20 p.m.)  
Councillor M. D. Brennan (entered 9:35 p.m., vacated 9:39 p.m.)  
Councillor G. W. Fuller  
Councillor J. A. Kipp  
Councillor I. W. Thorpe  
Councillor W. M. Yoachim

Absent: Mayor W. B. McKay

Staff: V. Mema, Chief Financial Officer  
J. Van Horne, Director of Human Resources  
S. Gurrie, City Clerk

Others:

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

The "In Camera" Meeting was called to order at 1:04 p.m.

2. 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 presented. The motion carried unanimously.

Councillor Bestwick entered the Shaw Auditorium at 1:20 p.m.

3. PRESENTATIONS:

(a)

It was moved and seconded that:

1. Council accepts the findings of the Goldner Report, and disapproves of Councillor Brennan's disrespectful conduct towards the complainant and her breach of the Policy, as found in and confirmed by the Report;
2. Council recommends that Councillor Brennan provide the Chief Administrative Officer with a written apology on or before 2018-JAN-30; and,
3. Councillor Brennan be directed:

[REDACTED]

The motion carried unanimously.

It was moved and seconded that:

1. Council accepts the findings of the Goldner Report, and disapproves of Mayor McKay's disrespectful conduct towards the complainant and his breach of the Policy, as found in and confirmed by the Report;
2. Council recommends that Mayor McKay provide the Chief Administrative Officer with a written apology on or before 2018-JAN-30; and,
3. Mayor McKay be directed:

[REDACTED]

The motion carried unanimously.

It was moved and seconded that Council rise and report on the censure hearing motions after the respondents and complainant have been notified. The motion carried unanimously.

The "In Camera" meeting recessed at 3:28 p.m.

The "In Camera" meeting reconvened in the Douglas Rispin Room at 9:35 p.m.

[REDACTED]

Councillor Brennan vacated the Douglas Rispin Room at 9:39 p.m.



4. ADJOURNMENT:

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

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C H A I R

CERTIFIED CORRECT:

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CORPORATE OFFICER

**"IN CAMERA" MINUTES**  
COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,  
80 COMMERCIAL STREET, NANAIMO, BC  
WEDNESDAY, 2018-JAN-10 AT 10:00 A.M. – 12:00 P.M.

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PRESENT: Mayor W. B. McKay, Chair

Members: Councillor S. D. Armstrong  
Councillor W. L. Bestwick  
Councillor M. D. Brennan (entered 10:05 a.m.)  
Councillor G. W. Fuller  
Councillor J. Hong  
Councillor J. A. Kipp  
Councillor I. W. Thorpe  
Councillor W. M. Yoachim

Staff: T. Samra, Chief Administrative Officer  
V. Mema, Chief Financial Officer  
J. Van Horne, Director of Human Resources  
S. Gurrie, City Clerk

Others: [REDACTED]

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

The "In Camera" Meeting was called to order at 10:02 a.m.

2. 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 presented. The motion carried unanimously.

Councillor Brennan entered the Shaw Auditorium at 10:05 a.m.

3. PRESENTATIONS:

(a) [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

4. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Councillor Kipp requested that it be noted that he is upset by the continued behavior of Councillor Brennan, and that when she arrived at 10:05 a.m. she bumped his chair.

5. ADJOURNMENT:

It was moved and seconded at 12:57 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER

**"IN CAMERA" MINUTES**  
COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,  
80 COMMERCIAL STREET, NANAIMO, BC  
WEDNESDAY, 2018-JAN-10 AT 12:00 P.M. – 2:00 P.M.

---

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor S. D. Armstrong  
Councillor W. L. Bestwick  
Councillor M. D. Brennan (entered 1:56 p.m., vacated 3:07 p.m.)  
Councillor G. W. Fuller  
Councillor J. Hong  
Councillor J. A. Kipp  
Councillor I. W. Thorpe  
Councillor W. M. Yoachim

Staff: T. Samra, Chief Administrative Officer  
V. Mema, Chief Financial Officer  
J. Van Horne, Director of Human Resources  
S. Gurrie, City Clerk

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

Due to a delay the "In Camera" Meeting was called to order at 1:33 p.m.

2. INTRODUCTION OF LATE ITEMS:

Councillor Kipp requested that it be noted that he is a person of special interest, and he would be bringing his own matters forward.

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 presented. The motion carried unanimously.

4. PRESENTATIONS:

(a) Censure Hearing for Councillor Brennan: [REDACTED]

Sheila Gurrie, City Clerk, provided Council with an overview of how the Censure Hearing would proceed.

[REDACTED]  
[REDACTED]  
[REDACTED]

5. CALL THE CENSURE HEARING TO ORDER:

[REDACTED]

[REDACTED]

[REDACTED]

Councillor Brennan entered the Shaw Auditorium at 1:56 p.m.

[REDACTED]

[REDACTED]

[REDACTED]

Councillor Brennan vacated the Shaw Auditorium at 3:07 p.m.

By unanimous consent the Censure Hearing was adjourned.

It was moved and seconded that Council confirms that Councillor Brennan has breached Section 117(1) of the *Community Charter* and Section 30.4 of the *Freedom of Information and Protection of Privacy Act*. The motion carried.

Opposed: Mayor McKay

It was moved and seconded that Council condemns the actions of Councillor Brennan in the release of confidential and personal information of the City without authorization. The motion carried.

Opposed: Mayor McKay and Councillor Armstrong

It was moved and seconded that Council direct Councillor Brennan to make a public apology for the release of the information upon approval of Council and commit to honoring her oaths. The motion carried.

Opposed: Mayor McKay and Councillor Armstrong

6. ADJOURNMENT:

It was moved and seconded at 3:25 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER

**"IN CAMERA" MINUTES**  
COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,  
80 COMMERCIAL STREET, NANAIMO, BC  
MONDAY, 2018-JAN-15 AT 4:00 P.M. – 6:30 P.M.

---

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor S. D. Armstrong  
Councillor W. L. Bestwick  
Councillor M. D. Brennan  
Councillor J. Hong  
Councillor I. W. Thorpe  
Councillor W. M. Yoachim (entered at 4:45 p.m.)

Absent: Councillor G. W. Fuller  
Councillor J. A. Kipp






Staff: T. Samra, Chief Administrative Officer (vacated 4:25 p.m., entered 5:45 p.m.)  
V. Mema, Chief Financial Officer (entered 4:06 p.m., vacated 4:25 p.m.)  
J. Van Horne, Director, Human Resources (vacated 4:24 p.m.)  
D. Lindsay, Director, Community Development (entered 4:39 p.m.)  
B. Corsan, Deputy Director, Community Development (entered 4:39 p.m., vacated 6:06 p.m.)  
S. Gurrie, Corporate Officer  
K. Gerard, Recording Secretary

Others:

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

The "In Camera" Meeting was called to order at 4:00 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Agenda Item 4 (a) – Loudon Walkway – Lake Road – Property Disposition –   
  

- (b) Add Agenda Item 4 (a) -   

- (c) Add Agenda Item 4 (b) - Guidelines in Council Meeting Decorum.

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. ADOPTION OF MINUTES

It was moved and seconded that the Minutes of the "In Camera" Council Meeting held in the Shaw Auditorium, 80 Commercial Street, Nanaimo, BC on Monday, 2017-DEC-04 at 4:00 p.m. be adopted as circulated. The motion carried unanimously.

It was moved and seconded that the Minutes of the "In Camera" Council Meeting held in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC on Monday, 2017-DEC-18 at 5:00 p.m. be adopted as amended below:

(f) "Management Terms and Conditions of Employment Bylaw 2005 No. 7000"

Council discussion took place regarding a review of the "Management Terms and Conditions of Employment Bylaw 2005 No. 7000" and potential amendments referencing recommendations provided in the Core Services Review."

The motion carried unanimously.

It was moved and seconded that the Minutes of the Special "In Camera" Council Meeting held in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC on Monday, 2017-DEC-18 at 7:30 p.m. be adopted as circulated. The motion carried unanimously.

5. REPORTS:

- (a) [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

(b) Guidelines in Council Meeting Decorum

Sheila Gurrie, City Clerk, provided a verbal update regarding an updated statement of Council Meeting Decorum titled "Guidelines in Council Meeting Decorum".

It was moved and seconded that Council adopt the updated statement "Guidelines in Council Meeting Decorum" to be read at the beginning of all Regular Open Council Meetings. The motion carried unanimously.

It was moved and seconded that at all Regular Open Council Meetings Mayor McKay read the statement "Guidelines in Council Meeting Decorum". The motion carried unanimously.

Opposed: *Mayor McKay and Councillor Hong*

(c) Loudon Walkway – Lake Road – Property Disposition

Introduced by Dale Lindsay, Director of Community Development.

Presentations:

1. Bill Corsan, Deputy Director of Community Development, provided an update and review of the two options before Council regarding Loudon Walkway and Lake Road Property Disposition.

Councillor Yoachim entered the Shaw Auditorium at 4:45 p.m.



It was moved and seconded that Council confirm approval, to the previous direction received, to direct Staff to dispose of the encroachment areas on Lake Road (Loudon Walkway) to the adjacent property owners on Wellesley Avenue and Victoria Avenue subject to individual appraisals and negotiations with each property owner. The motion carried unanimously.

(d) Property Management Strategy Update

Introduced by Bill Corsan, Deputy Director of Community Development.

It was moved and seconded that the report titled, "Property Management Strategy Update", dated 2018-JAN-15 be received for information. The motion carried unanimously.



(e) Design Advisory Panel Member Appointments

Introduced by Dale Lindsay, Director of Community Development.

It was moved and seconded that Council appoint:

1. Martin Hagarty, Architect, as nominated by the Architectural Institute of British Columbia, to the Design Advisory Panel for a two-year term effective immediately and ending 2019-NOV-20; and,
2. Frank Basciano, Landscape Architect, as nominated by the British Columbia Society of Landscape Architects for a term effective immediately and ending 2018-MAR-31.

The motion carried unanimously.

(f) 2018 Culture and Heritage Awards Recipients

Introduced by Dale Lindsay, Director of Community Development.

It was moved and seconded that Council approve Mr. Rick Scott for the 2018 Excellence in Culture Award, Mr. William Good for the 2018 Honour in Culture Award, and Ms. Jan Peterson for the 2018 Honour in Heritage Award. The motion carried unanimously.

6. ADJOURNMENT:

It was moved and seconded at 6:08 p.m. that the "In Camera" Meeting terminate. The motion carried.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER

**"IN CAMERA" MINUTES**  
COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,  
80 COMMERCIAL STREET, NANAIMO, BC  
MONDAY, 2018-JAN-22 AT 5:00 P.M.

---

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor S. D. Armstrong  
Councillor W. L. Bestwick (arrived 5:02 p.m.)  
Councillor G. W. Fuller  
Councillor J. Hong  
Councillor J. A. Kipp

Absent: Councillor M. D. Brennan  
Councillor I. W. Thorpe  
Councillor W. M. Yoachim

Other:

Staff: T. Samra, Chief Administrative Officer  
J. Van Horne, Director of Human Resources (arrived 5:42 p.m.)  
S. Gurrie, City Clerk  
S. Griffin, Steno (vacated 5:00 p.m.)  
S. Snelgrove, Recording Secretary (vacated 5:00 p.m.)

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

The "In Camera" Meeting was called to order at 5:00 p.m.

S. Griffin and S. Snelgrove vacated the Shaw Auditorium at 5:00 p.m.  
Councillor Bestwick entered the Shaw Auditorium at 5:02 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a) Add Agenda Item 4 (a)

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. PRESENTATIONS:

- (a)
- 
- | Cluster | Number of Genes |
|---------|-----------------|
| 1       | 95              |
| 2       | 100             |
| 3       | 90              |
| 4       | 85              |
| 5       | 80              |
| 6       | 75              |
| 7       | 70              |
| 8       | 65              |
| 9       | 60              |
| 10      | 55              |

John Van Horne, Director of Human Resources, entered the Shaw Auditorium at 5:42 p.m.

5. REPORTS:

- (a)
- 
- | Life History Category                    | Number of Species |
|--|-------------------|
| Short-lived, iteroparous, early maturity | 15                |
| Long-lived, iteroparous, late maturity   | 75                |
| Short-lived, semelparous, early maturity | 10                |
| Long-lived, semelparous, late maturity   | 5                 |
| Short-lived, iteroparous, late maturity  | 80                |
| Long-lived, iteroparous, early maturity  | 10                |

6. ADJOURNMENT:

It was moved and seconded at 6:40 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

DATE OF MEETING FEBRUARY 5, 2018

AUTHORED BY JOHN VAN HORNE, DIRECTOR OF HUMAN RESOURCES

SUBJECT **BYLAW 7000 REVIEW**

## **OVERVIEW**

### **Purpose of Report**

To provide Council with draft amendments to “Management Terms and Conditions of Employment Bylaw 2005 No.7000” (the “Bylaw”) that address Core Service Review recommendations and other concerns raised by Council.

### **Reason for “In Camera”**

*Community Charter* Section 90(1):

(c) labour relations or other employee relations.

### **Recommendation**

That Council provide direction to Staff on desired amendments to Bylaw 7000.

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

That Council rise and report on amendments once staff have had the opportunity to advise affected employees of the changes.

## **BACKGROUND**

The Core Service Review recommended changes to the Bylaw in order to limit the ability for excluded staff to bank vacation, as well as to establish a new method of determining excluded staff salaries. Because of the complexities surrounding the latter issue, it is recommended that Council direct staff to engage the services of an external compensation consultant to make recommendations.

In addition to the Core Service Review recommendations, some members of Council have previously identified issues with other provisions listed in this Bylaw. Staff have drafted some modifications to the Bylaw for Council to consider that might address these issues.

## **OPTIONS**

1. That Council accept the proposed changes and amend the Bylaw.

- [REDACTED]

- **Legal Implication:** Because the Bylaw is incorporated into each exempt staff member’s employment contract, it is recommended that the City provide notice of

this change prior to implementing it. [REDACTED]

- **Policy Implication:** The implications related to recruitment and retention are not significant given the scope of the changes.
- **Engagement Implication:** Excluded staff should be made aware of these changes before the general public.
- **Strategic Implication:** Council can address specific recommendations from the Core Service Review.

2. That Council provide other direction to staff regarding modifications to Bylaw 7000.

#### **SUMMARY POINTS**

- The Core Service Review recommended amendments to the Bylaw, one of which can be quickly accomplished.
- Members of Council have also expressed a desire to see further amendments to this Bylaw.
- Any additional amendments can be made when the Bylaw is further amended, in the future, [REDACTED]

#### **ATTACHMENTS**

[REDACTED]

#### **Submitted by:**

John Van Horne  
Director of Human Resources

#### **CITY MANAGER COMMENT:**

The proposed amendments address many of the issues raised by members of Council and during the Core Service Review. [REDACTED]

[REDACTED]

DATE OF MEETING FEBRUARY 5, 2018

AUTHORED BY CHRIS BARFOOT, CULTURE & HERITAGE COORDINATOR

SUBJECT **2018 CULTURE & HERITAGE AWARDS – LIFETIME ACHIEVEMENT**

## **OVERVIEW**

### **Purpose of Report**

To obtain Council endorsement of the 2018 Culture & Heritage Lifetime Achievement Award recipient.

### **Reason for “In Camera”**

Community Charter Section 90(1)

- a) 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. Audrey Alexander Brown for the 2018 Culture & Heritage Lifetime Achievement Award.

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

To be released upon approval by Council.

## **BACKGROUND**

The Culture & Heritage Awards have been an important program for community building and partnerships in Nanaimo since 1998. The awards build pride in the culture and heritage accomplishments of individuals and organizations, and pride in our community.

This award will join the three 2018 Culture and Heritage Award recipients previously approved by Council at their 2018-JAN-15 In Camera meeting and will be recognized in April at the Culture and Heritage Awards.

### **Lifetime Achievement Award**

The Lifetime Achievement Award is a means for the culture and heritage sector to recognize a recipient posthumously. This category is not awarded every year.

It is recommended that the 2018 Lifetime Achievement Award be awarded to the Nanaimo-born poet Audrey Alexander Brown for her major contributions to the literary arts.



By publicly recognizing Audrey Alexander Brown, this award supports the City of Nanaimo's commitment to the artistic and cultural life of the community. The Culture & Heritage Lifetime Achievement Award was previously recognized [REDACTED]

### **OPTIONS**

1. That Council approve Ms. Audrey Alexander Brown for the 2018 Culture & Heritage Lifetime Achievement Award.
  - **Strategic Priorities Implication:** The Culture & Heritage Awards have been an important program for community building and partnerships since 1998.
2. That Council provide Staff with alternate direction. |

### **SUMMARY POINTS**

- It is recommended that the 2018 Lifetime Achievement Award be awarded to the Nanaimo-born poet Audrey Alexander Brown.
- This posthumous award recognizes the poet's significant contributions to the literary arts.
- The Culture & Heritage Awards have been an important program for community building and partnerships since 1998..|

### **ATTACHMENTS**

#### **Submitted by:**

Bruce Anderson  
Manager, Community & Cultural Planning

#### **Concurrence by:**

Dale Lindsay  
Director, Community Development |

||

- a.



#### 4. REPORTS

##### c. Proposed Property Acquisition - 5260 Tanya Drive

1. *Add - Report titled "Proposed Property Acquisition - 5260 Tanya Drive"*

3 - 8

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

*Purpose: To obtain Council approval for Staff to enter into property acquisition negotiations with the owner of 5260 Tanya Drive.*

Recommendation: That Council direct Staff to enter into property acquisition negotiations with [REDACTED] the owner of 5260 Tanya Drive, and to return to Council upon successful negotiations.

Resolution to Rise and Report:

To be released upon conclusion of the negotiation process [REDACTED]  
[REDACTED]

# In Camera Report for Decision

City of Nanaimo

File Number: LD002772

DATE OF MEETING | FEBRUARY 5, 2018 |

AUTHORED BY | NANCY SKEELS, PROPERTY AGENT, REAL ESTATE |

SUBJECT | PROPOSED PROPERTY ACQUISITION – 5260 TANYA DRIVE |

## **OVERVIEW**

### **Purpose of Report**

To obtain Council approval for Staff to enter into property acquisition negotiations with the owner of 5260 Tanya Drive.

### **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 direct Staff to enter into property acquisition negotiations with [REDACTED] the owner of 5260 Tanya Drive, and to return to Council upon successful negotiations.

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

To be released upon conclusion of the negotiation process [REDACTED]

## **BACKGROUND**

In Spring 2014, Council directed Staff to acquire land in Linley Valley for an expanded park system. Increasing development on the edges of Linley Valley fueled a strong desire from members of the public to preserve the majority of the remaining land in a natural state. By October 2014, 195.9 acres of new parkland transferred to the City at a cost of \$5.66 million. From 2014 to date, additional land has been acquired through the subdivision process. Linley Valley Park has now expanded to 156 ha (385.4 acres) in size (Attachment A).

### *5260 Tanya Drive*

5260 Tanya Drive (the “Property”) is a vacant, 20.2-ha (50-acre) parcel, owned by [REDACTED] (the “Owner”). It is located at the end of Tanya Drive between two City-owned parks – Lost Lake Park and 5338 and 5340 Smokey Crescent (Attachments B and C).

The former owner of the Property had a valid Option to Purchase agreement in place when the City first approached in April 2014 to acquire the property as part of the Linley Valley Park Acquisition Program. The holder of the Option had until 2014-JUL-31 to exercise the Option agreement. The City placed an Option Agreement on the Property for [REDACTED] in case the

existing Option Agreement lapsed. The Option Agreement was exercised and the property transferred to the new Owner.

On 2017-DEC-18, Council denied at first reading "Official Community Plan Amendment Bylaw 2017 No. 6500.033" to re-designate 5260, 5280, and 5300 Tanya Drive on the Future Land Use Plan from Urban Reserve to Neighbourhood. The applicant proposed to remove the subject properties from the Urban Reserve without an Area Plan process. The applicant's development concept proposed single family and duplex units on a steeply sloping site, which would require significant construction costs for the developers and undetermined infrastructure maintenance costs for the City.

Separate representatives have approached the City to request negotiations commence for the purchase of the Property. Prior to initiating any negotiations with respect to purchase, Staff will confirm the authority of any representative to speak on the matter.

## **OPTIONS**

1. That Council direct Staff to enter into property acquisition negotiations with Broadview Developments Ltd., the owner of 5260 Tanya Drive, and to return to Council upon successful negotiations.
  - **Budget Implication:** An appraisal of the Property has been prepared which estimated the land value at [REDACTED]. The City's Property Reserve Fund has a balance of [REDACTED] for unallocated acquisitions. Any purchase price above what is currently available in the Property Reserve Fund could be funded through borrowing or from an increase in taxation. Purchasing this Property would not leave Council the ability to purchase other properties of interest, as identified within the City's 2018 Property Management Strategy update.
  - **Legal Implication:** If Council wishes to proceed with the acquisition, the City's solicitor will prepare the Purchase and Sale agreement. The City will also be responsible for the Owner's legal fees, which are unknown at this time.
  - **Policy Implication:** The acquisition aligns with Council priorities identified in the 2016-2019 Strategic Plan, and is also identified as a property of interest in the City's Real Estate Property Management Strategy.
  - **Engagement Implication:** If Council approval is received, Staff will meet with the authorized representative to commence the acquisition negotiations.
  - **Strategic Priorities Implication:** *Active Lifestyle* - additional walking trails and recreational activities will be promoted. *Recreation, Culture, Sports and Tourism* - increasing natural green space will support a healthy, active, thriving community for the benefit and enjoyment of residents and visitors alike.
2. That Council direct Staff not to enter into property acquisition negotiations with [REDACTED] the owner of 5260 Tanya Drive.
  - **Budget Implication:** The funds from the Property Reserve Fund that would have been used to acquire this property can be used to purchase other property.
  - **Policy Implication:** The acquisition aligns with Council priorities identified in the 2016-2019 Strategic Plan. Not pursuing this acquisition is inconsistent with the Plan.

- **Engagement Implication:** Staff will advise the authorized representative that Council does not wish to pursue the Property acquisition at this time.
- **Strategic Priorities Implication:** *Active Lifestyle* - additional walking trails and recreational activities will be promoted. *Recreation, Culture, Sports and Tourism* - increasing natural green space will support a healthy, active, thriving community for the benefit and enjoyment of residents and visitors alike.

### **SUMMARY POINTS**

- In Spring 2014, Council directed Staff to acquire land in Linley Valley for an expanded park system.
- From 2014 to date, Linley Valley Park has expanded to 156 ha (385.4 acres) in size.
- In 2014, the City attempted to purchase 5260 Tanya Drive, a vacant, 20.2-ha (50-acre) parcel located in the Linley Valley [REDACTED]
- Negotiations were unsuccessful as the former owner of this property exercised an Option to Purchase and the Property was transferred for [REDACTED] to the current owner, [REDACTED]
- On 2017-DEC-18, Council denied at first reading "Official Community Plan Amendment Bylaw 2017 No. 6500.033" to re-designate 5260, 5280, and 5300 Tanya Drive on the Future Land Use Plan from Urban Reserve to Neighbourhood as there was no Area Plan process. The applicant's development concept proposed single family and duplex units on a steeply sloping site, which would require significant construction costs for the developers and undetermined infrastructure maintenance costs for the City.
- An authorized representative has approached the City to request negotiations commence for the purchase of 5260 Tanya Drive. The property has an appraised value of [REDACTED]
- The City's Property Reserve Fund has a balance of [REDACTED] for unallocated acquisitions.
- Staff are seeking Council authorization to commence property negotiations and will return to Council once successful negotiations are completed.

### **ATTACHMENTS**

ATTACHMENT A: Linley Valley Park  
ATTACHMENT B: Location Plan  
ATTACHMENT C: Aerial Photo

#### **Submitted by:**

Bill Corsan  
Deputy Director, Community Development

#### **Concurrence by:**

Dale Lindsay  
Director, Community Development



# ATTACHMENT A

City of Nanaimo

Linley Valley Parks

Acquired Parks

Parks



0 250 500  
Meters

CITY OF NANAIMO  
THE HARBOUR CITY  
GIS Section

Published January 30th, 2018

5787, 5649, 5650, 5648 Linley Valley Dr  
Acquired through Subdivision  
11.2 Acres, 1.3 Acres, 0.4 Acres, 3.6 Acres

5338, 5340 Smokey Cres  
Acquired through Subdivision  
5.3 Acres, 1.5 Acres

5260 Tanya Dr  
50 Acres

5600 Vanderneuk Road & 3842 Stronach Dr  
\$2,000,000  
41.7 Acres & 8.7 Acres

3518 Hillside Ave.  
\$3,500,000  
117 Acres

Linley Valley  
Cottle Lake Park

3840 Stronach Dr  
(portion of 3650 Cottleview Dr)  
\$30,000 Subdivision costs  
5.8 Acres

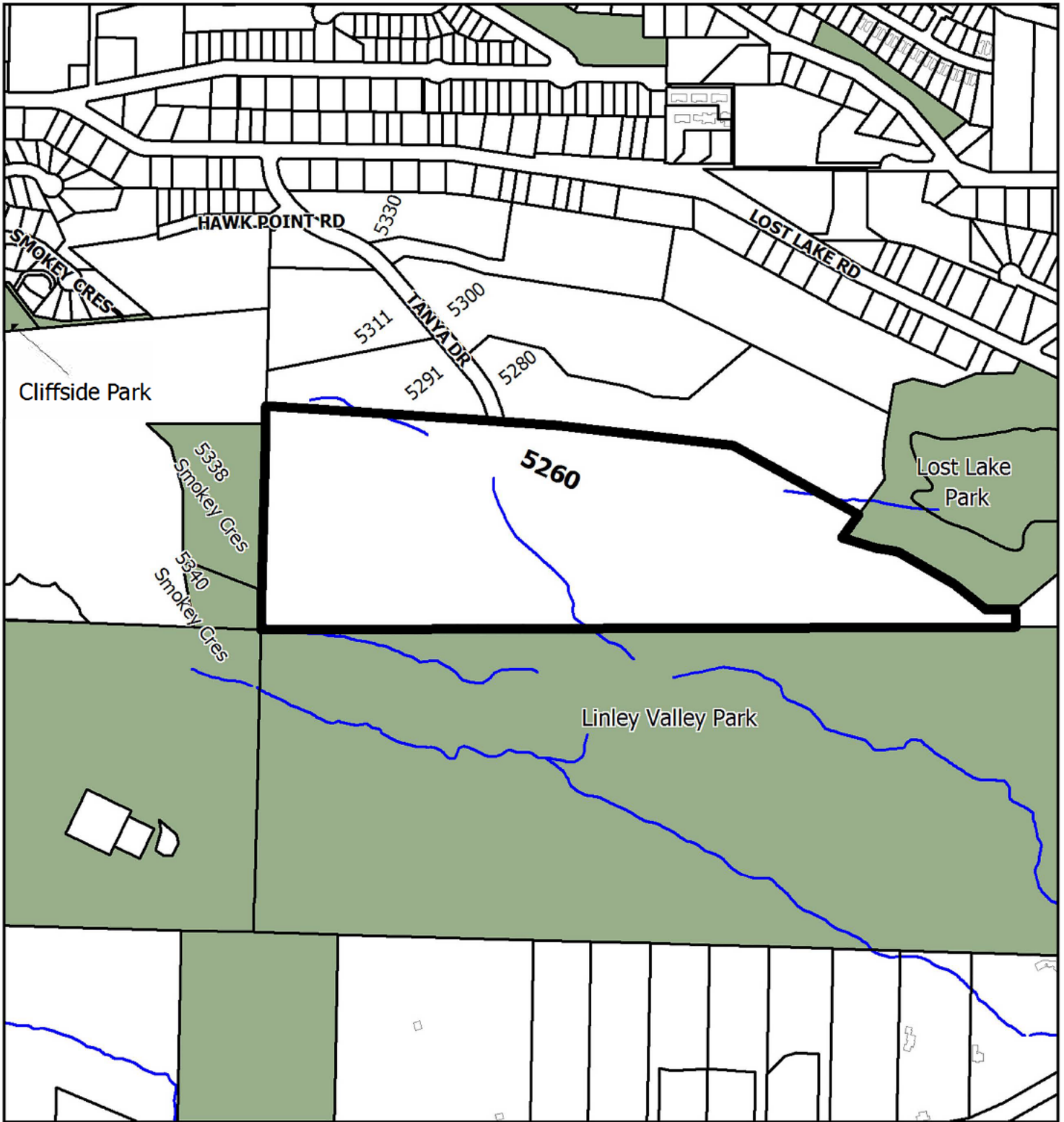
3508 Hillside Ave.  
Acquired through Subdivision  
16.8 Acres

3665 Rock City Rd  
\$130,000  
4.3 Acres

3660 Rock City Rd  
Acquired through Subdivision  
1.6 Acres



# ATTACHMENT B



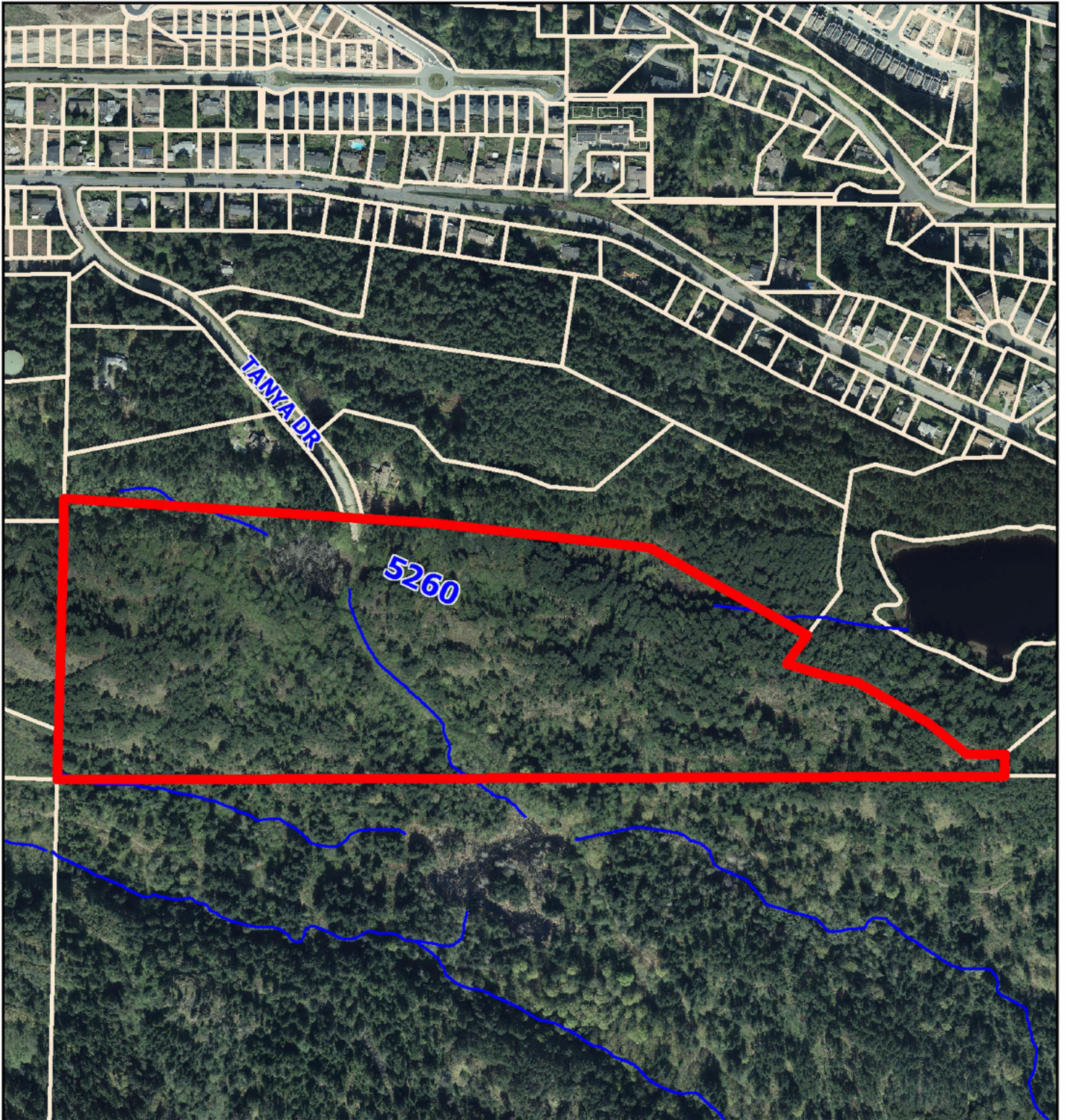
## LOCATION PLAN

Civic: 5260 Tanya Drive  
Proposed Acquisition

**Subject  
Property  
= 20.2 ha /  
49.9 Acres**



## ATTACHMENT C



Civic: 5260 Tanya Drive





## AGENDA "IN CAMERA" COUNCIL MEETING

Thursday, February 8, 2018, 10:00 A.M. - 12:30 P.M.  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC

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Pages

### 1. ADOPTION OF AGENDA

*That Council, in accordance with Section 90(1)(n) of the Community Charter, adopt the agenda as presented (or as amended).*

Summary of Agenda Items and Proposed CC Reasons to Close Meeting:

#### 1. Adoption of Agenda - 90(1)(n)

3(a) [REDACTED] - 90(1)(a)(c)(d)(f)(g)(i)(j) and 90(2)(d).

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;
- (c) labour relations or other employee relations;
- (d) the security of property of the municipality;
- (f) law enforcement, if the Council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- (g) litigation or potential litigation affecting the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under Section 21 of the *Freedom of Information and Protection of Privacy Act*;
- (n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (2); and,

Section 90(2):

- (d) a matter that, under another enactment, is such that the public must be excluded from the meeting.

### 2. ADOPTION OF MINUTES



3. PRESENTATIONS

a.



4. REPORTS

5. ADJOURNMENT OF "IN CAMERA" MEETING



## AGENDA "IN CAMERA" COUNCIL MEETING

Monday, February 19, 2018

4:30 P.M. - 6:30 P.M.

SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC

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Pages

### 1. ADOPTION OF AGENDA

*That Council, in accordance with Section 90(1)(n) of the Community Charter, adopt the agenda as presented (or as amended).*

Summary of Agenda Items and Proposed CC Reasons to Close Meeting:

1. Adoption of Agenda - 90(1)(n)

4(a). [REDACTED] - 90(1)(c)

4(b). Bylaw 7000 Review - 90(1)(c)

4(c). Partial Property Acquisition - 275 Cypress Street - 90(1)(e)

4(d). Proposed Property Acquisition - 5260 Tanya Drive - 90(1)(e)

4(e). 2018 Culture and Heritage Award - Lifetime Achievement - 90(1)(a)

4(f). [REDACTED] - 90(1)(e)

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;

(c) labour relations or other employee relations;

(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; and,

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

### 2. ADOPTION OF MINUTES

3. PRESENTATIONS

4. REPORTS

a.

[REDACTED]

[REDACTED]

[REDACTED]

b. Bylaw 7000 Review

4 - 19

To be introduced by John Van Horne, Director of Human Resources.

*Purpose: To provide Council with draft amendments to "Management Terms and Conditions of Employment Bylaw 2005 No.7000" (the "Bylaw") that address Core Service Review recommendations and other concerns raised by Council.*

Recommendation: That Council provide direction to Staff on desired amendments to Management Terms and Conditions of Employment Bylaw 2005 No.7000.

Resolution to Rise and Report:

That Council rise and report on amendments once staff have had the opportunity to advise affected employees of the changes.

c. Partial Property Acquisition - 275 Cypress Street

20 - 23

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

*Purpose: To obtain Council approval for the acquisition of a portion of 275 Cypress Street to facilitate a road rehabilitation upgrade.*

Recommendation: That Council authorize the acquisition of a portion 275 Cypress Street from the registered owner to facilitate a road rehabilitation upgrade for the sum of [REDACTED]

Resolution to Rise and Report:

To be released upon conclusion of the negotiation process [REDACTED]  
[REDACTED]

d. Proposed Property Acquisition - 5260 Tanya Drive

24 - 29

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

*Purpose: To obtain Council approval for Staff to enter into property acquisition negotiations with the owner of 5260 Tanya Drive.*

Recommendation: That Council direct Staff to enter into property acquisition negotiations with [REDACTED] the owner of 5260 Tanya Drive, and to return to Council upon successful negotiations.

Resolution to Rise and Report:

To be released upon conclusion of the negotiation process [REDACTED]

e. 2018 Culture and Heritage Award - Lifetime Achievement

30 - 36

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

*Purpose: To obtain Council endorsement of the 2018 Culture & Heritage Lifetime Achievement Award recipient.*

Recommendation: That Council approve Ms. Audrey Alexander Brown for the 2018 Culture & Heritage Lifetime Achievement Award.

Resolution to Rise and Report:

To be released upon approval by Council.

f.

[REDACTED]

[REDACTED]

[REDACTED]

5. **ADJOURNMENT OF "IN CAMERA" MEETING**

DATE OF MEETING FEBRUARY 5, 2018

AUTHORED BY JOHN VAN HORNE, DIRECTOR OF HUMAN RESOURCES

SUBJECT **BYLAW 7000 REVIEW**

## **OVERVIEW**

### **Purpose of Report**

To provide Council with draft amendments to “Management Terms and Conditions of Employment Bylaw 2005 No.7000” (the “Bylaw”) that address Core Service Review recommendations and other concerns raised by Council.

### **Reason for “In Camera”**

*Community Charter* Section 90(1):

(c) labour relations or other employee relations.

### **Recommendation**

That Council provide direction to Staff on desired amendments to Bylaw 7000.

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

That Council rise and report on amendments once staff have had the opportunity to advise affected employees of the changes.

## **BACKGROUND**

The Core Service Review recommended changes to the Bylaw in order to limit the ability for excluded staff to bank vacation, as well as to establish a new method of determining excluded staff salaries. Because of the complexities surrounding the latter issue, it is recommended that Council direct staff to engage the services of an external compensation consultant to make recommendations.

In addition to the Core Service Review recommendations, some members of Council have previously identified issues with other provisions listed in this Bylaw. Staff have drafted some modifications to the Bylaw for Council to consider that might address these issues.

## **OPTIONS**

1. That Council accept the proposed changes and amend the Bylaw.

- [REDACTED]

- **Legal Implication:** Because the Bylaw is incorporated into each exempt staff member’s employment contract, it is recommended that the City provide notice of

this change prior to implementing it. [REDACTED]

- **Policy Implication:** The implications related to recruitment and retention are not significant given the scope of the changes.
- **Engagement Implication:** Excluded staff should be made aware of these changes before the general public.
- **Strategic Implication:** Council can address specific recommendations from the Core Service Review.

2. That Council provide other direction to staff regarding modifications to Bylaw 7000.

### **SUMMARY POINTS**

- The Core Service Review recommended amendments to the Bylaw, one of which can be quickly accomplished.
- Members of Council have also expressed a desire to see further amendments to this Bylaw.
- Any additional amendments can be made when the Bylaw is further amended, in the future, [REDACTED]

### **ATTACHMENTS**

[REDACTED]

### **Submitted by:**

John Van Horne  
Director of Human Resources

### **CITY MANAGER COMMENT:**

The proposed amendments address many of the issues raised by members of Council and during the Core Service Review. [REDACTED]

[REDACTED]

# In Camera Report for Decision

City of Nanaimo

File Number: LD003510

DATE OF MEETING FEBRUARY 19, 2018

AUTHORED BY NANCY SKEELS, PROPERTY AGENT, REAL ESTATE

SUBJECT PARTIAL PROPERTY ACQUISITION – 275 CYPRESS STREET

## **OVERVIEW**

### **Purpose of Report**

To obtain Council approval for the acquisition of a portion of 275 Cypress Street to facilitate a road rehabilitation upgrade.

### **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 275 Cypress Street from the registered owner to facilitate a road rehabilitation upgrade for the sum of [REDACTED]

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

To be released upon conclusion of the negotiation process [REDACTED]  
[REDACTED]

## **BACKGROUND**

The Capital Plan includes a project for road rehabilitation and utility upgrades along Terminal Avenue from St. George Street to Stewart Avenue. The utility upgrades were completed in 2017 and the road rehabilitation construction is scheduled for this year. The road works this year includes the widening of the right-turn lane onto Cypress Street from Terminal Avenue and the re-construction of the sidewalk on Terminal Avenue.

In order to facilitate this construction, a strip of land measuring 17.24 m<sup>2</sup> (185.5 ft<sup>2</sup>) (Attachment A and B) adjacent to 275 Cypress Street is required. This will increase safety and enhance the overall pedestrian environment. Negotiations [REDACTED] (the “Owner”) has resulted in a purchase price of [REDACTED]

## **OPTIONS**

1. That Council authorize the acquisition of a portion of 275 Terminal Avenue from the registered owner to facilitate the road rehabilitation for the sum of [REDACTED]
  - **Budget Implication:** The project and property acquisition costs have been budgeted within the draft 2017-2021 Financial Plan.

- **Legal Implication:** The City's solicitor will prepare the Purchase and Sale Agreement.
  - **Strategic Plan:** *Active Lifestyle* - Improving the infrastructure promotes accessibility to the City's residents.
2. That Council not approve the property acquisition.
- **Budget Implication:** The project cost would be reduced by [REDACTED]
  - **Legal Implication:** None.
  - **Project Implication:** The sidewalk is being re-constructed along Terminal Avenue to fit in with the widening of the right-turn lane from Terminal Avenue onto Cypress Street. The construction of the road and sidewalk will improve safety and enhance the overall pedestrian environment. If this portion of land is not acquired, the right-turn lane would need to be re-designed, which could set back the timing of the project.

#### **SUMMARY POINTS**

- A 2017-2018 Capital Plan project includes road rehabilitation and utility upgrade along Terminal Avenue from St. George Street to Stewart Avenue.
- The utility upgrade part of the project was completed in 2017 and the road rehabilitation construction is scheduled for this year. The project includes the widening of the right-turn lane onto Cypress Street from Terminal Avenue and the re-construction of the sidewalk on Terminal Avenue.
- In order to facilitate the construction, a strip of land measuring 17.24 m<sup>2</sup> (185.5 ft<sup>2</sup>) adjacent to 275 Cypress Street is required. This will increase safety and enhance the overall pedestrian environment.
- Negotiations with the Owner has resulted in a purchase price of [REDACTED]

#### **ATTACHMENTS**

ATTACHMENT A: Location Plan

ATTACHMENT B: Location Plan Aerial Photo

#### **Submitted by:**

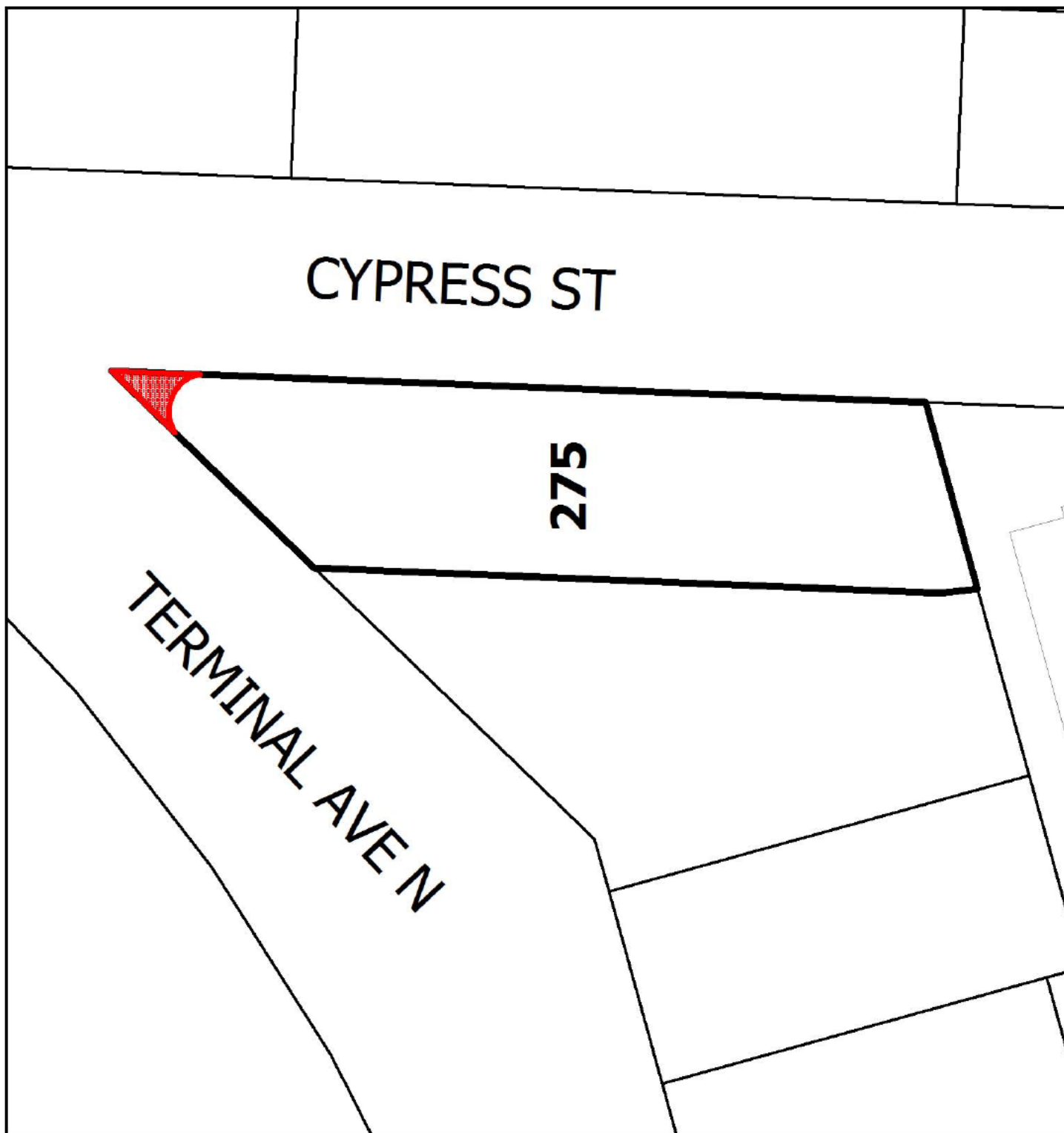
Bill Corsan  
Deputy Director, Community Development

#### **Concurrence by:**

Dale Lindsay  
Director, Community Development



**ATTACHMENT A**  
**LOCATION PLAN**



Partial Property Acquisition



**LOCATION PLAN**

Civic: 275 Cypress Street



**Subject  
Property**



**Area =  
17.24 sq. m**

**ATTACHMENT B**  
**LOCATION PLAN AERIAL PHOTO**

Aerial Photo



Civic: 275 Cypress Street

# In Camera Report for Decision

City of Nanaimo

File Number: LD002772

DATE OF MEETING | FEBRUARY 5, 2018 |

AUTHORED BY | NANCY SKEELS, PROPERTY AGENT, REAL ESTATE |

SUBJECT | PROPOSED PROPERTY ACQUISITION – 5260 TANYA DRIVE |

## **OVERVIEW**

### **Purpose of Report**

To obtain Council approval for Staff to enter into property acquisition negotiations with the owner of 5260 Tanya Drive.

### **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 direct Staff to enter into property acquisition negotiations with [REDACTED] the owner of 5260 Tanya Drive, and to return to Council upon successful negotiations.

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

To be released upon conclusion of the negotiation process [REDACTED]

## **BACKGROUND**

In Spring 2014, Council directed Staff to acquire land in Linley Valley for an expanded park system. Increasing development on the edges of Linley Valley fueled a strong desire from members of the public to preserve the majority of the remaining land in a natural state. By October 2014, 195.9 acres of new parkland transferred to the City at a cost of \$5.66 million. From 2014 to date, additional land has been acquired through the subdivision process. Linley Valley Park has now expanded to 156 ha (385.4 acres) in size (Attachment A).

### *5260 Tanya Drive*

5260 Tanya Drive (the “Property”) is a vacant, 20.2-ha (50-acre) parcel, owned by [REDACTED] (the “Owner”). It is located at the end of Tanya Drive between two City-owned parks – Lost Lake Park and 5338 and 5340 Smokey Crescent (Attachments B and C).

The former owner of the Property had a valid Option to Purchase agreement in place when the City first approached in April 2014 to acquire the property as part of the Linley Valley Park Acquisition Program. The holder of the Option had until 2014-JUL-31 to exercise the Option agreement. The City placed an Option Agreement on the Property for [REDACTED] case the

existing Option Agreement lapsed. The Option Agreement was exercised and the property transferred to the new Owner.

On 2017-DEC-18, Council denied at first reading "Official Community Plan Amendment Bylaw 2017 No. 6500.033" to re-designate 5260, 5280, and 5300 Tanya Drive on the Future Land Use Plan from Urban Reserve to Neighbourhood. The applicant proposed to remove the subject properties from the Urban Reserve without an Area Plan process. The applicant's development concept proposed single family and duplex units on a steeply sloping site, which would require significant construction costs for the developers and undetermined infrastructure maintenance costs for the City.

Separate representatives have approached the City to request negotiations commence for the purchase of the Property. Prior to initiating any negotiations with respect to purchase, Staff will confirm the authority of any representative to speak on the matter.

## **OPTIONS**

1. That Council direct Staff to enter into property acquisition negotiations with Broadview Developments Ltd., the owner of 5260 Tanya Drive, and to return to Council upon successful negotiations.
  - **Budget Implication:** An appraisal of the Property has been prepared which estimated the land value at [REDACTED]. The City's Property Reserve Fund has a balance of [REDACTED] for unallocated acquisitions. Any purchase price above what is currently available in the Property Reserve Fund could be funded through borrowing or from an increase in taxation. Purchasing this Property would not leave Council the ability to purchase other properties of interest, as identified within the City's 2018 Property Management Strategy update.
  - **Legal Implication:** If Council wishes to proceed with the acquisition, the City's solicitor will prepare the Purchase and Sale agreement. The City will also be responsible for the Owner's legal fees, which are unknown at this time.
  - **Policy Implication:** The acquisition aligns with Council priorities identified in the 2016-2019 Strategic Plan, and is also identified as a property of interest in the City's Real Estate Property Management Strategy.
  - **Engagement Implication:** If Council approval is received, Staff will meet with the authorized representative to commence the acquisition negotiations.
  - **Strategic Priorities Implication:** *Active Lifestyle* - additional walking trails and recreational activities will be promoted. *Recreation, Culture, Sports and Tourism* - increasing natural green space will support a healthy, active, thriving community for the benefit and enjoyment of residents and visitors alike.
2. That Council direct Staff not to enter into property acquisition negotiations with [REDACTED] the owner of 5260 Tanya Drive.
  - **Budget Implication:** The funds from the Property Reserve Fund that would have been used to acquire this property can be used to purchase other property.
  - **Policy Implication:** The acquisition aligns with Council priorities identified in the 2016-2019 Strategic Plan. Not pursuing this acquisition is inconsistent with the Plan.



- **Engagement Implication:** Staff will advise the authorized representative that Council does not wish to pursue the Property acquisition at this time.
- **Strategic Priorities Implication:** *Active Lifestyle* - additional walking trails and recreational activities will be promoted. *Recreation, Culture, Sports and Tourism* - increasing natural green space will support a healthy, active, thriving community for the benefit and enjoyment of residents and visitors alike.

### **SUMMARY POINTS**

- In Spring 2014, Council directed Staff to acquire land in Linley Valley for an expanded park system.
- From 2014 to date, Linley Valley Park has expanded to 156 ha (385.4 acres) in size.
- In 2014, the City attempted to purchase 5260 Tanya Drive, a vacant, 20.2-ha (50-acre) parcel located in the Linley Valley for [REDACTED]
- Negotiations were unsuccessful as the former owner of this property exercised an Option to Purchase and the Property was transferred for [REDACTED] to the current owner, [REDACTED]
- On 2017-DEC-18, Council denied at first reading "Official Community Plan Amendment Bylaw 2017 No. 6500.033" to re-designate 5260, 5280, and 5300 Tanya Drive on the Future Land Use Plan from Urban Reserve to Neighbourhood as there was no Area Plan process. The applicant's development concept proposed single family and duplex units on a steeply sloping site, which would require significant construction costs for the developers and undetermined infrastructure maintenance costs for the City.
- An authorized representative has approached the City to request negotiations commence for the purchase of 5260 Tanya Drive. The property has an appraised value of [REDACTED]
- The City's Property Reserve Fund has a balance of [REDACTED] for unallocated acquisitions.
- Staff are seeking Council authorization to commence property negotiations and will return to Council once successful negotiations are completed.

### **ATTACHMENTS**

ATTACHMENT A: Linley Valley Park  
ATTACHMENT B: Location Plan  
ATTACHMENT C: Aerial Photo

#### **Submitted by:**

Bill Corsan  
Deputy Director, Community Development

#### **Concurrence by:**

Dale Lindsay  
Director, Community Development



# ATTACHMENT A

City of Nanaimo

Linley Valley Parks

Acquired Parks

Parks



0 250 500  
Meters

CITY OF NANAIMO  
THE HARBOUR CITY  
GIS Section

Published January 30th, 2018

5787, 5649, 5650, 5648 Linley Valley Dr  
Acquired through Subdivision  
11.2 Acres, 1.3 Acres, 0.4 Acres, 3.6 Acres

5338, 5340 Smokey Cres  
Acquired through Subdivision  
5.3 Acres, 1.5 Acres

5260 Tanya Dr  
50 Acres

Lost Lake Park

5600 Vanderneuk Road & 3842 Stronach Dr  
\$2,000,000  
41.7 Acres & 8.7 Acres

3518 Hillside Ave.  
\$3,500,000  
117 Acres

Linley Valley  
Cottle Lake Park

3840 Stronach Dr  
(portion of 3650 Cottleview Dr)  
\$30,000 Subdivision costs  
5.8 Acres

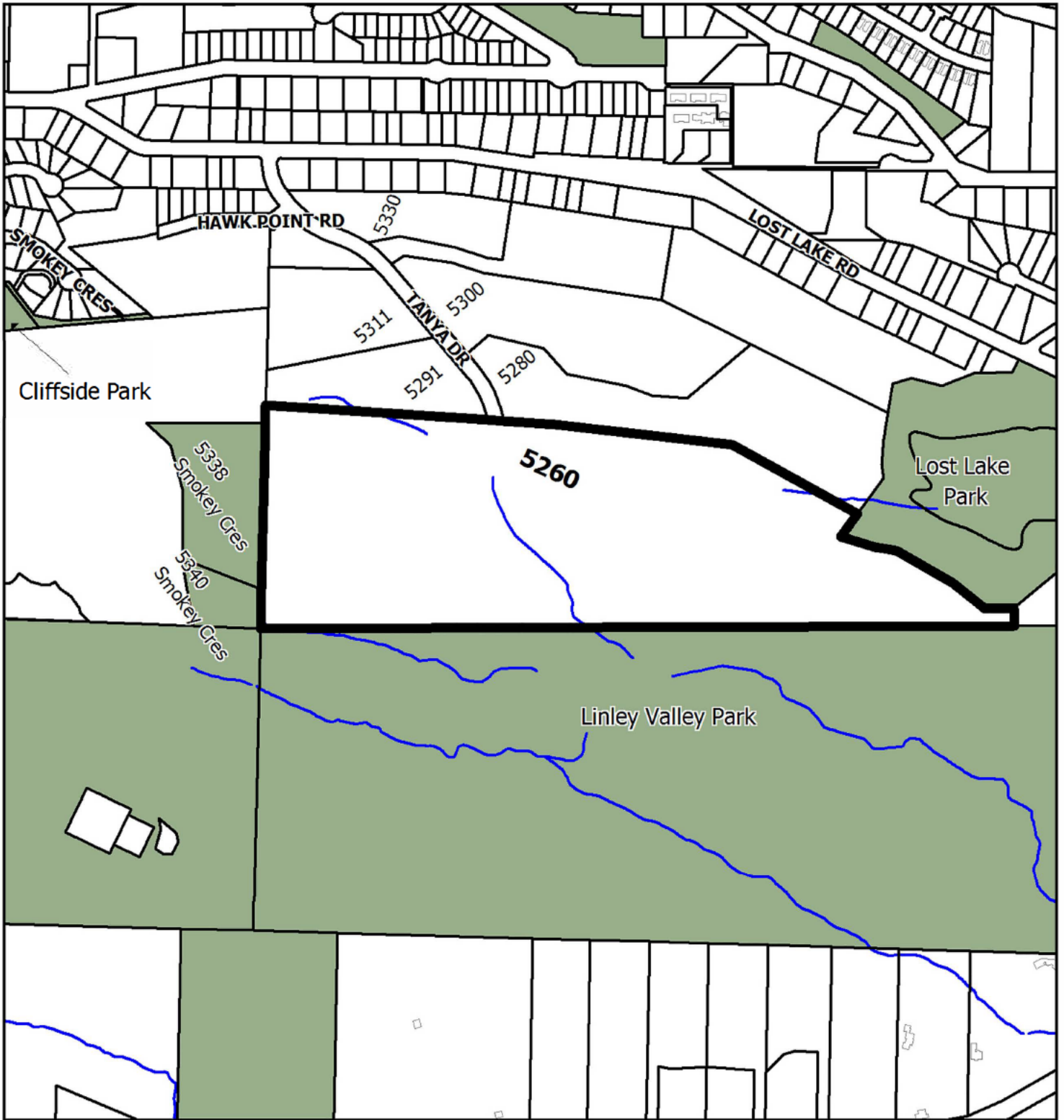
3508 Hillside Ave.  
Acquired through Subdivision  
16.8 Acres

3665 Rock City Rd  
\$130,000  
4.3 Acres

3660 Rock City Rd  
Acquired through Subdivision  
1.6 Acres



# ATTACHMENT B



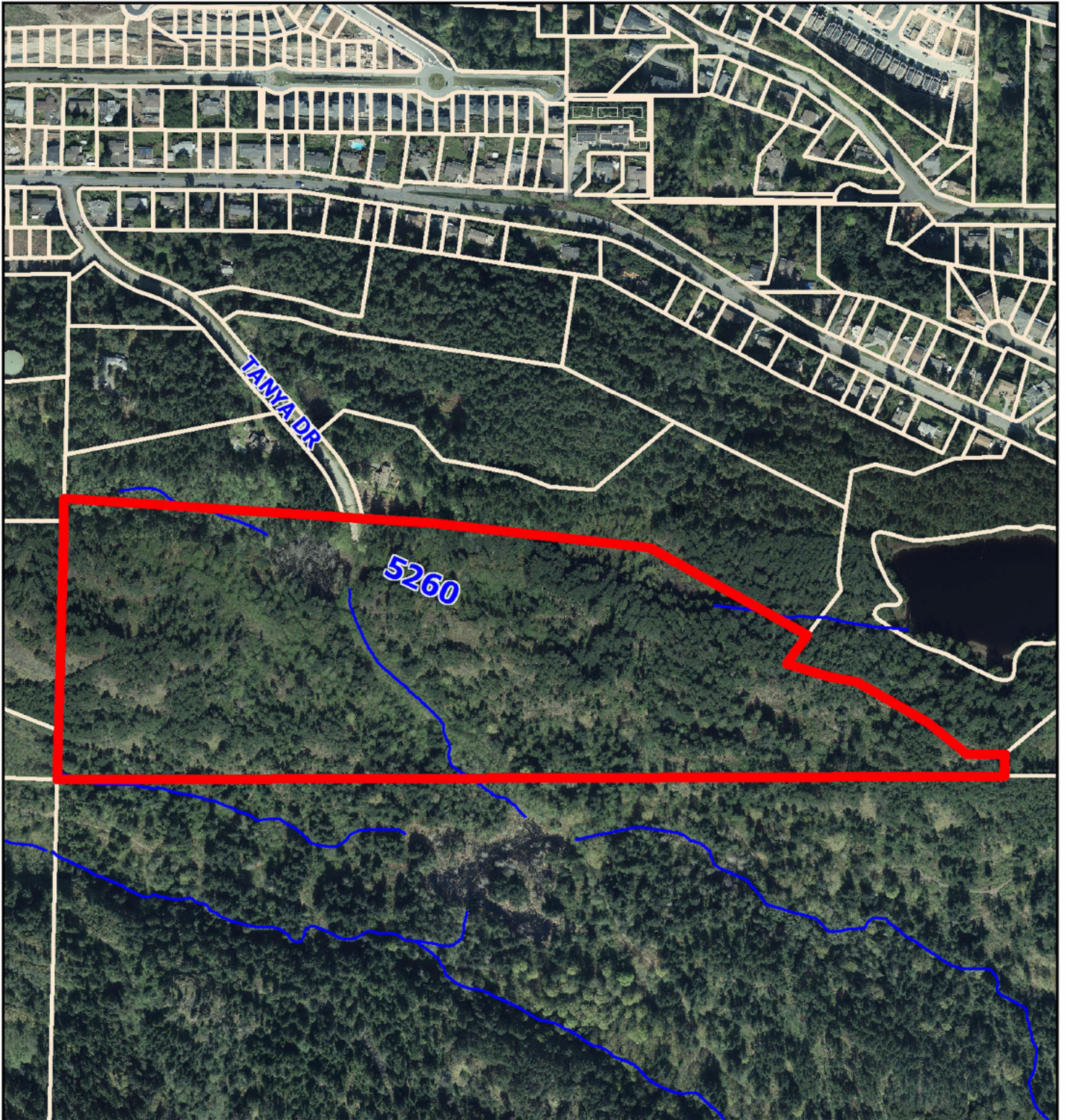
## LOCATION PLAN

Civic: 5260 Tanya Drive  
Proposed Acquisition

**Subject  
Property  
= 20.2 ha /  
49.9 Acres**



## ATTACHMENT C



Civic: 5260 Tanya Drive



DATE OF MEETING FEBRUARY 5, 2018

AUTHORED BY CHRIS BARFOOT, CULTURE & HERITAGE COORDINATOR

SUBJECT **2018 CULTURE & HERITAGE AWARDS – LIFETIME ACHIEVEMENT**

## **OVERVIEW**

### **Purpose of Report**

To obtain Council endorsement of the 2018 Culture & Heritage Lifetime Achievement Award recipient.

### **Reason for “In Camera”**

Community Charter Section 90(1)

- a) 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. Audrey Alexander Brown for the 2018 Culture & Heritage Lifetime Achievement Award.

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

To be released upon approval by Council.

## **BACKGROUND**

The Culture & Heritage Awards have been an important program for community building and partnerships in Nanaimo since 1998. The awards build pride in the culture and heritage accomplishments of individuals and organizations, and pride in our community.

This award will join the three 2018 Culture and Heritage Award recipients previously approved by Council at their 2018-JAN-15 In Camera meeting and will be recognized in April at the Culture and Heritage Awards.

### **Lifetime Achievement Award**

The Lifetime Achievement Award is a means for the culture and heritage sector to recognize a recipient posthumously. This category is not awarded every year.

It is recommended that the 2018 Lifetime Achievement Award be awarded to the Nanaimo-born poet Audrey Alexander Brown for her major contributions to the literary arts.



By publicly recognizing Audrey Alexander Brown, this award supports the City of Nanaimo's commitment to the artistic and cultural life of the community. The Culture & Heritage Lifetime Achievement Award was previously recognized [REDACTED]

### **OPTIONS**

1. That Council approve Ms. Audrey Alexander Brown for the 2018 Culture & Heritage Lifetime Achievement Award.
  - **Strategic Priorities Implication:** The Culture & Heritage Awards have been an important program for community building and partnerships since 1998.
2. That Council provide Staff with alternate direction. |

### **SUMMARY POINTS**

- It is recommended that the 2018 Lifetime Achievement Award be awarded to the Nanaimo-born poet Audrey Alexander Brown.
- This posthumous award recognizes the poet's significant contributions to the literary arts.
- The Culture & Heritage Awards have been an important program for community building and partnerships since 1998..|

### **ATTACHMENTS**

#### **Submitted by:**

Bruce Anderson  
Manager, Community & Cultural Planning

#### **Concurrence by:**

Dale Lindsay  
Director, Community Development |

|



**ADDENDUM**  
**"IN CAMERA" COUNCIL MEETING**

Monday, February 19, 2018

4:30 P.M. - 6:30 P.M.

SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC

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Pages

**1. ADOPTION OF AGENDA**

*a.*     Add - Section 90(1)(g)

(g) litigation or potential litigation affecting the municipality.

**4. REPORTS**

*f.*     Modular Housing Site Selection

*1.     Add- Report titled "Modular Housing Site Selection"*

*2 - 12*

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

*Purpose: To provide Council with information on alternative locations for a BC Housing modular housing project, including properties that are not owned by the City.*

Recommendation: That the report "Modular Housing Site Selection" dated 2018-FEB-19 be received for information.

Resolution to Rise and Report:

To be released once received by Council, [REDACTED]

*g.*     [REDACTED]

# **“In Camera” Information Report**

**City of Nanaimo**

File Number: CLL00070

DATE OF MEETING February 19, 2018

AUTHORED BY BILL CORSAN, DEPUTY DIRECTOR, COMMUNITY DEVELOPMENT

SUBJECT MODULAR HOUSING SITE SELECTION

## **OVERVIEW**

### **Purpose of Report**

To provide Council with information on alternative locations for a BC Housing modular housing project, including properties that are not owned by the City.

### **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 the report “Modular Housing Site Selection” dated 2018-FEB-19 be received for information.

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

To be released once received by Council,

## **DISCUSSION**

The City of Nanaimo is in the process of developing an Affordable Housing Strategy to map out a framework for how the City delivers a range of housing options to the community. The work is expected to be complete by the fall of 2018.

The new provincial government has committed itself to addressing homelessness and the affordability issues. The first step they have taken is the creation of a Rapid Response to Homelessness (RRH) Program delivered by BC Housing. The program provides staff-supported housing for individuals who are homeless or at risk of homelessness. The intent of the program is to have housing built and occupied in this calendar year (2018). The province is achieving the tight timeline by using modular housing that is assembled on site. The units are fully self-contained bachelor apartments with bathroom, kitchen, etc.

At the 2017-DEC-18 Special “In Camera” Council meeting, Staff were directed to bring forward, in an Open Council meeting, a report with regard to working in partnership with BC Housing to develop a second-stage supported modular housing at a City-owned property at 1425 Cranberry Avenue using funding from the RRH Program.

In advance of bringing a report to Council, BC Housing, Pacifica and the City hosted a public open house on 2018-JAN-31 in the Chase River Neighbourhood to introduce the project and solicit feedback.

Following delegations regarding the proposed development Council, at their Regular Meeting of 2018-FEB-05, moved and seconded that

*“Council direct Staff to look into alternative locations for the Supportive Housing project including properties that are not owned by the City.”*

This ‘In Camera’ Staff report presents the results of the site selection process used to identify an alternative site that meets the needs of the RRH Program. The report is ‘In Camera’ to protect the identity of the private properties examined through this process. A corresponding report with decisions for Council on this topic will be presented at this evening’s agenda.

### **City-Owned Properties**

Staff reviewed all City-owned properties within the boundaries of the city using the following set of criteria:

- Size of Parcel: The site needs to be of sufficient size to support the modular housing project. A parcel of 0.50 acres was deemed as the minimum lot size based on previous supportive housing projects in the city.
- Vacant or Minimal Improvements: The site needs to be in a state that can accommodate development quickly and involve little or no demolition work.
- Compatible Official Community Plan (OCP) Designation and Zoning: The RHH requires the housing to be constructed and occupied in 2018. This constraint requires the OCP Designation and Zoning to be suitable as there is insufficient time for either bylaw to be amended.
- Servicing in Place: The RHH requires the housing to be constructed and occupied in 2018, which means City services such as potable water, sanitary sewer, and storm water need to be either in place or close to the property line.
- Site Conditions: The site needs to be buildable with a minimum amount of site preparation to meet with timeline.
- Existing Plans for Property: In some cases, Council has committed a City-owned property for a specific project.

Attachment A outlines 13 properties that meet the minimum parcel size. This list was further refined to six sites using the above criteria (Attachment B). Only three sites met most of the criteria (1425 Cranberry Avenue, 295/299 Selby Street, and 640 Fourth Street).

## Privately-Owned Properties in Chase River

A similar set of criteria was applied to the site selection for privately-owned properties in the Chase River neighbourhood:

- Size of Parcel: The site needs to be of sufficient size to support the modular housing project. A parcel of 0.50 acres was deemed as the minimum lot size based on previous supportive housing projects in the city.
- Vacant or Minimal Improvements: The site needs to be in a state that can accommodate development quickly and involve little or no demolition work.
- Compatible OCP Designation & Zoning: The RRH program requires the housing to be constructed and occupied in 2018. This constraint requires the OCP Designation and Zoning to be suitable as there is insufficient time for amendments to the bylaws.
- Servicing in Place: The RRH program requires the housing to be constructed and occupied in 2018, which means City services such as potable water, sanitary sewer, and storm water need to be either in place or close to the property line.
- Site Conditions: The site needs to be buildable with a minimum amount of site preparation to meet with timeline.
- Estimated Cost: Both the Property Reserve Fund and the Property Acquisition Fund have been committed to other acquisitions and there are limited resources that can be used to acquire private land. The Housing Legacy Fund has a budget of \$2.4m, which is to cover not only the cost of acquisitions, but also costs associated with Development Cost Charge (DCC) Exemptions and works and services for future housing projects.

A review of privately-owned properties in the Chase River Neighbourhood resulted in 19 properties (Attachment C) being identified as potential sites. Once the criteria was applied, none of the sites met the zoning requirements for a Personal Care Facility of this scale.

## Discussion

The RRH Program requires the host municipality to be able to provide a property that is of sufficient size, serviced, and with the necessary land use controls in place to enable development to take place immediately to meet the goal of occupancy by the end of 2018.

There are two additional City-owned sites that could be used for the RRH program. One is 295/299 Selby Street, located in the downtown core, where there is already a concentration of existing services. Another is 640 Fourth Street, located between Vancouver Island University, the Rotary Bowl and Nanaimo District Secondary School. The City recently acquired this property, and more detailed site planning and consultation is required before it can be recommended for development.

The privately-owned sites in the Chase River area do not have the correct land use designation and zoning to support the project. There is insufficient time to complete the OCP amendments and rezoning process for this specific program.

The site located at 1425 Cranberry Avenue is the most compatible site for the RRH modular housing program.

Going forward, Council may wish for the Affordable Housing Strategy to include a land acquisition list to support future projects, which would enable the City to bank land and carry out consultation with each neighbourhood in an appropriate time frame. |

### **SUMMARY POINTS**

- BC Housing has developed a Rapid Response Housing (RRH) Program to address homelessness in communities across BC. As part of the program, modular housing is being used to ensure occupancy can be achieved no later than the end of 2018.
- Staff were directed to work with BC Housing to deliver a project on City-owned land at 1425 Cranberry Avenue.
- Following feedback from the Community, Staff were asked to identify alternative sites both public and private for the RRH Program.
- In addition to 1425 Cranberry Avenue, there are two other City-owned sites that meet the evaluation criteria for the RRH Program. Staff do not recommend these downtown and VIU sites as they do not meet the dispersal model of affordable housing.
- Nineteen private sector sites were examined against the criteria. None of these sites could be used for the RRH Program due to their current OCP designation and zoning with insufficient time to amend.
- Staff would recommend that the Affordable Housing Strategy include an acquisition program to bank properties that will allow the City to deliver projects in a coordinated manner. |

### **ATTACHMENTS**

ATTACHMENT A: Preliminary List of City-Owned Properties and Map

ATTACHMENT B: City-Owned Property- Sites Matching Most of the Criteria and Map

#### **Submitted by:**

Bill Corsan

Deputy Director, Community Development |

#### **Concurrence by:**

Dale Lindsay

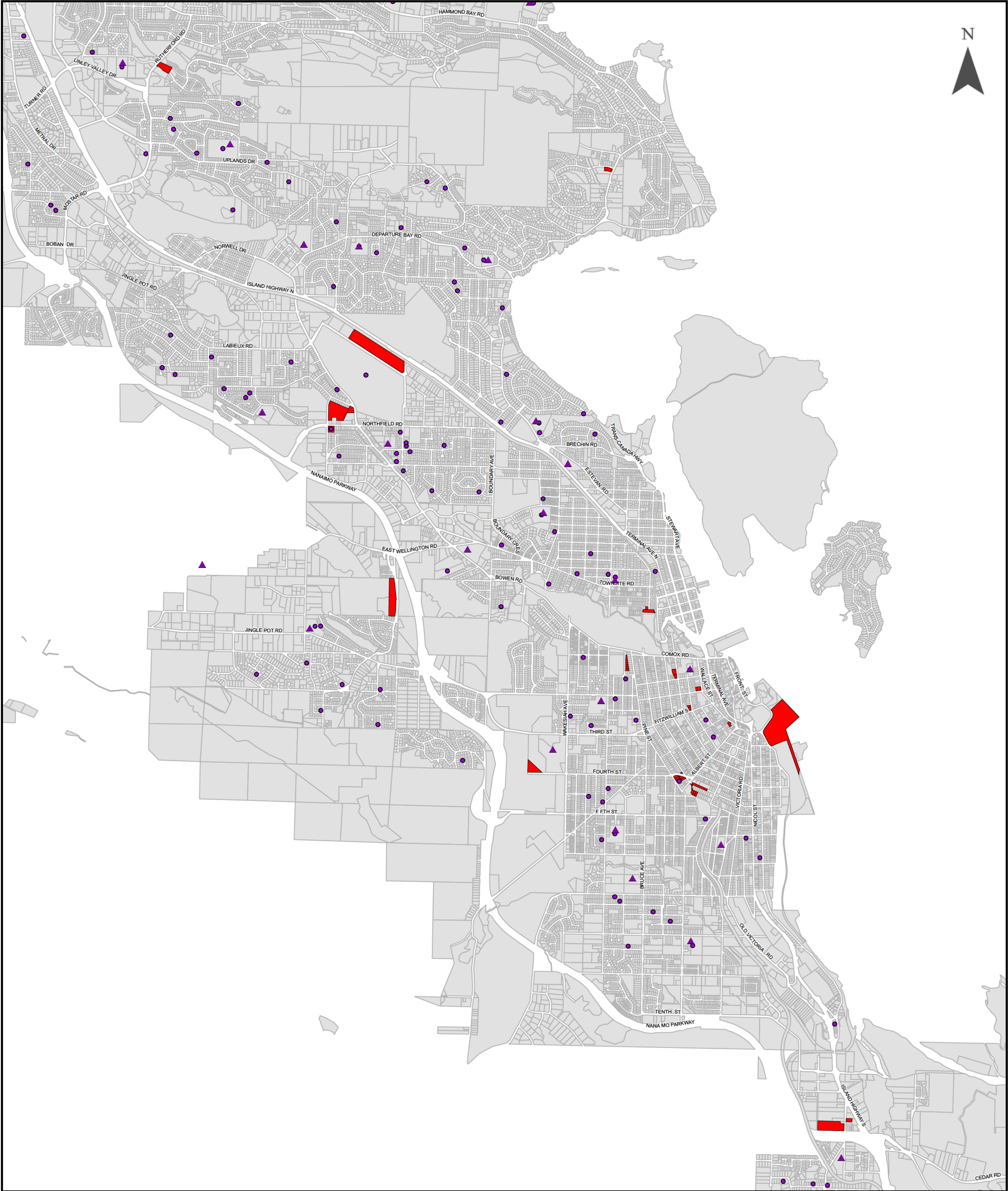
Director, Community Development |

# ATTACHMENT A

## PRELIMINARY LIST OF CITY OWNED PROPERTIES – Not Advanced

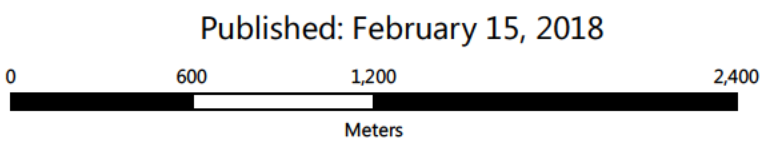
	ADDRESS	SIZE (ACRES)	COMMENTS
1.	2249 Northfield Road	1.00	Currently licensed to Katie's Korner until December 31, 2019. Would need to relocate tenant Would need to demolish building Cannot be used in the short term
2.	89 and 91 Prideaux Street	0.83	City of Nanaimo Parks and Recreation Works Yard Currently used as storage and parking Cannot be used in the short term
3.	500 Machleary Street	0.86	Steep slope Former dump site, could have contamination Limited access
4.	2230 Boxwood Road and 2241 Bowen Road	7.56	Lands have been acquired for Boxwood Connector No access or servicing at this time Preload required Cannot be used in the short term
5.	40-90 Craig Street	.90	Lands adjacent to Bowen Road Cemetery
6.	467 Wallace Street	0.50	Public gardens in front of City Hall Would require removal of gardens
7.	340 Wentworth Street	0.53	Currently used as the Wentworth Parking Lot Cannot be used in the short term without finding other parking facility
8.	350 Park Street	0.90	Purchased for future road connection from Holly Rd. to Wall St. Informally used as a railway to connect to 110 Wall Street
9.	155 Westwood Road	6.81	Land is within the Agricultural Land Reserve Site is not near services or transit Requires Agricultural Land Commission approval for development
10.	2020 Labieux Road	18.95	City Public Works Yard
11.	897, 889 Albert Street, 474 & 478 Pine Street And 485 Machleary Street	1.21	Steep slope Stream and riparian areas Former dump site, could have contamination Limited access
12.	1400 Cranberry Avenue	0.53	Utilized by Boys and Girls Club for parking lot and tennis court Requires demolition of existing facility and relocation of Boys and Girls Club
13.	530, 540 and 550 Pine Street	0.74	Adjacent to protected watercourse and environmentally sensitive area No formal road access established New road access would have to cross watercourse





**City of Nanaimo**  
Preliminary List of City Owned Properties - Not Advanced

-  Schools
-  City Owned Property
-  Licenced Daycares



1:25,000

**DISCLAIMER**  
This map is intended for general information only. The City of Nanaimo makes no representation or warranty regarding the accuracy or completeness of the information presented and assumes no responsibility for any damage, loss or injury resulting from the use of this product.





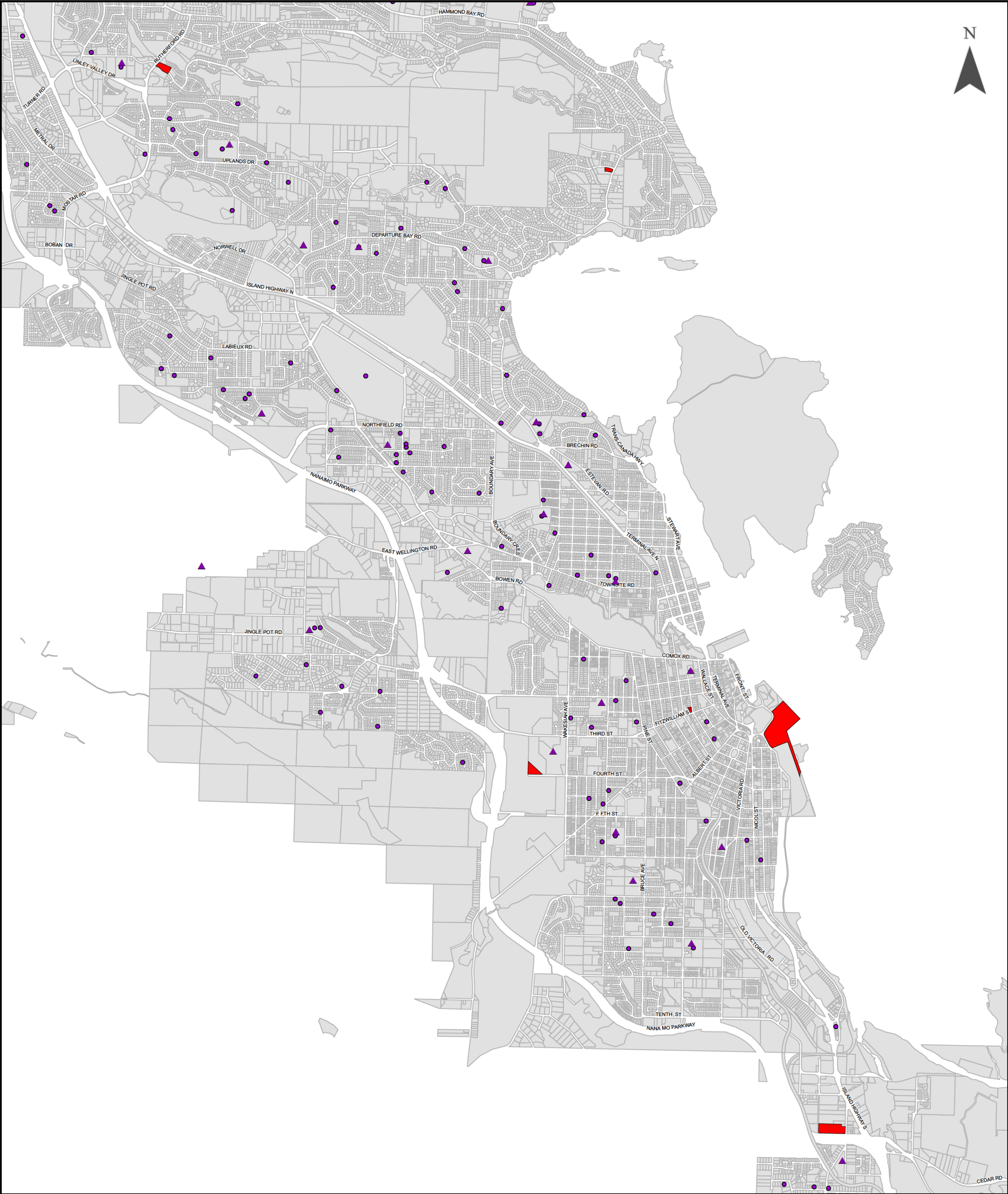
## ATTACHMENT B

### CITY OWNED PROPERTY – Sites Matching Most of the Criteria

	ADDRESS	SIZE	Vacant	OCP + ZONING	Servicing	Site Conditions	City Plans for Property	Additional Comments
14.	1425 Cranberry Avenue	6.75	Yes	CS1 Yes	Yes	Flat, buildable	Cranberry Connector Project	Site currently proposed for Modular Housing
15.	295 and 299 Selby Street	0.36	Yes	DT2 Yes	Yes	Flat, buildable	Medium term holding property	Selection of site would concentrate services in downtown core
16.	640 Fourth Street	2.55	Yes	CS1 Yes	No	Sloping site, requires drainage to be addressed	Medium term holding property	Adjacent to VIU and NDSS More site work required to understand constraints
17.	5290 Rutherford Road	2.28	Yes	R10 No	Partial	Flat, buildable	Preparing 5 lot subdivision	Not compatible with neighbourhood density, Lack of services, Lack of transit options
18.	1 Port Drive	26.7	Yes	W2 No	No	Flat, buildable, may require remediation work.	Master Plan underway for property	Seaspan Right of Way prevents development in the short term
19.	611 Nottingham Drive	0.74	Yes	R10 No	Yes	Flat, buildable	Purchased for additional Firehall	Not compatible with neighbourhood density Lack of services

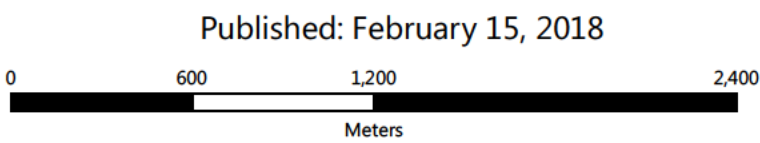
*Note: Sites 1, 2 and 3 are largely compatible with the criteria.*





**City of Nanaimo**  
City Owned Properties - Sites Matching Most of the Criteria

-  Schools
-  City Owned Property
-  Licenced Daycares



1:25,000

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**AGENDA**  
**"IN CAMERA" COUNCIL MEETING**

Thursday, March 1, 2018, 10:30 A.M. - 12:30 P.M.

Millstone River Room

Vancouver Island Conference Centre

80 Commercial Street, Nanaimo, BC

---

Pages

**1. ADOPTION OF AGENDA**

*That Council, in accordance with Section 90(1)(n) of the Community Charter, adopt the agenda as presented (or as amended).*

Summary of Agenda Items and Proposed CC Reasons to Close Meeting:

1. Adoption of Agenda - 90(1)(n)
2. N/A
3. [REDACTED] - 90(1)(a)(g)(i)

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;

(g) litigation or potential litigation affecting the municipality;

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

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

**2. ADOPTION OF MINUTES**

**3. PRESENTATIONS**

a. [REDACTED]

[REDACTED]

[REDACTED]

**4. ADJOURNMENT OF "IN CAMERA" MEETING**



**ADDENDUM**  
**"IN CAMERA" COUNCIL MEETING**

Thursday, March 1, 2018, 10:00 A.M. - 2:30 P.M.

Millstone River Room

Vancouver Island Conference Centre

80 Commercial Street, Nanaimo, BC

---

Pages

**1. ADOPTION OF AGENDA**

- a.* Add Community Charter Section 90(1)(c)  
(c) labour relations or other employee relations.

**3. PRESENTATIONS**

- b.* Lunch Recess at 11:30 a.m.
  - 1.* *Add lunch recess at 11:30 a.m.*

- c.* [REDACTED]  
[REDACTED]  
[REDACTED]
- d.* [REDACTED]  
[REDACTED]  
[REDACTED]



## AGENDA "IN CAMERA" COUNCIL MEETING

Monday, March 5, 2018, 4:00 P.M. - 6:30 P.M.  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC

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Pages

### 1. ADOPTION OF AGENDA

*That Council, in accordance with Section 90(1)(n) of the Community Charter, adopt the agenda as presented (or as amended).*

Summary of Agenda Items and Proposed CC Reasons to Close Meeting:

1. Adoption of Agenda - 90(1)(n)

4(a). Approval in Principle - Property Disposition - Parcel of Land Adjacent to Loudon Walkway to 4134 Wellesley Avenue - 90(1)(e)

4(b). Letter of Intent - 155 Pryde Avenue - 90(1)(e)

4(c). [REDACTED] - 90(1)(c)(g)(i)

4(d). [REDACTED] - 90(1)(c)

4(e). Bylaw 7000 Review - 90(1)(c)

Section 90(1):

(c) labour relations or other employee relations;

(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;

(g) litigation or potential litigation affecting the municipality;

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

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

## 2. ADOPTION OF MINUTES

- a. Minutes 4 - 7

Minutes of the "In Camera" Council Meeting held in the Shaw Auditorium and continuing in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC on Monday, 2018-FEB-05 at 4:30 p.m.

- b. Minutes 8 - 9

Minutes of the "In Camera" Council Meeting held in the Shaw Auditorium, Nanaimo, BC on Thursday, 2018-FEB-08 at 10:00 a.m.

## 3. PRESENTATIONS

## 4. REPORTS

- a. Approval in Principle - Property Disposition - Parcel of Land Adjacent to Loudon Walkway to 4134 Wellesley Avenue 10 - 14

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

*Purpose: To obtain Council approval in principle to dispose of City-owned land, located adjacent to the Loudon Walkway, to the Owners of 4134 Wellesley Avenue.*

Recommendation: That Council:

1. provide Approval in Principle to dispose of a parcel of land, adjacent to the Loudon Walkway, to the Owners of 4134 Wellesley Avenue;
2. direct Staff to publish a Notice of Disposition; and,
3. direct Staff to return to an open Council meeting, once the Notice has been published, seeking approval to the property disposition.

Resolution to Rise and Report:

To be released upon conclusion of the property disposition.

b. Letter of Intent - 155 Pryde Avenue

15 - 28

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

*Purpose: To obtain Council approval to enter into a Letter of Intent with the Owners of 155 Pryde Avenue to facilitate a number of City initiatives.*

Recommendation: That Council

1. provide approval to enter into a Letter of Intent with the Owners of 155 Pryde Avenue; and,
2. direct Staff to return to an open meeting to seek support by way of a Council resolution for the subdivision and exclusion application, sanitary sewer upgrade, and the siting of a recreational trail in the Agricultural Land Reserve.

Resolution to Rise and Report:

To be released after presentation of this report.

c.



d.



e. Bylaw 7000 Review

29 - 44

To be introduced by John Van Horne, Director of Human Resources.

*Purpose: To provide Council with draft amendments to "Management Terms and Conditions of Employment Bylaw 2005 No. 7000" (the "Bylaw") that address Core Service Review recommendations and other concerns raised by Council.*

Recommendation: That Council provide direction to Staff on desired amendments to "Management Terms and Conditions of Employment Bylaw 2005 No. 7000".

Resolution to Rise and Report:

That Council rise and report on amendments once staff have had the opportunity to advise affected employees of the changes.

5. **ADJOURNMENT OF "IN CAMERA" MEETING**



**"IN CAMERA" MINUTES**  
COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS  
SHAW AUDITORIUM AND CONTINUING IN THE DOUGLAS RISPIN ROOM,  
VANCOUVER ISLAND CONFERENCE CENTRE,  
80 COMMERCIAL STREET, NANAIMO, BC  
MONDAY, 2018-FEB-05 AT 4:30 P.M.

---

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor S. D. Armstrong  
Councillor W. L. Bestwick (via telephone)  
Councillor M. D. Brennan  
Councillor G. W. Fuller  
Councillor J. Hong  
Councillor J. A. Kipp  
Councillor I. W. Thorpe  
Councillor W. M. Yoachim (entered 4:33 p.m.)

Staff: V. Mema, Chief Financial Officer  
J. Van Horne, Director of Human Resources  
B. Sims, Director of Engineering and Public Works (entered 6:29 p.m.)  
S. Gurrie, City Clerk (vacated 5:05 p.m.)  
S. Snelgrove, Recording Secretary/Deputy Corporate Officer (vacated 4:47 p.m., returned 6:29 p.m.)

Others

[REDACTED]

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

The "In Camera" Meeting was called to order at 4:31 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) S. Gurrie, City Clerk, advised that the following items should be moved to a future In Camera agenda:

4(a) - Bylaw 7000 Review

4(b) - 2018 Culture and Heritage Award – Lifetime Achievement

4(c) - Proposed Property Acquisition – 5260 Tanya Drive

Councillor Yoachim and [REDACTED] entered the Shaw Auditorium at 4:33 p.m.

- (b) S. Gurrie, City Clerk, advised that Agenda Item [REDACTED]

[REDACTED]

(c) [REDACTED]

(d) [REDACTED]

It was moved and seconded that Council defer consideration of the following agenda items:

- 3(a) [REDACTED]
- 4(a) Bylaw 7000 Review;
- 4(b) 2018 Culture and Heritage Award – Lifetime Achievement; and,
- 4(c) Proposed Property Acquisition – 5260 Tanya Drive.

The motion carried unanimously.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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. ADOPTION OF MINUTES:

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

- Minutes of the "In Camera" Council Meeting held Monday, 2018-JAN-08 at 1:00 p.m. in Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC,
- Minutes of the "In Camera" Council Meeting held Wednesday, 2018-JAN-10 at 10:00 a.m. in Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC,

- Minutes of the "In Camera" Council Meeting held Monday, 2018-JAN-10 at 12:00 p.m. in Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC,
- Minutes of the "In Camera" Council Meeting held Monday, 2018-JAN-15 at 4:00 p.m. in Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC,
- Minutes of the "In Camera" Council Meeting held Monday, 2018-JAN-22 at 5:00 p.m. in Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC.

The motion carried unanimously.

S. Snelgrove vacated the Shaw Auditorium at 4:47 p.m.

5. PRESENTATIONS:

(a)

S. Gurrie vacated the Shaw Auditorium at 5:05 p.m.

It was moved and seconded that Council challenge the Chair regarding Councillor Kipp's right to continue speaking.

Acting Mayor Hong asked the question "Shall the Chair be sustained?"

The vote was taken on the challenge.

Opposed: *Councillors Bestwick, Fuller, Kipp, Yoachim.*

Councillor Kipp was permitted to continue speaking.

The "In Camera" meeting recessed at 6:15 p.m.

The "In Camera" meeting reconvened in the Douglas Rispin Room at 6:29 p.m.

B. Sims entered the Douglas Rispin Room at 6:29 p.m.

(b)

6. ADJOURNMENT:

It was moved and seconded at 6:37 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

It was moved and seconded the Council proceed to the Open Meeting. The motion carried unanimously.

---

C H A I R

CERTIFIED CORRECT:

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CORPORATE OFFICER

**"IN CAMERA" MINUTES**  
COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,  
80 COMMERCIAL STREET, NANAIMO, BC  
THURSDAY, 2018-FEB-08 - 10:00 A.M. – 12:30 P.M.

---

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor S. D. Armstrong  
Councillor W. L. Bestwick (arrived 10:05 a.m.)  
Councillor J. Hong  
Councillor J. A. Kipp  
Councillor I. W. Thorpe  
Councillor W. M. Yoachim (arrived 10:30 a.m.)

Absent: Councillor M. D. Brennan  
Councillor G. W. Fuller

Staff: V. Mema, Chief Financial Officer  
J. Van Horne, Director of Human Resources

Others:

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

The "In Camera" Meeting was called to order at 10:04 a.m.

Councillor Bestwick entered the Shaw Auditorium at 10:05 a.m.

2. 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 presented. The motion carried.  
Opposed: Councillor Kipp

It was moved and seconded that Council recess the "In Camera" meeting at 10:11 a.m. The motion carried unanimously.

Councillor Yoachim entered the Shaw Auditorium at 10:30 a.m.

It was moved and seconded that Council reconvene the "In Camera" meeting at 10:30 a.m. The motion carried unanimously.

3. PRESENTATIONS:

(a)

[REDACTED]

4. ADJOURNMENT:

It was moved and seconded at 12:01 p.m. that the "In Camera" Meeting terminate.  
The motion carried unanimously.

\_\_\_\_\_  
C H A I R

CERTIFIED CORRECT:

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

# In Camera Report for Decision

City of Nanaimo

File Number: LD003523

DATE OF MEETING MARCH 5, 2018

AUTHORED BY NANCY SKEELS, PROPERTY AGENT, REAL ESTATE

**SUBJECT APPROVAL IN PRINCIPLE – PROPERTY DISPOSITION –  
PARCEL OF LAND ADJACENT TO LOUDON WALKWAY TO  
4134 WELLESLEY AVENUE**

## **OVERVIEW**

### **Purpose of Report**

To obtain Council Approval in Principle to dispose of City-owned land, located adjacent to the Loudon Walkway, to the Owners of 4134 Wellesley Avenue.

### **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 community.

### **Recommendation**

That Council:

1. provide Approval in Principle to dispose of a parcel of land, adjacent to the Loudon Walkway, to the Owners of 4134 Wellesley Avenue;
2. direct Staff to publish a Notice of Disposition; and,
3. direct Staff to return to an open Council meeting, once the Notice has been published, seeking approval to the property disposition.

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

To be released upon conclusion of the property disposition.

## **BACKGROUND**

At the 2018-JAN-15 “In Camera” Council meeting, Council confirmed direction to dispose of the encroachment areas adjacent to the Loudon Walkway to the property owners on Wellesley and Victoria Avenue, subject to individual appraisals and negotiations with each property owner.

Staff met with Anthony and Elizabeth Kauwell (the “Owners”) of 4134 Wellesley Avenue (the “Property”) to enter into negotiations. Part of the Owners’ house and outdoor patio area encroaches 76 sq. m. (818 sq. ft.) onto Lake Road (Loudon Walkway). The Owners wish to rectify this encroachment by purchasing the encroachment area (Attachments A and B).

The encroachment area had an appraised price of \$20,450 (\$25.00 p/sq. ft.) in May 2017, when first presented to Council. Since then, the appraisal has been reviewed and the appraiser has determined the market value of the land has increased by 8%. This represents a new appraised price of \$22,000 (\$27.00 p/sq. ft.). The Owners have submitted an offer of \$23,000 plus costs to purchase the encroachment area. Costs are estimated at \$8,000. This will equate to a total acquisition cost of \$37.89 p/sq. ft.

If approval is received, the encroachment area will be consolidated with the Owner's property. A 10-meter section from the boundary of Long Lake and the property line is a buffer area and dedicated park.

## **OPTION**

### A. That Council:

1. provide Approval in Principle to dispose of a parcel of land, adjacent to the Loudon Walkway, to the Owners of 4134 Wellesley Avenue;
  2. direct Staff to publish a Notice of Disposition; and,
  3. direct Staff to return to an open Council meeting, once the Notice has been published, seeking approval to the property disposition.
    - **Budget Implication:** The encroachment area has an appraised market value of \$22,000. The Owners have submitted an offer of \$23,000. The Owners will also be responsible for all legal and surveying costs, and costs to publish the required notices and taxes. Costs are estimated at \$8,000. This will equate to a total acquisition cost of \$37.89 p/sq. ft. The funds from the disposition of the lands will go back into the Property Reserve Fund and can be used to support other Council property acquisitions.
    - **Legal Implication:** The City solicitor will prepare the Offer to Purchase and undertake the conveyance.
    - **Policy Implication:** Staff will publish a Notice of Disposition as required by Section 26 of the *Community Charter*.
    - **Engagement Implication:** The owners along Lake Road between Victoria Avenue and Wellesley Avenue have been consulted and Staff have met with the Wellington Neighbourhood Association. Fortis, Telus, Shaw, BC Hydro and the Ministry of Transportation are unaffected by this application. Staff have reviewed the application against all City standards and have ascertained this portion of Lake Road to be surplus to City requirements.
    - **Political Implication:** The owners along Lake Road between Victoria Avenue and Wellesley Avenue are supportive of the disposition. In 2011, Council provided approval to dispose of a portion of Lake Road (Loudon Walkway) to the owner of 4044 Apsley Avenue through the road closure and property disposition process to rectify an encroachment issue on this property. The cost for this land, including the fees and taxes paid by the owner, equated to \$28.71 p/sq. ft. Providing approval to the property disposition would be consistent with Council's past decisions.
- Should Council choose this option, the following will need to be accomplished:
- i. prepare Purchase and Sale Agreements with the Owners;
  - ii. publish a Notice of Disposition in the local newspaper; and,
  - iii. return to Council seeking approval to the property disposition in an open meeting.

### B. That Council not provide Approval in Principle to dispose of part of Lake Road (Loudon Walkway) to the Owners of 4134 Wellesley Avenue based on the purchase price of \$23,000.

- **Budget Implication:** The City will not benefit from the \$23,000 in property disposition. The City will continue to collect \$25.00 from the annual encroachment fees paid by the Owners.
- **Legal Implication:** The Owners will be required to maintain liability insurance as required by their agreement.
- **Engagement Implication:** Staff would convey this message to the Owners.



- **Political Implication:** In 2011, Council provided approval to dispose of a portion of Lake Road to the owner of 4044 Apsley Avenue through the road closure and property disposition process to rectify an encroachment issue on this property. The cost for this land, including the fees and taxes paid by the owner, equated to \$28.71 per sq. ft. Not providing approval to the property disposition would be inconsistent with Council's past decisions.

### **SUMMARY POINTS**

- At the 2018-JAN-15 "In Camera" Council meeting, Council confirmed direction to dispose of the encroachment areas adjacent to Loudon Walkway to property owners on Wellesley and Victoria Avenue, subject to individual appraisals and negotiations with each property owner.
- Staff have met with Anthony and Elizabeth Kauwell, the Owners of 4134 Wellesley Avenue. They wish to rectify their house and outdoor patio encroachment (76 sq. m. (818 sq. ft.).
- The encroachment area had an appraised price of \$20,450 (\$25.00 p/sq. ft.) in May 2017, when first presented to Council. Since then, the appraisal has been reviewed and the appraiser has determined the market value of the land has increased by 8%. This represents a new appraised price of \$22,000 (\$27.00 p/sq. ft.). The Owners have submitted an offer of \$23,000 to purchase the encroachment area and pay for the associated costs. Costs are estimated at \$8,000. This will equate to a total acquisition cost of \$37.89 p/sq. ft.
- If approval is received, the encroachment area will be consolidated with the Owners' property. Staff have reviewed the application against all City standards and have ascertained this portion of land to be surplus to City requirements.

### **ATTACHMENTS**

ATTACHMENT A: Location Plan  
ATTACHMENT B: Aerial Photo

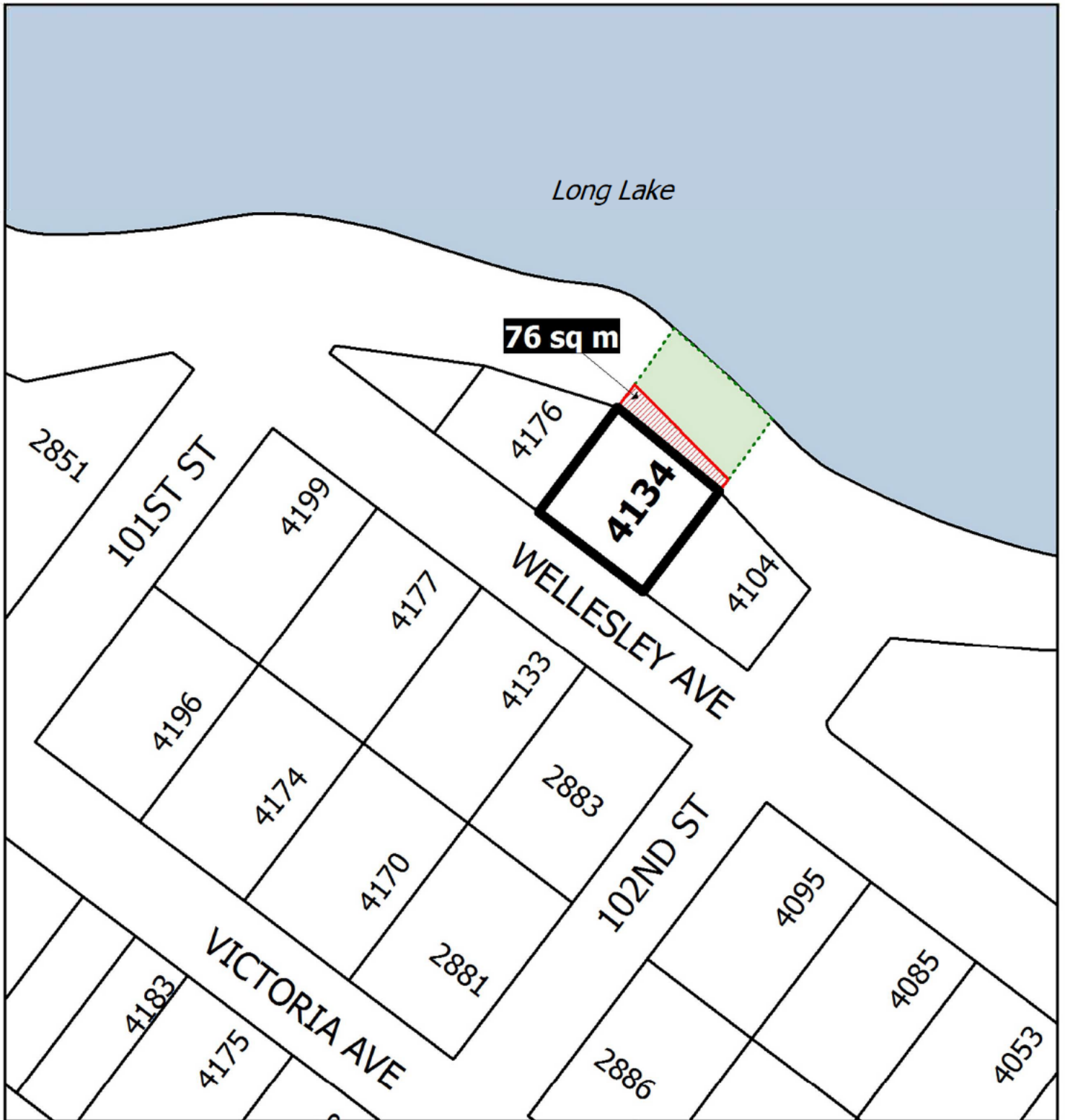
#### **Submitted by:**

Bill Corsan  
Deputy Director, Community Development

#### **Concurrence by:**

Dale Lindsay  
Director, Community Development



# ATTACHMENT A LOCATION PLAN



PROPERTY DISPOSITION

## LOCATION PLAN

Civic: 4134 Wellesley Ave

-  Encroachment Area
-  Subject Property
-  Loudon Walkway Dedicated Park






ATTACHMENT B  
AERIAL PHOTO



ROAD CLOSURE



-  Encroachment Area
-  Subject Property
-  Loudon Walkway Dedicated Park

# In Camera Report for Decision

City of Nanaimo

File Number: LD002875

DATE OF MEETING MARCH 5, 2017

AUTHORED BY NANCY SKEELS, PROPERTY AGENT, REAL ESTATE

SUBJECT LETTER OF INTENT – 155 PRYDE AVENUE

## **OVERVIEW**

### **Purpose of Report**

To obtain Council approval to enter into a Letter of Intent with the Owners of 155 Pryde Avenue to facilitate a number of City initiatives.

### **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

1. provide approval to enter into a Letter of Intent with the Owners of 155 Pryde Avenue; and,
2. direct Staff to return to an open meeting to seek support by way of a Council resolution for the subdivision and exclusion application, sanitary sewer upgrade, and the siting of a recreational trail in the Agricultural Land Reserve.

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

To be released after presentation of this report.

## **BACKGROUND**

The property addressed as 155 Pryde Avenue (the “Property”), Attachments A and B, is a 53.57-acre golf course in Central Nanaimo located within the Agricultural Land Reserve (the “ALR”). The City has an interest in working with Acorn Investments Ltd. (the “Owners”) to establish new infrastructure and rehabilitate existing City infrastructure on the Property. The Owners are interested in rectifying historical property issues and are willing to have City Staff project manage this process.

A Letter of Intent establishing the basic terms under which the City and the Owners are prepared to enter into an agreement to mutually support the projects can be found in Attachment C. A plan showing the proposed projects is shown on Attachment D.

The City proposes to complete the following projects on the Property:

1. Trailway Connection Creekside Drive to Morey Road

The City is seeking from the Owners road dedication over a portion of the Property. The road dedication area will be used to build a trailway connection from Creekside Drive to

Morey Road. The trail connection is part of a larger pedestrian/cycling network being established parallel to Bowen Road. Agricultural Land Commission ("ALC") approval is required for the road dedication and trail construction. The Owners are willing to dedicate the land to the City for \$1.00.

2. Southerly Property Boundary Adjustment

The Owners seek to amend the existing southerly boundary of the Property to run parallel to the north side of the Millstone River (the "Southerly Property"). The Southerly Property, which is located to the south of the Millstone River, will be consolidated with 175 Pryde Avenue ("West Buttertubs Marsh"), which is owned by the City and Ducks Unlimited Canada. The new property boundary will provide a clear distinction between the Property and West Buttertubs Marsh. The Owners will transfer the Southerly Property to the City for \$1.00.

The transfer of the Southerly Property to the City and Ducks Unlimited Canada is conditional upon the Venlaw Property Subdivision and Exclusion Application being successful.

3. Venlaw Property Subdivision and Exclusion Application

A small portion of the Property located on the east side of the Property lies between two single-family residential lots fronting onto Venlaw Road (the "Venlaw Property"). This small portion of the ALR land represents an area of approximately 787 m<sup>2</sup>. The City's Official Community Plan designates the Venlaw Property as residential. The Owners wish to exclude the Venlaw Property from the ALR to create a new single-family lot. A subdivision and exclusion application to the ALC (the "Subdivision and Exclusion Application") will need to be applied for. If the Venlaw Property is subdivided and receives exclusion, it will need to be rezoned from AR1 to R1 to allow for a single-family home to be built on the lot.

The City has agreed to project manage the Subdivision and Exclusion Application and rezoning in exchange for the Southerly Property.

4. Sanitary Sewer Upgrade

The City's Millstone Trunk Sanitary Sewer Main (the "Sanitary Sewer") parallels the Millstone River through the Property. The Sanitary Sewer is recognized through a right-of-way agreement between the City and the Owners. The City has identified the need to upgrade the Sanitary Sewer, and the construction is scheduled to take place in 2021. The Owners have agreed to work with the City to provide access to the sanitary sewer.

**OPTIONS**

A. That Council

1. provide approval to enter into a Letter of Intent with the Owners of 155 Pryde Avenue; and,

2. direct Staff to return to an open meeting to seek support by way of a Council resolution for the subdivision and exclusion application, sanitary sewer upgrade, and the siting of a recreational trail in the Agricultural Land Reserve.

- **Budget Implication:** The City will be responsible for all the ALC application costs, subdivision, rezoning, survey, legal, building permit costs and the costs to establishing new infrastructure on Property. The amount of these costs are unknown. The Owners will transfer the road dedication (trailway) and the Southerly Property to the City for \$1.00. The Sanitary Sewer project costs have been budgeted within the draft 2017-2021 Financial Plan.
- **Legal Implication:** The City's solicitor will prepare the conveyancing documents.
- **Policy Implication:** The City's Official Community Plan supports the proposed subdivision and exclusion application.
- **Engagement Implication:** The Owners are interested in rectifying historical property issues and are willing to have City Staff project manage this process.
- **Strategic Priorities Implication:** *Active Lifestyle* - additional walking and cycling trails and recreational activities will be promoted.

B. That Council

1. not approve the Letter of Intent; and,
2. not support a Council resolution for the subdivision and exclusion application and the siting of a recreational trail in the Agricultural Land Reserve.
  - **Budget Implication:** The Sanitary Sewer project costs have been budgeted within the draft 2017-2021 Financial Plan.
  - **Legal Implication:** None.
  - **Engagement Implication:** If Council decides not to support the trailway, subdivision and exclusion application and boundary adjustment, Staff will let the Owners know.
  - **Strategic Priorities Implication:** *Active Lifestyle* - additional walking trails and recreational activities will be promoted. Not providing approval is inconsistent with the Strategic Plan.
  - **Project Implication:** The Sanitary Sewer project will proceed as scheduled.

**SUMMARY POINTS**

- 155 Pryde Avenue is a 53.57-acre golf course in Central Nanaimo located within the Agricultural Land Reserve.
- The City has an interest in working with Acorn Investments Ltd. to establish new infrastructure and rehabilitate existing City infrastructure on the Property. The Owners are interested in rectifying historical property issues and are willing to have City Staff project manage this process.
- The project includes a trailway, subdivision and exclusion application, which requires approval from the Agricultural Land Commission, boundary adjustment application and a sanitary sewer upgrade.
- Staff are seeking Council approval to enter into the Letter of Intent and direction to return to an Open Council meeting seeking a Council resolution for the subdivision and exclusion application, sanitary sewer upgrade, and the siting of a recreational trail in the Agricultural Land Reserve.



**ATTACHMENTS**

ATTACHMENT A: Location Plan  
ATTACHMENT B: Aerial Photo  
ATTACHMENT C: Letter of Intent  
ATTACHMENT D: Proposed Projects

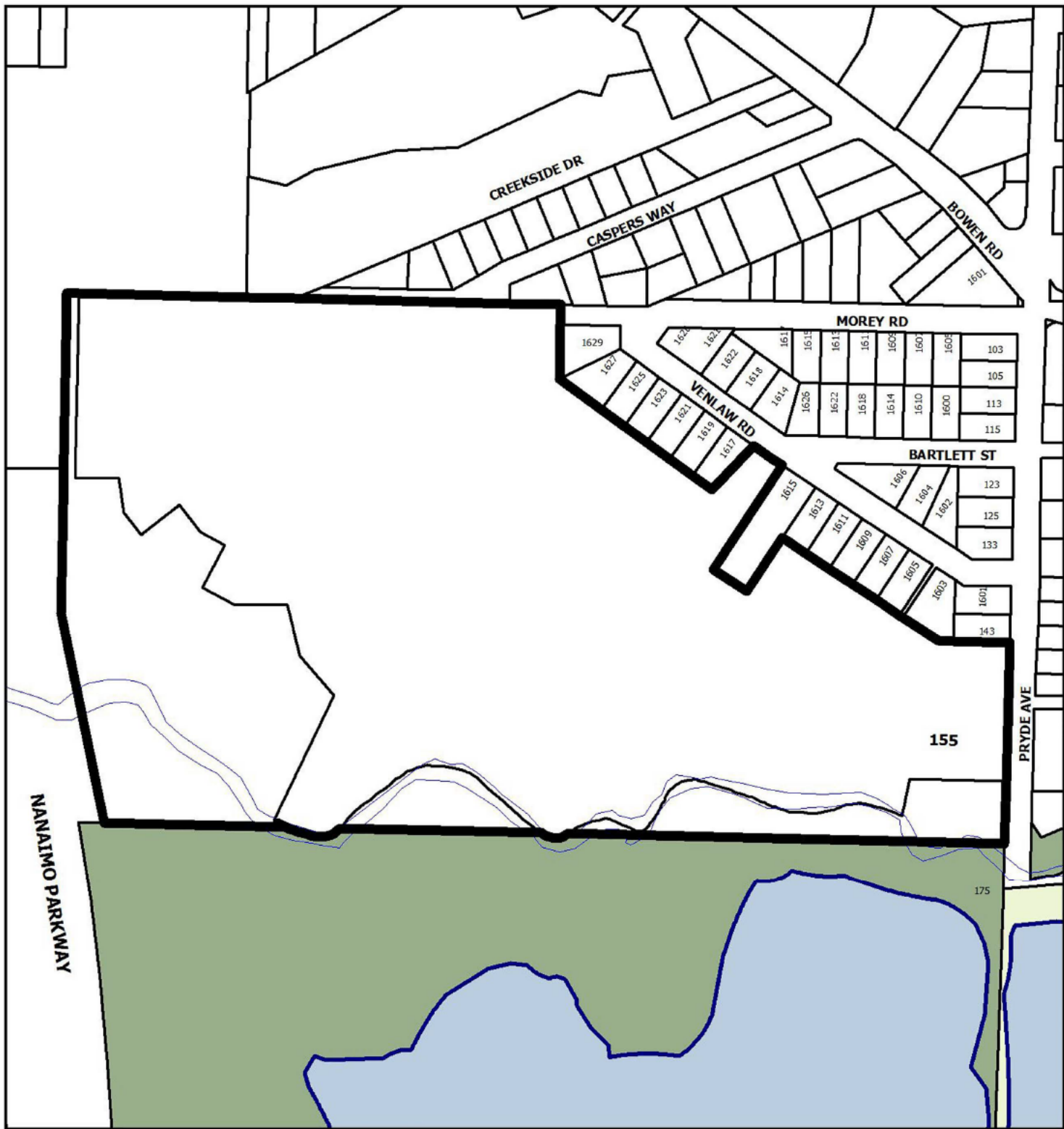
**Submitted by:**

Bill Corsan  
Deputy Director, Community Development

**Concurrence by:**

Dale Lindsay  
Director, Community Development

## LOCATION PLAN



## Letter of Intent

## LOCATION PLAN

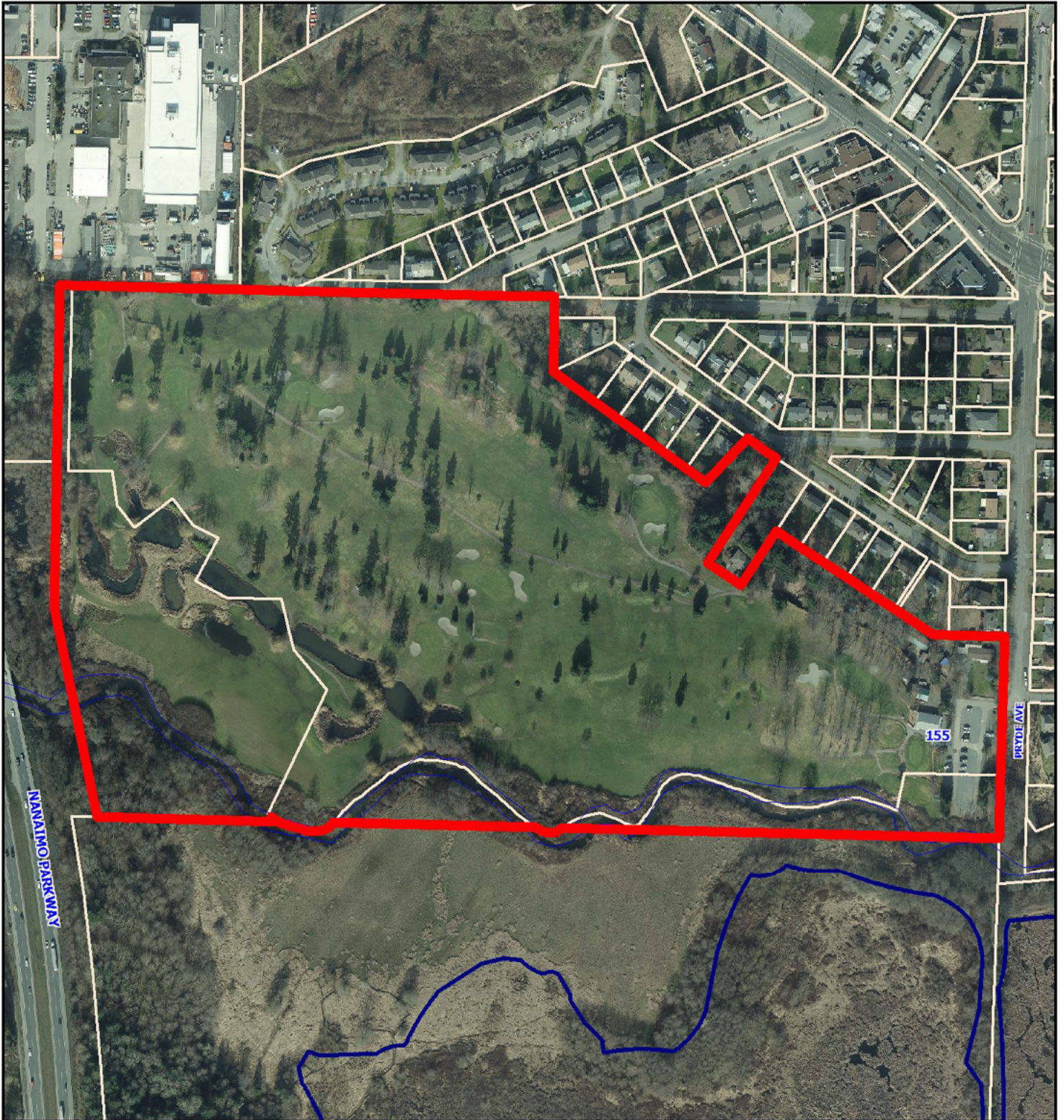
Civic: 155 Pryde Ave



### Subject Property



# ATTACHMENT B AERIAL PHOTO



 Subject Property





2018-FEB-2

LD002875

**LETTER OF INTENT – NON-BINDING**

BETWEEN:

**THE CITY OF NANAIMO**

455 Wallace Street  
Nanaimo, B.C. V9R 5J6

(Hereinafter referred to as the "**City**")

AND:

**ACORN INVESTMENTS LTD**

155 Pryde Avenue  
Nanaimo, BC V9S 4P8

(Hereinafter referred to as the "**Owner**")

155 Pryde Avenue (the "**Property**") is a 53.57-acre golf course in Central Nanaimo located within the Agricultural Land Reserve (the "**ALR**"). The Property is comprised of two separate parcels, legally described as:

PID 002-917-840

Lot 1, Sections 12 and 13, Range 8, Mountain District, Plan 25503

(the "**Northerly Property**"); and

PID: 008-977-381

Section 13, Range 8, Mountain District, Except the Westerly 12.042 Chains

Thereof and Except those Parts in Plans 9942, 10618, 12682, 25503, and VIP60823

(the "**Southerly Property**")

The City has an interest in working with the Owner to establish new infrastructure and rehabilitate existing City infrastructure on the Property.

The Owner is interested in rectifying historical property issues and is willing to have the City project manage this process.

This Letter of Intent establishes the basic terms under which the City and the Owner are prepared to enter into an agreement to mutually support the projects.

A plan showing the Property location and proposed projects is shown on Attachment A.

## **PROJECTS:**

### **1. Trailway Connection Creekside Drive to Morey Road**

The City is seeking from the Owner road dedication over a portion of the Property as shown in Attachment A (the "**Trail Area**"). The Trail Area will be used to build a trailway connection from Creekside Drive to Morey Road. The trail connection is part of a larger pedestrian/cycling network being established parallel to Bowen Road. Agricultural Land Commission ("**ALC**") approval is required for the road dedication and trail construction.

#### **Commitment from the City:**

- a) City Staff will prepare a resolution for consideration by the City of Nanaimo Council to be provided to the ALC to support the application.
- b) If Council provides the resolution the City will apply to the ALC for the approval of the trailway.
- c) After ALC approval is granted, the City will prepare a survey plan and agreement between the parties (the "**Dedication Agreement**") to dedicate the Trail Area as 'road'.
- d) If requested by the Owner, the City will install fencing adjacent to the trailway to protect the public from wayward golf balls.
- e) The City will be responsible for the legal fees reasonably incurred by the owner in signing the road dedication plan.

#### **Commitment from the Owner:**

- a) The Owner will dedicate the Trail Area as road for \$1.00.
- b) The Owner will permit the City, its employees, contractors, and agents reasonable access to the Property to complete the work necessary for the preparation of the road dedication plan and construction of the trail connection.

### **2. Southerly Property Boundary Adjustment**

The Owner seeks to amend the existing southerly boundary of the Property to run parallel to the north side of the Millstone River. The Southerly Property, which is located to the south of the Millstone River, will be consolidated with 175 Pryde Ave ("**West Buttertubs Marsh**"), which is owned by the City and Ducks Unlimited Canada. The new property boundary will provide a clear distinction between the Property and Buttertubs Marsh.

The transfer of the Southerly Property to the City and Ducks Unlimited Canada is conditional upon Project 3 (Venlaw Property Subdivision and Exclusion Application) being successful.

**Commitments from City:**

- a) City staff will seek City of Nanaimo Council approval to proceed with the transfer of the Southerly Property in accordance with the terms of a purchase and sale agreement (the "**Southerly Property Purchase and Sale Agreement**"). The City's legal counsel will prepare Southerly Property Purchase and Sale Agreement based on the terms and conditions contained in this Letter of Intent.
- b) City staff will make an application to the City's subdivision section for the consolidation of the Southerly Property and Buttertubs Marsh and any costs related to the application will be at the City's cost.
- c) The City shall obtain all such approvals, development, environmental or otherwise, as required for the consolidation of the Southerly Property and Buttertubs Marsh at the City's cost.
- d) The Southerly Property currently has a Bylaw Contravention Notice on title due to a non-conforming mobile home. Once the City is satisfied that the Owner has, at its expense, removed the non-conforming mobile home from the Southerly Property, the City will file a cancellation notice in the Land Title Office requesting that the Bylaw Contravention Notice on title to the Southerly Property be cancelled.
- e) The City will arrange to have the legal and survey work related to transfer of the Southerly Property and consolidation of the Southerly Property and Buttertubs Marsh prepared at the City's Cost.
- f) The City will be responsible for the legal fees and expenses of its own legal advisor.
- g) The City will be responsible for the legal fees reasonably incurred by the Owner in the transfer of the Southerly Property.

**Commitments from Owner:**

- a) The Owner will transfer the Southerly Property to the City of Nanaimo and Ducks Unlimited Canada for \$1.00, subject to the successful completion of Project 3 (Venlaw Property Subdivision and Exclusion Application).
- b) The Owner will fully disclose all existing leases and licences, environmental and geotechnical reports, site assessments, audits, studies, investigations, permits, approvals, licences and records in possession or control with respect to the Property relating to contaminants, environmental laws and geotechnical soil conditions.
- c) The Owner will permit the City, its employees, contractors, and agents reasonable access to the Property to complete the work necessary for the consolidation of the Southerly Property and Buttertubs Marsh .



### 3. Venlaw Property Subdivision and Exclusion Application

A small portion of the Property located on the east side of the Property lies between two single-family residential lots fronting onto Venlaw Road (the “**Venlaw Property**”). This small portion of the ALR land represents an area of approximately 787 m<sup>2</sup>. The City’s Official Community Plan designates the Venlaw Property as residential. The Owner wishes to exclude the Venlaw Property from the ALR to create a new single-family lot. A subdivision and exclusion application to the ALC (the “**Subdivision and Exclusion Application**”) will need to be applied for. If the Venlaw Property is subdivided and receives exclusion it will need to be rezoned from AR1 to R1 to allow for a single-family home to be built on the lot.

The City has agreed to project manage the Subdivision and Exclusion Application in exchange for the Southerly Lands.

#### **Commitments from City:**

- a) City staff will prepare a resolution for consideration by the City of Nanaimo Council to be provided to the ALC to support the application.
- b) If Council provides the resolution, the City intends to submit an application to the ALC for permission to grant a Subdivision and Exclusion Application to create a single-family lot on the Venlaw Property.
- c) If the Venlaw Property is subdivided and receives exclusion from the ALR, it will require rezoning from AR1 to R1 to allow a single-family home to be built. The City will make an application to the City’s planning section for the rezoning and any costs related to the application will be at the City’s cost.
- d) The City will pay for the future building permit cost based on a 2,500 sq. ft. house.
- e) The City will be responsible for the costs of providing a water, sanitary sewer and storm sewer connections only to the property line of the Venlaw Property that fronts Venlaw Road. The City will also be responsible for any Development Cost Charges incurred by creating the Venlaw Property as a separate titled parcel.
- f) The privately owned waterline that is currently located within the new proposed lot on Venlaw will be relocated to the side yard setback area of the new lot. The City will cover the costs to relocate the waterline within the new proposed lot. The City will install a water connection on Pryde Avenue to connect the clubhouse and golf’s course irrigation line to City water, at the City’s cost. The privately owned waterline running behind the Venlaw properties will shut off and capped by the City at the City’s cost.
- g) The City will arrange to have the legal and survey work necessary to create the Venlaw Property as a separate titled parcel prepared at the City’s cost.
- h) The City will be responsible for the legal fees and expenses of its own legal advisor.



**Commitments from Owner:**

- a) The Owner will permit the City, its employees, contractors and agents reasonable access to the Property to complete the work necessary for the Subdivision and Exclusion Application.

**4. Sanitary Sewer Upgrade**

The City's Millstone Trunk Sanitary Sewer Main (the "**Sanitary Sewer**") parallels the Millstone River through the Property. The Sanitary Sewer is recognized through a right of way agreement between the City and the Owner.

The City has identified the need to upgrade the Sanitary Sewer in the near future. City Engineering Staff are in the preliminary stages of the project and will work with the Owner as the project advances.

**Commitments from City:**

- a) The City will undertake all surveying, engineering investigations, environmental studies, engineering design, and other duties associated with the design of the sanitary sewer.
- b) The City will share information, and work with the Owner to identify a preferred design, routing and construction schedule for the project.
- c) The City intends to submit an application to the ALC for permission to upgrade the sanitary sewer.
- d) The City shall obtain all such approvals, environmental or otherwise, as required for the construction of the sanitary line.
- e) Once a preferred routing has been prepared, the City will work with the Owner to create a separate agreement for the Sanitary Sewer project (the "**Sanitary Sewer Agreement**").

**Commitments from Owner:**

- a) The Owner will permit the City, its employees, agents and contractors access to the Property with machinery, vehicles, equipment and materials at all reasonable times as may reasonably be required for the purpose of installing, constructing, maintaining, inspecting, altering, removing, replacing or repairing the sanitary sewer line.

**Letter of Intent Only**

The City and Owner agree that this letter is not legally binding on either the City or Owner. This letter is not intended to be relied upon by the parties as constituting a binding agreement for any of the projects described in this letter.

No legal obligations shall arise between the City and Owner as a result of this letter until negotiations have been concluded and the parties have executed and delivered:

- i. in the case of Project 1, the Dedication Agreement;
- ii. in the case of Projects 2 and 3, the Southerly Property Purchase and Sale Agreement; and
- iii. in the case of Project 4, the Sanitary Sewer Agreement.


Please confirm your agreement to the intentions set out herein by signing and returning the enclosed copy of this letter.

Dated at Nanaimo, B.C., this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

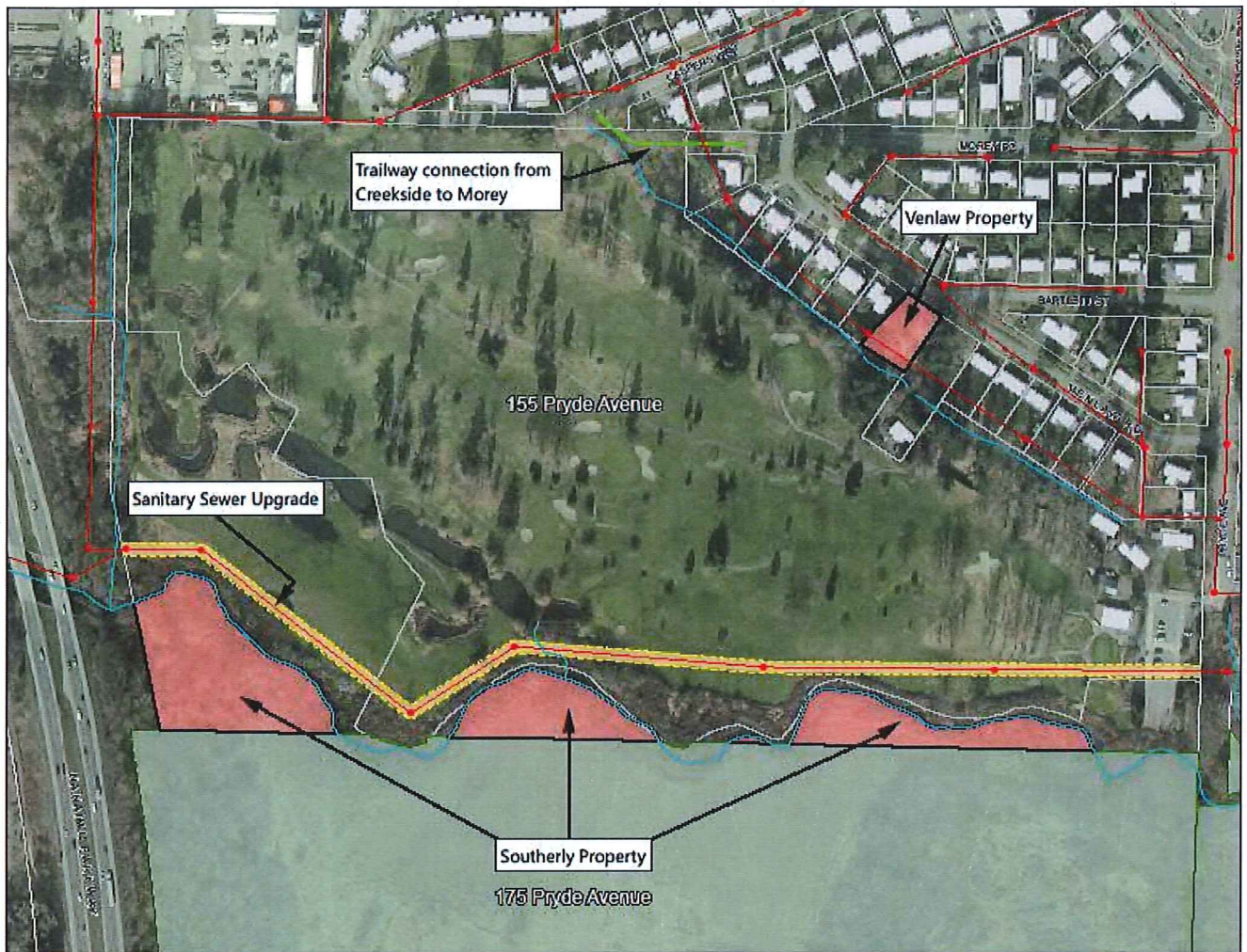
City of Nanaimo  
by its authorized signatory

\_\_\_\_\_

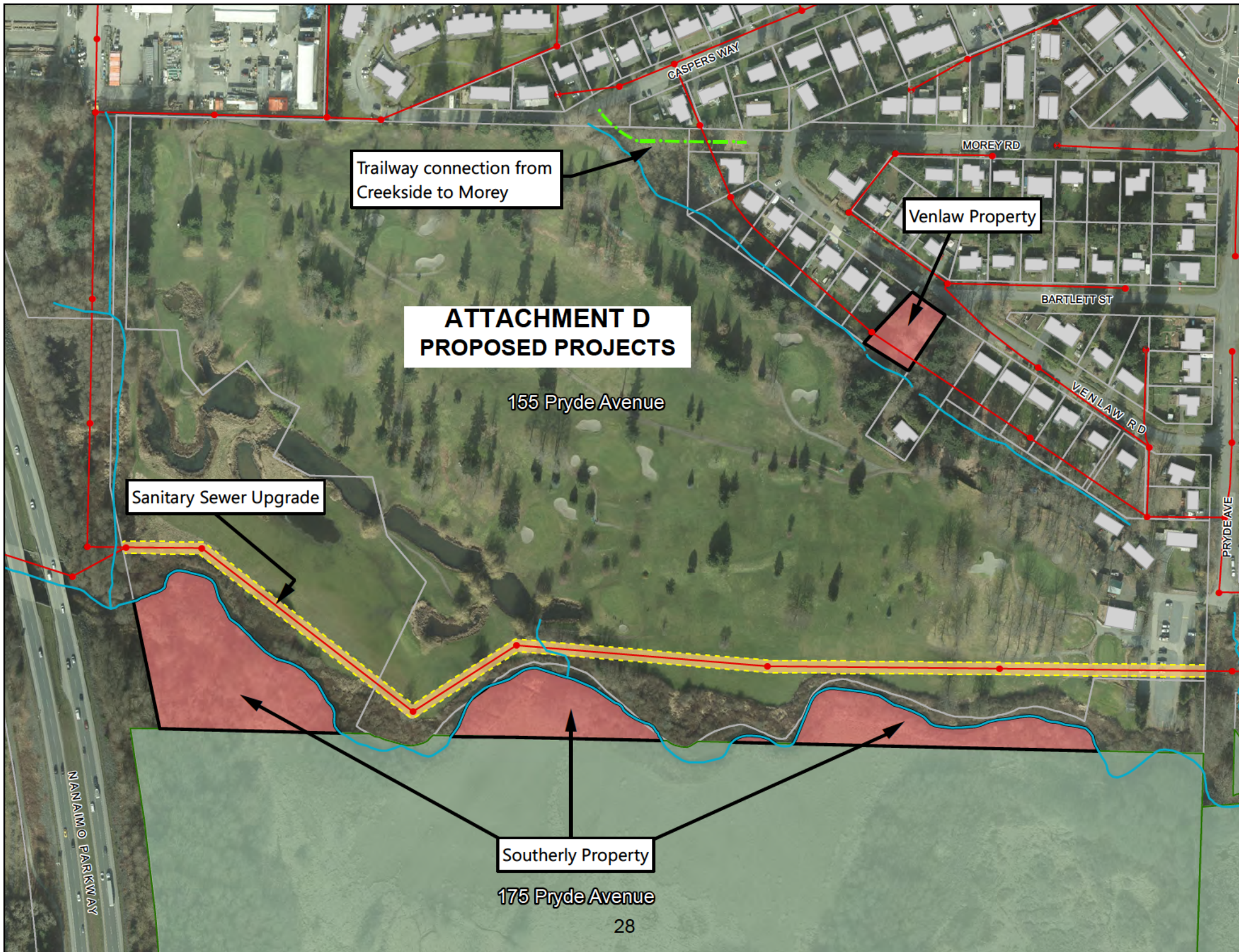
Acorn Investments Inc.  
by its authorized signatory

  
Shelma Thagaard









Trailway connection from  
Creekside to Morey

Venlaw Property

**ATTACHMENT D  
PROPOSED PROJECTS**

155 Pryde Avenue

Sanitary Sewer Upgrade

Southerly Property

175 Pryde Avenue



DATE OF MEETING FEBRUARY 5, 2018

AUTHORED BY JOHN VAN HORNE, DIRECTOR OF HUMAN RESOURCES

SUBJECT **BYLAW 7000 REVIEW**

## **OVERVIEW**

### **Purpose of Report**

To provide Council with draft amendments to “Management Terms and Conditions of Employment Bylaw 2005 No.7000” (the “Bylaw”) that address Core Service Review recommendations and other concerns raised by Council.

### **Reason for “In Camera”**

*Community Charter* Section 90(1):

(c) labour relations or other employee relations.

### **Recommendation**

That Council provide direction to Staff on desired amendments to Bylaw 7000.

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

That Council rise and report on amendments once staff have had the opportunity to advise affected employees of the changes.

## **BACKGROUND**

The Core Service Review recommended changes to the Bylaw in order to limit the ability for excluded staff to bank vacation, as well as to establish a new method of determining excluded staff salaries. Because of the complexities surrounding the latter issue, it is recommended that Council direct staff to engage the services of an external compensation consultant to make recommendations.

In addition to the Core Service Review recommendations, some members of Council have previously identified issues with other provisions listed in this Bylaw. Staff have drafted some modifications to the Bylaw for Council to consider that might address these issues.

## **OPTIONS**

1. That Council accept the proposed changes and amend the Bylaw.

- [REDACTED]

- **Legal Implication:** Because the Bylaw is incorporated into each exempt staff member’s employment contract, it is recommended that the City provide notice of



this change prior to implementing it. [REDACTED]

- **Policy Implication:** The implications related to recruitment and retention are not significant given the scope of the changes.
- **Engagement Implication:** Excluded staff should be made aware of these changes before the general public.
- **Strategic Implication:** Council can address specific recommendations from the Core Service Review.

2. That Council provide other direction to staff regarding modifications to Bylaw 7000.

### **SUMMARY POINTS**

- The Core Service Review recommended amendments to the Bylaw, one of which can be quickly accomplished.
- Members of Council have also expressed a desire to see further amendments to this Bylaw.
- Any additional amendments can be made when the Bylaw is further amended, in the future, t [REDACTED]

### **ATTACHMENTS**

[REDACTED]

### **Submitted by:**

John Van Horne  
Director of Human Resources

### **CITY MANAGER COMMENT:**

The proposed amendments address many of the issues raised by members of Council and during the Core Service Review. [REDACTED]

[REDACTED]



**AGENDA**  
**SPECIAL "IN CAMERA" COUNCIL MEETING**

Thursday, March 8, 2018

2:00 P.M. - 4:30 P.M.

Training Room, 2nd Floor

455 Wallace Street, Nanaimo, BC V9R 5J6

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Pages

**1. ADOPTION OF AGENDA**

*That Council, in accordance with Section 90(1)(n) of the Community Charter, adopt the agenda as presented (or as amended).*

Summary of Agenda Items and Proposed CC Reasons to Close Meeting:

1. Adoption of Agenda - 90(1)(n)
2. 4(a) - Bylaw 7000 Review - 90(1)(c)(i)

3.

Section 90(1):

(c) labour relations or other employee relations;

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

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

Section 90(2):

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

**2. ADOPTION OF MINUTES**

**3. PRESENTATIONS**

4.     **REPORTS**

- a.     Bylaw 7000 Review

3 - 18

To be introduced by John Van Horne, Director of Human Resources.

[REDACTED]

- b.

19 - 20

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

5.     **ADJOURNMENT OF SPECIAL "IN CAMERA" MEETING**

DATE OF MEETING FEBRUARY 5, 2018

AUTHORED BY JOHN VAN HORNE, DIRECTOR OF HUMAN RESOURCES

SUBJECT **BYLAW 7000 REVIEW**

## **OVERVIEW**

### **Purpose of Report**

To provide Council with draft amendments to “Management Terms and Conditions of Employment Bylaw 2005 No.7000” (the “Bylaw”) that address Core Service Review recommendations and other concerns raised by Council.

### **Reason for “In Camera”**

*Community Charter* Section 90(1):

(c) labour relations or other employee relations.

### **Recommendation**

That Council provide direction to Staff on desired amendments to Bylaw 7000.

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

That Council rise and report on amendments once staff have had the opportunity to advise affected employees of the changes.

## **BACKGROUND**

The Core Service Review recommended changes to the Bylaw in order to limit the ability for excluded staff to bank vacation, as well as to establish a new method of determining excluded staff salaries. Because of the complexities surrounding the latter issue, it is recommended that Council direct staff to engage the services of an external compensation consultant to make recommendations.

In addition to the Core Service Review recommendations, some members of Council have previously identified issues with other provisions listed in this Bylaw. Staff have drafted some modifications to the Bylaw for Council to consider that might address these issues.

## **OPTIONS**

1. That Council accept the proposed changes and amend the Bylaw.

- 

- **Legal Implication:** Because the Bylaw is incorporated into each exempt staff member’s employment contract, it is recommended that the City provide notice of

this change prior to implementing it. [REDACTED]

- **Policy Implication:** The implications related to recruitment and retention are not significant given the scope of the changes.
- **Engagement Implication:** Excluded staff should be made aware of these changes before the general public.
- **Strategic Implication:** Council can address specific recommendations from the Core Service Review.

2. That Council provide other direction to staff regarding modifications to Bylaw 7000.

### **SUMMARY POINTS**

- The Core Service Review recommended amendments to the Bylaw, one of which can be quickly accomplished.
- Members of Council have also expressed a desire to see further amendments to this Bylaw.
- Any additional amendments can be made when the Bylaw is further amended, in the future, [REDACTED]

### **ATTACHMENTS**

[REDACTED]

### **Submitted by:**

John Van Horne  
Director of Human Resources

### **CITY MANAGER COMMENT:**

The proposed amendments address many of the issues raised by members of Council and during the Core Service Review. [REDACTED]

[REDACTED]





## AGENDA "IN CAMERA" COUNCIL MEETING

Monday, March 19, 2018, 2:00 p.m. to 6:30 p.m.  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC

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Pages

### 1. ADOPTION OF AGENDA

*That Council, in accordance with Section 90(1)(n) of the Community Charter, adopt the agenda as presented (or as amended).*

Summary of Agenda Items and Proposed CC Reasons to Close Meeting:

1. Adoption of Agenda - 90(1)(n)
2. [REDACTED] - 90(1)(a)(c)(i)
3. [REDACTED] - 90(1)(e)
4. [REDACTED] - 90(1)(e)
5. Partial Property Acquisition - 1125 Farquhar Street - 90(1)(e)
6. Cannabis Task Force Report - 90(1)(a)

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;

(c) labour relations or other employee relations;

(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;

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

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

2. ADOPTION OF MINUTES

- a.

Minutes

Minutes of the "In Camera" Council Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Monday, 2018-FEB-19 at 4:30 p.m.

4 - 7
- b.

Minutes

Minutes of the "In Camera" Council Meeting held in the Millstone River Room, Vancouver Island Conference Centre, 80 Commercial Street, Thursday, 2018-MAR-01 at 10:00 a.m. to 2:30 p.m.

8 - 11
- c.

Minutes

Minutes of the "In Camera" Council Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Monday, 2018-MAR-05 at 4:00 p.m.

12 - 15

3. PRESENTATIONS

- a.
- b.
- c.

16 - 19

#### 4. REPORTS

a. Partial Property Acquisition - 1125 Farquhar Street

20 - 29

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

*Purpose: That Council approve the acquisition of a portion of 1125 Farquhar Street from [REDACTED] to facilitate a future road connection to the South Downtown Waterfront lands for the sum of [REDACTED]*

Recommendation: That Council authorize the acquisition of a portion of 1125 Farquhar Street from [REDACTED] to facilitate a future road connection to the South Downtown Waterfront lands for the sum [REDACTED]

Rise and Report

To be released upon conclusion of the negotiation process [REDACTED]  
[REDACTED]

b. Cannabis Task Force Report

Note: Report to be distributed on the Addendum.

#### 5. ADJOURNMENT OF "IN CAMERA" MEETING

**"IN CAMERA" MINUTES**  
COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS  
SHAW AUDITORIUM AND DOUGLAS RISPIN ROOM,  
VANCOUVER ISLAND CONFERENCE CENTRE,  
80 COMMERCIAL STREET, NANAIMO, BC  
MONDAY, 2018-FEB-19 AT 4:30 P.M.

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Members: Mayor W. B. McKay, Chair  
Acting Mayor Councillor W. M. Yoachim (arrived 4:35 p.m.)  
Councillor S. D. Armstrong  
Councillor W. L. Bestwick  
Councillor M. D. Brennan (arrived 4:33 p.m.)  
Councillor G. W. Fuller  
Councillor J. Hong  
Councillor J. A. Kipp  
Councillor I. W. Thorpe

Staff: V. Mema, Deputy Chief Administrative Officer  
D. Lindsay, Director of Community Development (arrived 4:33 p.m., vacated 5:53 p.m.)  
J. Van Horne, Director of Human Resources (arrived 5:53 p.m.)  
B. Corsan, Deputy Director of Community Development (arrived 4:49 p.m., vacated 5:53 p.m.)  
B. Anderson, Manager of Community & Cultural Planning (arrived 4:50 p.m., vacated 5:53 p.m.)  
J. Horn, Social Planner (arrived 4:50 p.m., vacated 5:53 p.m.)  
S. Gurrie, City Clerk (vacated 6:32 p.m.)  
J. Vanderhoef, Recording Secretary (vacated 5:53 p.m.)

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

The "In Camera" Meeting was called to order at 4:30 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Agenda Item 1 – Adoption of Agenda – add Section *Community Charter* Section 90(1)(g).
- (b) [REDACTED]
- (c) Add Agenda Item 4(g) - [REDACTED]
- (d) Add Agenda Item 4(h) - [REDACTED]
- (e) Reorder agenda to move Agenda Item 4(a) – [REDACTED] and Agenda Item 4(b) – Bylaw 7000 Review to follow the new Agenda Item 4(h) – [REDACTED]

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.

Councillor Brennan entered the Shaw Auditorium at 4:33 p.m.

D. Lindsay entered the Shaw Auditorium at 4:33 p.m.

4. REPORTS:

(a) Partial Property Acquisition - 275 Cypress Street

Introduced by Dale Lindsay, Director of Community Development.

It was moved and seconded that Council authorize the acquisition of a portion 275 Cypress Street from the registered owner to facilitate a road rehabilitation upgrade for the sum of [REDACTED]. The motion carried unanimously.

Councillor Yoachim entered the Shaw Auditorium at 4:35 p.m.

B. Corsan entered the Shaw Auditorium at 4:49 p.m.

B. Anderson and J. Horn entered the Shaw Auditorium at 4:50 p.m.

(b) Proposed Property Acquisition - 5260 Tanya Drive

Introduced by Dale Lindsay, Director of Community Development.

It was moved and seconded that Council direct Staff to enter into property acquisition negotiations with [REDACTED] the owner of 5260 Tanya Drive, and to return to Council upon successful negotiations. The motion carried.

Opposed: Mayor McKay

Councillor Bestwick vacated the Shaw Auditorium at 5:05 p.m.

(c) 2018 Culture and Heritage Award - Lifetime Achievement

Introduced by Dale Lindsay, Director of Community Development.

It was moved and seconded that Council approve Ms. Audrey Alexandra Brown for the 2018 Culture & Heritage Lifetime Achievement Award. The motion carried unanimously.

It was moved and seconded that Council approve the release of the report titled "2018 Culture and Heritage Award - Lifetime Achievement" dated 2018-FEB-19. The motion carried unanimously.

Councillor Bestwick returned to the Shaw Auditorium at 5:07 p.m.



(d) Modular Housing Site Selection

Introduced by Dale Lindsay, Director of Community Development.

It was moved and seconded that the report "Modular Housing Site Selection" dated 2018-FEB-19 be received for information. The motion carried unanimously.

D. Lindsay, B. Corsan, B. Anderson, J. Horn and J. Vanderhoef vacated the Shaw Auditorium at 5:53 p.m.

J. Van Horn entered the Shaw Auditorium at 5:53 p.m.

(e) [REDACTED]

[REDACTED]

(f) [REDACTED]

[REDACTED]

V. Mema vacated the Shaw Auditorium at 6:20 p.m.

Mayor McKay vacated the Shaw Auditorium at 6:22 p.m. Acting Mayor Yoachim assumed the Chair.

[REDACTED]

The "In Camera" meeting moved into the Douglas Rispin Room at 6:32 p.m.

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

V. Mema entered the Douglas Rispin Room at 6:32 p.m.

S. Gurrie vacated the Douglas Rispin Room at 6:32 p.m.

(g) [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

(h) Bylaw 7000 Review

Due to time constraints this item will be placed on the next "In Camera" Council Agenda scheduled for 2018-MAR-05.

5. ADJOURNMENT:

It was moved and seconded at 6:55 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

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C H A I R

CERTIFIED CORRECT:

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CORPORATE OFFICER

**SPECIAL "IN CAMERA" COUNCIL MINUTES**  
MILLSTONE RIVER ROOM, VANCOUVER ISLAND CONFERENCE CENTRE,  
80 COMMERCIAL STREET, NANAIMO, BC  
THURSDAY, 2018-MAR-01 AT 10:00 A.M. – 2:30 P.M.

---

Present: Mayor W. B. McKay, Chair (arrived at 12:24 p.m.)  
Councillor S. D. Armstrong  
Councillor W. L. Bestwick (vacated at 1:11 p.m.)  
Councillor M. D. Brennan (arrived at 11:51 p.m.)  
Councillor G. W. Fuller  
Councillor J. Hong  
Councillor J. A. Kipp (vacated at 1:00 p.m.)  
Councillor I. W. Thorpe  
Councillor W. M. Yoachim

Others:

[REDACTED]  
[REDACTED]

Staff: V. Mema, Chief Financial Officer (vacated 12:45 p.m.)  
J. Van Horne, Director of Human Resources  
S. Gurrie, City Clerk

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

The "In Camera" Meeting was called to order at 10:24 a.m.

2. INTRODUCTION OF LATE ITEMS:

(d) Add Agenda Item 3(c) [REDACTED]  
[REDACTED]

(a) Add Agenda Item 3(b) Lunch Recess at 11:30 a.m.

(b) Add Agenda Item 3(c) [REDACTED]

(c) Add Agenda Item 3(d) [REDACTED]

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. PRESENTATIONS:

(a) [REDACTED]

Councillor Bestwick vacated the Millstone River Room at 11:36 a.m. declaring a perceived conflict of interest [REDACTED]

Councillor Kipp vacated the Millstone River Room at 11:39 a.m. declaring a perceived conflict of interest [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]

The Special In Camera Meeting recessed at 11:46 a.m.  
The Special In Camera Meeting reconvened 11:51 a.m.

Councillor Brennan entered the Millstone River Room at 11:51 p.m.  
Councillor Bestwick returned to the Millstone River Room at 11:51 p.m.  
Councillor Kipp returned to the Millstone River Room at 11:51 p.m.

[REDACTED]

Mayor McKay entered the Millstone River Room at 12:24 p.m.

[REDACTED]

Victor Mema, Chief Financial Officer, vacated the Millstone River Room at 12:45 p.m.

(b) [REDACTED]

Councillor Kipp vacated the Millstone River Room at 1:00 p.m.  
Councillor Bestwick vacated the Millstone River Room at 1:11 p.m.

[REDACTED]

(c) [REDACTED]

(d) [REDACTED]



[REDACTED]

5. ADJOURNMENT:

It was moved and seconded at 2:12 p.m. that the "In Camera" Meeting terminate.  
The motion carried unanimously.

\_\_\_\_\_  
C H A I R

CERTIFIED CORRECT:

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

**"IN CAMERA" MINUTES**  
COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,  
80 COMMERCIAL STREET, NANAIMO, BC  
MONDAY, 2018-MAR-05 AT 4:00 P.M.

---

Members: Mayor W. B. McKay, Chair  
Councillor S. D. Armstrong  
Councillor W. L. Bestwick  
Councillor G. W. Fuller  
Councillor J. Hong  
Councillor J. A. Kipp  
Councillor I. W. Thorpe  
Councillor W. M. Yoachim (arrived 4:02 p.m.)

Absent: Councillor M. D. Brennan

Staff: D. Lindsay, Director of Community Development  
B. Corsan, Deputy Director of Community Development (vacated 4:26 p.m.)  
J. Van Horne, Director of Human Resources  
S. Gurrie, City Clerk  
S. Snelgrove, Recording Secretary (vacated 4:28 p.m.)

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

The "In Camera" Meeting was called to order at 4:01 p.m.

2. INTRODUCTION OF LATE ITEMS:

Councillor Yoachim entered the Shaw Auditorium at 4:02 p.m.

- (a) Councillor Bestwick requested that Agenda Item 4(e) Bylaw 7000 be moved forward on the agenda. S. Gurrie, City Clerk, recommended to move Agenda Item 4(e) Bylaw 7000 to Agenda Item 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. ADOPTION OF MINUTES:

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

- Minutes of the "In Camera" Council Meeting held Monday, 2018-FEB-05 at 4:30 p.m. in the Shaw Auditorium and continuing in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC

- Minutes of the "In Camera" Council Meeting held Thursday, 2018-FEB-08 at 10:00 a.m. in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, be adopted as circulated.

It was moved and seconded that the motion be amended to show that the

- Minutes of the "In Camera" Council Meeting held Monday, 2018-FEB-05 at 4:30 p.m. in the Shaw Auditorium and continuing in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC be adopted as amended to reflect that Councillor Bestwick was present for the entire meeting and that Councillor Yoachim and [REDACTED] both entered at 4:33 p.m. but not together; and,
- Minutes of the "In Camera" Council Meeting held Thursday, 2018-FEB-08 at 10:00 a.m. in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, be adopted as circulated.

The motion carried unanimously.

The vote was taken on the main motion as amended:

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

- Minutes of the "In Camera" Council Meeting held Monday, 2018-FEB-05 at 4:30 p.m. in the Shaw Auditorium and continuing in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC as amended to reflect that Councillor Bestwick was present for the entire meeting and that Councillor Yoachim and [REDACTED] both entered at 4:33 p.m. but not together; and,
- Minutes of the "In Camera" Council Meeting held Thursday, 2018-FEB-08 at 10:00 a.m. in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, be adopted as circulated.

The motion carried.

Opposed: Councillors Bestwick and Fuller

## 5. REPORTS:

- (a) Approval in Principle – Property disposition – Parcel of Land Adjacent to Loudon Walkway to 4134 Wellesley Avenue

Introduced by Dale Lindsay, Director of Community Development.

Presentation:

1. Bill Corsan, Deputy Director of Community Development, provided a presentation.

It was moved and seconded that Council:

1. provide Approval in Principle to dispose of a parcel of land, adjacent to the Loudon Walkway, to the Owners of 4134 Wellesley Avenue;
2. direct Staff to publish a Notice of Disposition; and,
3. direct Staff to return to an open Council meeting, once the Notice has been published, seeking approval to the property disposition.

The motion carried unanimously.

(b) Letter of Intent – 155 Pryde Avenue

Introduced by Dale Lindsay, Director of Community Development.

Presentation:

1. Bill Corsan, Deputy Director of Community Development, provided a presentation.

It was moved and seconded that Council:

1. provide approval to enter into a Letter of Intent with the Owners of 155 Pryde Avenue; and,
2. direct Staff to return to an open meeting to seek support by way of a Council resolution for the subdivision and exclusion application, sanitary sewer upgrade, and the siting of a recreational trail in Agricultural Land Reserve.

The motion carried unanimously.

B. Corsan vacated the Shaw Auditorium at 4:26 p.m.

S. Snelgrove vacated the Shaw Auditorium at 4:28 p.m.

(c)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

(d) 

11/11/2019

Responsibility	Percentage
Current government	85%
Opposition	15%

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\_\_\_\_\_

\_\_\_\_\_

(e)

\_\_\_\_\_

Council moved into the Douglas Rispin Room at 6:36 p.m.

\_\_\_\_\_

\_\_\_\_\_

11/11/2019

6. ADJOURNMENT:

It was moved and seconded at 6:58 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER



# **“In Camera” Information Report**

**City of Nanaimo**

File Number: CLL00070

DATE OF MEETING February 19, 2018

AUTHORED BY BILL CORSAN, DEPUTY DIRECTOR, COMMUNITY DEVELOPMENT

SUBJECT MODULAR HOUSING SITE SELECTION

## **OVERVIEW**

### **Purpose of Report**

To provide Council with information on alternative locations for a BC Housing modular housing project, including properties that are not owned by the City.

### **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 the report “Modular Housing Site Selection” dated 2018-FEB-19 be received for information.

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

To be released once received by Council,

## **DISCUSSION**

The City of Nanaimo is in the process of developing an Affordable Housing Strategy to map out a framework for how the City delivers a range of housing options to the community. The work is expected to be complete by the fall of 2018.

The new provincial government has committed itself to addressing homelessness and the affordability issues. The first step they have taken is the creation of a Rapid Response to Homelessness (RRH) Program delivered by BC Housing. The program provides staff-supported housing for individuals who are homeless or at risk of homelessness. The intent of the program is to have housing built and occupied in this calendar year (2018). The province is achieving the tight timeline by using modular housing that is assembled on site. The units are fully self-contained bachelor apartments with bathroom, kitchen, etc.

At the 2017-DEC-18 Special “In Camera” Council meeting, Staff were directed to bring forward, in an Open Council meeting, a report with regard to working in partnership with BC Housing to develop a second-stage supported modular housing at a City-owned property at 1425 Cranberry Avenue using funding from the RRH Program.

In advance of bringing a report to Council, BC Housing, Pacifica and the City hosted a public open house on 2018-FEB-01 in the Chase River Neighbourhood to introduce the project and solicit feedback.

Following delegations regarding the proposed development Council, at their Regular Meeting of 2018-FEB-05, moved and seconded that

*“Council direct Staff to look into alternative locations for the Supportive Housing project including properties that are not owned by the City.”*

This ‘In Camera’ Staff report presents the results of the site selection process used to identify an alternative site that meets the needs of the RRH Program. The report is ‘In Camera’ to protect the identity of the private properties examined through this process. A corresponding report with decisions for Council on this topic will be presented at this evening’s agenda.

### **City-Owned Properties**

Staff reviewed all City-owned properties within the boundaries of the city using the following set of criteria:

- Size of Parcel: The site needs to be of sufficient size to support the modular housing project. A parcel of 0.50 acres was deemed as the minimum lot size based on previous supportive housing projects in the city.
- Vacant or Minimal Improvements: The site needs to be in a state that can accommodate development quickly and involve little or no demolition work.
- Compatible Official Community Plan (OCP) Designation and Zoning: The RHH requires the housing to be constructed and occupied in 2018. This constraint requires the OCP Designation and Zoning to be suitable as there is insufficient time for either bylaw to be amended.
- Servicing in Place: The RHH requires the housing to be constructed and occupied in 2018, which means City services such as potable water, sanitary sewer, and storm water need to be either in place or close to the property line.
- Site Conditions: The site needs to be buildable with a minimum amount of site preparation to meet with timeline.
- Existing Plans for Property: In some cases, Council has committed a City-owned property for a specific project.

Attachment A outlines 13 properties that meet the minimum parcel size. This list was further refined to six sites using the above criteria (Attachment B). Only three sites met most of the criteria (1425 Cranberry Avenue, 295/299 Selby Street, and 640 Fourth Street).

## Privately-Owned Properties in Chase River

A similar set of criteria was applied to the site selection for privately-owned properties in the Chase River neighbourhood:

- Size of Parcel: The site needs to be of sufficient size to support the modular housing project. A parcel of 0.50 acres was deemed as the minimum lot size based on previous supportive housing projects in the city.
- Vacant or Minimal Improvements: The site needs to be in a state that can accommodate development quickly and involve little or no demolition work.
- Compatible OCP Designation & Zoning: The RRH program requires the housing to be constructed and occupied in 2018. This constraint requires the OCP Designation and Zoning to be suitable as there is insufficient time for amendments to the bylaws.
- Servicing in Place: The RRH program requires the housing to be constructed and occupied in 2018, which means City services such as potable water, sanitary sewer, and storm water need to be either in place or close to the property line.
- Site Conditions: The site needs to be buildable with a minimum amount of site preparation to meet with timeline.
- Estimated Cost: Both the Property Reserve Fund and the Property Acquisition Fund have been committed to other acquisitions and there are limited resources that can be used to acquire private land. The Housing Legacy Fund has a budget of \$2.4m, which is to cover not only the cost of acquisitions, but also costs associated with Development Cost Charge (DCC) Exemptions and works and services for future housing projects.

A review of privately-owned properties in the Chase River Neighbourhood resulted in 19 properties (Attachment C) being identified as potential sites. Once the criteria was applied, none of the sites met the zoning requirements for a Personal Care Facility of this scale.

## Discussion

The RRH Program requires the host municipality to be able to provide a property that is of sufficient size, serviced, and with the necessary land use controls in place to enable development to take place immediately to meet the goal of occupancy by the end of 2018.

There are two additional City-owned sites that could be used for the RRH program. One is 295/299 Selby Street, located in the downtown core, where there is already a concentration of existing services. Another is 640 Fourth Street, located between Vancouver Island University, the Rotary Bowl and Nanaimo District Secondary School. The City recently acquired this property, and more detailed site planning and consultation is required before it can be recommended for development.

The privately-owned sites in the Chase River area do not have the correct land use designation and zoning to support the project. There is insufficient time to complete the OCP amendments and rezoning process for this specific program.

The site located at 1425 Cranberry Avenue is the most compatible site for the RRH modular housing program.

Going forward, Council may wish for the Affordable Housing Strategy to include a land acquisition list to support future projects, which would enable the City to bank land and carry out consultation with each neighbourhood in an appropriate time frame. |

### **SUMMARY POINTS**

- BC Housing has developed a Rapid Response Housing (RRH) Program to address homelessness in communities across BC. As part of the program, modular housing is being used to ensure occupancy can be achieved no later than the end of 2018.
- Staff were directed to work with BC Housing to deliver a project on City-owned land at 1425 Cranberry Avenue.
- Following feedback from the Community, Staff were asked to identify alternative sites both public and private for the RRH Program.
- In addition to 1425 Cranberry Avenue, there are two other City-owned sites that meet the evaluation criteria for the RRH Program. Staff do not recommend these downtown and VIU sites as they do not meet the dispersal model of affordable housing.
- Nineteen private sector sites were examined against the criteria. None of these sites could be used for the RRH Program due to their current OCP designation and zoning with insufficient time to amend.
- Staff would recommend that the Affordable Housing Strategy include an acquisition program to bank properties that will allow the City to deliver projects in a coordinated manner. |

### **ATTACHMENTS**

ATTACHMENT A: Preliminary List of City-Owned Properties and Map

ATTACHMENT B: City-Owned Property- Sites Matching Most of the Criteria and Map

#### **Submitted by:**

Bill Corsan

Deputy Director, Community Development |

#### **Concurrence by:**

Dale Lindsay

Director, Community Development |

# In Camera Report for Decision

City of Nanaimo

File Number: LD003351

DATE OF MEETING MARCH 19, 2018

AUTHORED BY BILL CORSAN, DEPUTY DIRECTOR, COMMUNITY DEVELOPMENT

SUBJECT PARTIAL PROPERTY ACQUISITION – 1125 FARQUHAR STREET

## **OVERVIEW**

### **Purpose of Report**

That Council approve the acquisition of a portion of 1125 Farquhar Street from [REDACTED] to facilitate a future road connection to the South Downtown Waterfront lands for the sum of [REDACTED]

### **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 1125 Farquhar Street from [REDACTED] to facilitate a future road connection to the South Downtown Waterfront lands for the sum [REDACTED]

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

To be released upon conclusion of the negotiation process [REDACTED]

## **BACKGROUND**

The City of Nanaimo acquired 26.7 acres of land from CP Rail in March 2013. The land is adjacent to the Gabriola Ferry Terminal, the Nanaimo Port Authority (NPA) Assembly Wharves, the CP Rail Wellcox Railyard, and the Snuneymuxw First Nations (SFN) ‘Banana’ lands. The area is referred to as the South Downtown Waterfront.

The Wellcox Railyard provides a significant barrier for pedestrians and vehicles, separating the South Downtown Waterfront from the rest of the city. Currently, access is limited to a single-lane wooden trestle owned by the City of Nanaimo. The trestle is at the end of its operational life and needs to be replaced. The City plans to construct the interim standard Front Street Extension in 2018 to provide a permanent access to the lands.

In addition to the Front Street Extension, an additional ‘secondary access’ is required to support future development of the South Downtown Waterfront.

In the spring of 2017, the City engaged the services of a consultant team to work with the City, NPA, Southern Railway of BC (SRY), Island Corridor Foundation (ICF), and SFN to identify a secondary access that will be required to support future development.



The consultant team identified 18 options for consideration and then narrowed the options down to 4 for further refinement. The options (Attachment A) include replacement of the existing trestle, a new overpass at Milton Street, an overpass at Farquhar Street, and an at-grade option at Farquhar Street.

The Farquhar Street at-grade option was identified as the preferred site access option by the public through an open house and survey. In addition, the consultant has recommended the at-grade option as the least expensive option.

Currently, Farquhar Street does not extend all the way to the South Downtown Waterfront lands, unlike the other access points. In order to establish access, the City will need to acquire part of 1125 Farquhar Street (the "Property") (Attachment B).

The purchase will involve acquiring 1,413 m<sup>2</sup> (15,209 ft<sup>2</sup>) of land from the Property and dedicating it as road. The Property is level with a moderate slope downward towards the east and is mostly vacant. A tilt-up reinforced concrete workshop is located within the acquisition area. The City will be responsible for the demolition of this building at the time the road is constructed. The Property owner will be granted a Licence Agreement to continue to use the land until the City constructs the road.

This is an opportune time for the City to purchase the road area, as it will allow the City to plan for the future road connection and plan the design work. An independent appraisal has been prepared and has resulted in a purchase price of [REDACTED]. The owner has agreed to sell the land and Staff are recommending Council authorize the purchase.

## **OPTIONS**

1. That Council authorize the acquisition of a portion of 1125 Farquhar Street from [REDACTED] to facilitate a future road connection to the South Downtown Waterfront lands for the sum [REDACTED]
  - **Budget Implication:** The property will be purchased through the Property Reserve Fund. Budgeting for the design work and construction of the road will be added to the Capital Plan. Staff anticipate the NPA and SFN will want to partner on the project.
  - **Legal Implication:** The City's solicitor will prepare the Purchase and Sale Agreement. The Property owner will be responsible for liability insurance while they continue to occupy the acquisition area.
  - **Policy Implication:** Access through Farquhar Street to the South Downtown Waterfront is supported in the Official Community Plan, the Transportation Master Plan, South Downtown Waterfront Initiative, and the South End Neighbourhood Plan.
  - **Engagement Implication:** The City held an open house on 2017-NOV-08, conducted a survey, and met with the South End Neighbourhood Association on two occasions to discuss the project. Staff will present the results of the Secondary Access Study to Council at an upcoming open Council meeting.
  - **Strategic Priorities Implication:** Phased development of the South Downtown Waterfront is one of Council's key priorities identified in the 2016-2019 Strategic Plan and this acquisition would be consistent with advancing this goal.

2. That Council not authorize the acquisition of a portion of 1125 Farquhar Street at this time.
- **Budget Implication:** The acquisition cost will be deferred to a later date. It is likely that the acquisition cost will be higher and the City may need to compensate the owner for the impact on their business.
  - **Legal Implication:** The project cannot proceed until the City owns the dedicated road alignment.
  - **Policy Implication:** Access through Farquhar Street to the South Downtown Waterfront is supported in the Official Community Plan, the Transportation Master Plan, and the South End Neighbourhood Plan.
  - **Engagement Implication:** The public supports the route at this time.
  - **Strategic Priorities Implication:** Phased development of the South Downtown Waterfront is one of Council's key priorities identified in the 2016-2019 Strategic Plan. Not acquiring the land now reduces the opportunity to improve access in the short term.

### **SUMMARY POINTS**

- The South Downtown Waterfront lands have limited access, which hinders redevelopment.
- The City is planning to construct a new access route, the Front Street Extension, in 2018.
- An additional 'secondary access' is required to allow the full development potential of the area to be realized.
- The City engaged the services of a consultant to identify a preferred access option. Through the process, a crossing at the base of Farquhar Street was emerged as the preferred option.
- Farquhar Street does not extend all the way to the South Downtown Waterfront lands and a portion of 1125 Farquhar Street will need to be acquired.
- Staff met with the owner of 1125 Farquhar Street, [REDACTED] and they have agreed to sell 1,413 m<sup>2</sup> (15,209 ft<sup>2</sup>) of the Property for the appraised sum of [REDACTED]
- Purchasing part of the Property will allow the City time to plan for the future road connection and plan the design work in partnership with the NPA and SFN.
- Staff are recommending Council authorize the purchase.
- Staff will present the results of the Secondary Access Study to Council at an upcoming open Council meeting.

### **ATTACHMENTS**

ATTACHMENT A: Access Options  
ATTACHMENT B: Aerial Photo  
ATTACHMENT C: Location Plan

**Submitted by:**

Bill Corsan  
Deputy Director, Community Development

**Concurrence by:**

Dale Lindsay  
Director, Community Development



# OPTION 1 - PORT DRIVE OVERPASS

## ATTACHMENT A





# OPTION 2 - MILTON STREET OVERPASS



ITERMIN  
INTERSECTION

TIE-IN POINT TO  
PORT WAY

FILL REQUIRED FOR  
OVERPASS RAMP

RAIL  
CROSSING

FRONT ST

GRACE ST

FINLAYSON ST

ESPLANADE

FRY ST

IRWIN ST

HALIBURTON ST

MILTON ST

FARQUHAR ST

SABASTION ST



# OPTION 3 - FARQUHAR STREET OVERPASS





# OPTION 4 - FARQUHAR STREET AT GRADE



ITERMIN  
INTERSECTION

TIE-IN POINT TO  
PORT WAY

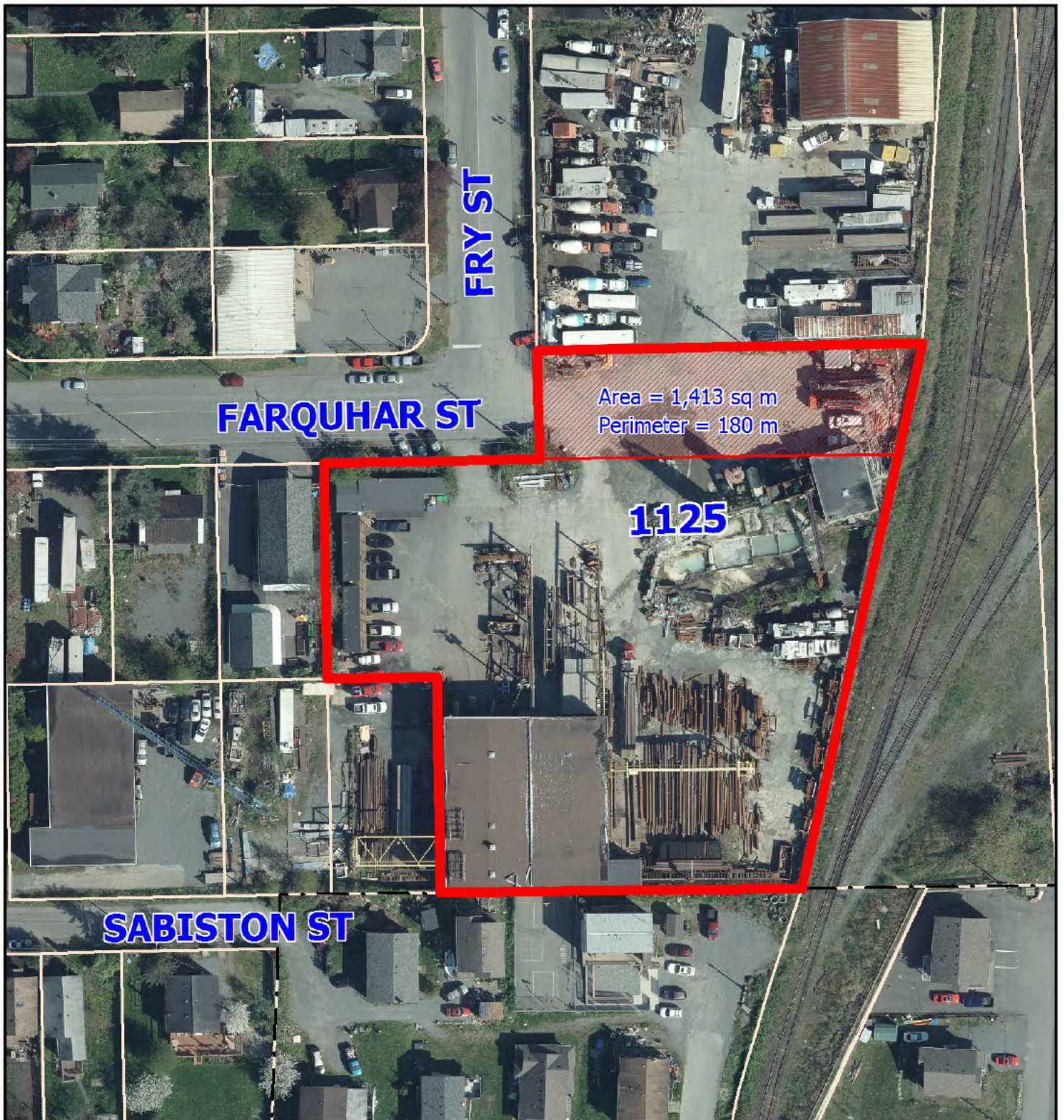
RAIL  
CROSSING

NEW SIGNAL AT  
NICOL STREET





ATTACHMENT B  
AERIAL PHOTO

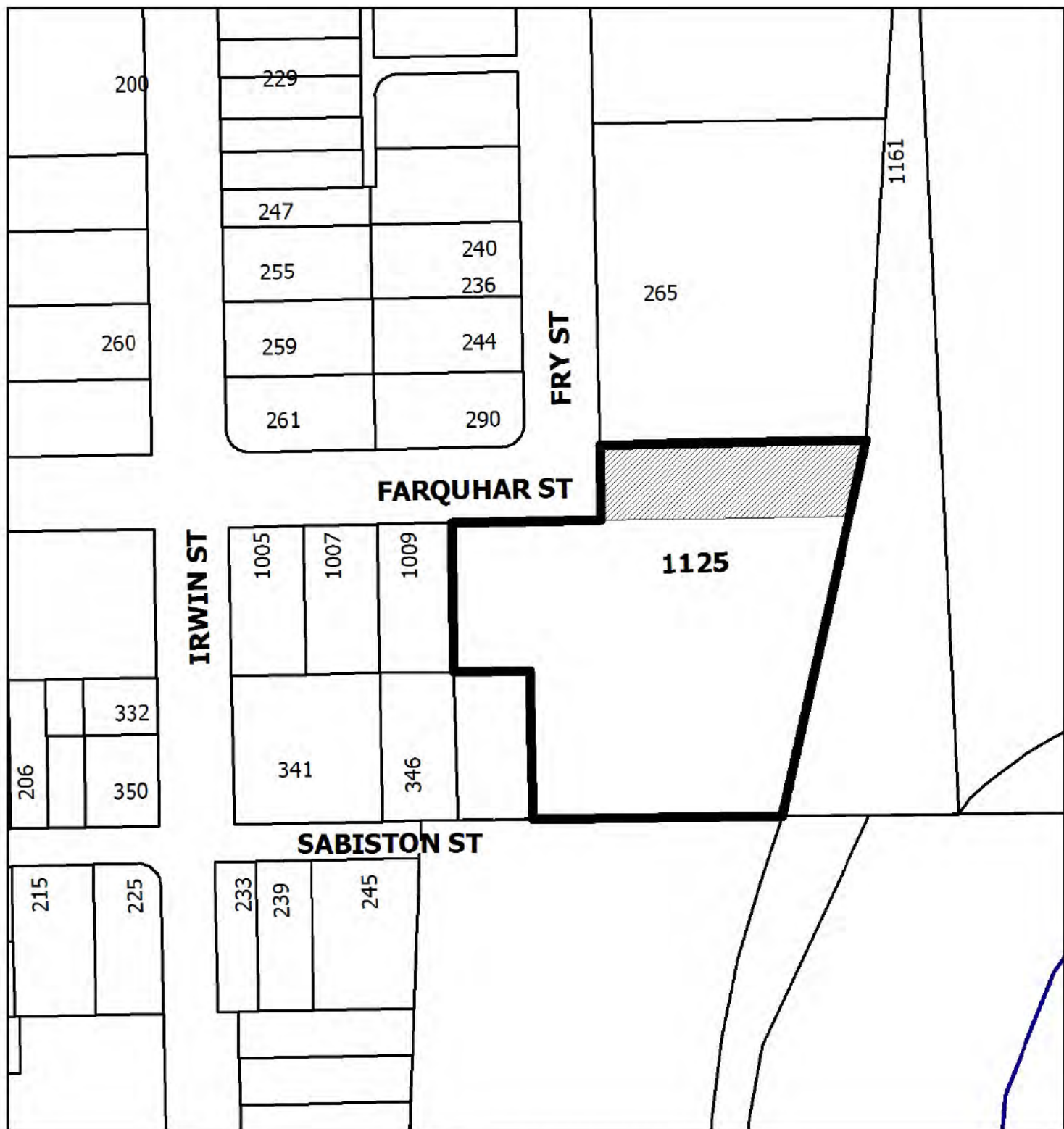


PROPERTY ACQUISITION







# ATTACHMENT C LOCATION PLAN



PROPERTY ACQUISITION

## LOCATION PLAN

Civic: 1125 Farquhar Street

-  Subject Property
-  Area = 1,413 sq m  
Perimeter = 180 m



## ADDENDUM "IN CAMERA" COUNCIL MEETING

Monday, March 19, 2018, 2:00 p.m. to 6:30 p.m.  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC

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Pages

### 4. REPORTS

#### b. Appointments to the Cannabis Task Force

##### 1. *Add Report titled "Appointments to the Cannabis Task Force"*

2 - 7

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

*Purpose: To obtain approval of the members forming the Cannabis Task Force.*

Recommendation: That Council approve the following individuals as members of the Cannabis Task Force:

- Sadie Beaudoin-Lobb (Community Planning and Development Committee);
- Rob Whitton (Public Safety Committee);
- Dennis McMahon (Community Vitality Committee);
- Phillip Lucas, Vice President, Patient Research & Access, Tilray (Industry Representative); and,
- Robert Laurie, Liberty Leaf Holdings Ad Lucem Law (Industry Representative).

#### Rise and Report:

To be released once appointments are determined, [REDACTED]

[REDACTED]

[REDACTED]

DATE OF MEETING | MARCH 19, 2018 |

AUTHORED BY | DALE LINDSAY, DIRECTOR, COMMUNITY DEVELOPMENT |

SUBJECT | APPOINTMENTS TO THE CANNABIS TASK FORCE |

## **OVERVIEW**

### **Purpose of Report**

To obtain approval of the members forming the Cannabis Task Force.

### **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**

That Council approve the following individuals as members of the Cannabis Task Force:

- Sadie Beaudoin-Lobb (Community Planning and Development Committee)
- Rob Whitton (Public Safety Committee)
- Dennis McMahon (Community Vitality Committee)
- Phillip Lucas, Vice President, Patient Research & Access, Tilray (Industry Representative)
- Robert Laurie, Liberty Leaf Holdings Ad Lucem Law (Industry Representative)

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

To be released once appointments are determined, [REDACTED]

## **BACKGROUND**

Earlier this year, Council endorsed the proposed Terms of Reference for the Ad-hoc Cannabis Task Force. At that time, Council appointed Councillor Kipp as Chair and added a second representative from the cannabis industry to the task force membership. As such, the current task force membership composition is as follows:

Chair – Councillor Kipp  
One – Vancouver Island Health Authority  
One – RCMP  
One – Representative from Public Safety Committee  
One – Representative from Planning and Development  
One – Representative from Community Vitality Committee  
Two – Representatives from the Cannabis Industry

[REDACTED]

Once the membership has been ratified, the work of the task force will begin as soon as possible. It is anticipated the work of the task force will be completed and their recommendations forwarded to Council by May of 2018.

### **OPTIONS**

1. That Council approve following individuals as members of the Cannabis Task Force:
  - Sadie Beaudoin-Lobb (Community Planning and Development Committee)
  - Rob Whitton (Public Safety Committee)
  - Dennis McMahon (Community Vitality Committee)
  - Phillip Lucas, Vice President, Patient Research & Access, Tilray (Industry Representative)
  - Robert Laurie, Liberty Leaf Holdings Ad Lucem Law (Industry Representative)
2. That Council provide an alternative direction on task force composition.

### **SUMMARY POINTS**

- Council previously endorsed Terms of Reference for the Ad-hoc Cannabis Task Force.
- Approval of the committee membership is required so that the committee can commence their review.
- Recommendations from the task force are anticipated by May of 2018. ]

### **ATTACHMENTS**

ATTACHMENT A: Terms of Reference Ad-hoc Cannabis Task Force

[REDACTED]

[REDACTED]

[REDACTED]

**Submitted by:** ]

Dale Lindsay  
Director, Community Development



# **ATTACHMENT A**

## **Terms of Reference**

### **Ad-Hoc Cannabis Task Force**

#### **Purpose**

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

The task force will be required to:

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

#### **Membership**

The membership of the task force will be as follows:

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

Chair – member of Council

Alternate Chair – member of Council

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

#### **Meeting Frequency**

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

#### **Staff Support**

The following City Departments may support the Task Force:

- Community Development
- City Clerk
- Other Staff as required