ATTACHMENT B

"In Camera Report"

City of Nanaimo

File Number: LD000323

DATE OF MEETING April 3, 2017

AUTHORED BY

BILL CORSAN, MANAGER, REAL ESTATE

SUBJECT

RENEWAL OF NANAIMO YACHT CLUB LEASE AT 400

NEWCASTLE AVENUE

OVERVIEW

Purpose of Report

To obtain Council approval to set the 2017-2021 rent for the lease renewal of City-owned property at 400 Newcastle Avenue and receive direction on a community contribution to be deducted from the market rent to reflect the services provided by the Nanaimo Yacht Club to the community.

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. set an annual market rent of \$160,020 to be charged to the Nanaimo Yacht Club for the 2017-2021 lease renewal;
- 2. provide direction on the value of the community contribution to be deducted from the market rent to reflect the Nanaimo Yacht Club's contribution to the community; and,
- 3. direct Staff to publish a Notice of Disposition and Intention to Provide Assistance required under Section 26 of the *Community Charter*.

Resolution to Rise and Report

To be released upon conclusion of the lease renewal process.

BACKGROUND

The Nanaimo Yacht Club (NYC) has been in existence for 75 years and for the past 35 years has leased City-owned property. The leased land comprises .80ha (1.99 acres) of land and water located at 400 Newcastle Avenue (Attachment A).

The NYC leased the City land for a nominal \$1 per annum until 2007 when they began to pay market rent, minus a discount for the club's contribution to the community. The current lease is for 30 years and requires a rent review every five years.

The rent for the 2012-2016 period was set at \$128,263 per annum. With the community contribution discount of \$32,066 (a 1.5% reduction from the net appraised market value of the property), the net rent to the City was \$96,197 per annum.

The 2007 Lease Agreement excluded 303m² of land occupied by the NYC club house and associated parking due to the fact that this area is currently dedicated as road. Staff is recommending that these lands be incorporated into the lease as part of the rent review. This will require a road closure bylaw process which will increase the lease area to.83 ha (2.06 acres). A Staff Report and bylaw for the road closure will be presented for approval at an upcoming Open Council meeting.

For the current review (2017-2021), a professional appraiser was hired by the City to determine the market value of the expanded lease area. The appraisal indicates a land value of \$160,020, a 16% increase over the previous five year period.

The NYC has provided a letter outlining their community contribution (Attachment B). The NYC executive will appear as a delegation when this report is presented to Council to present their requested discount amount. To assist Council in their determination of a rental discount, Staff has prepared a community contribution percentage breakdown (Attachment C).

OPTIONS

1. That Council:

- 1. set an annual market rent of \$160,020 to be charged to the Nanaimo Yacht Club for the 2017-2021 lease renewal;
- 2. provide direction on the value of the community contribution to be deducted from the market rent to reflect the Nanaimo Yacht Club's contribution to the community; and.
- 3. direct Staff to publish a Notice of Disposition and Intention to Provide Assistance required under Section 26 of the *Community Charter*.
 - **Budget Implication:** The NYC will pay an annual rent of \$160,020, minus an amount equivalent to NYC's community contribution. The City will incur advertising and legal costs associated with public notification and amendment to the lease.
 - Legal Implication: The City solicitor will prepare an amendment to the lease agreement to reflect the new rent. A Staff Report to increase the lease area through the road closure process will be brought to an Open Council meeting.
 - **Engagement Implication:** The Lease is considered both as a disposal of an interest in City property and as an assistance to a private business. Section 96 of the *Community Charter* requires the disposition and intention be advertised to the public.
 - Strategic Priorities Implication: Active Lifestyle: The NYC provides social, recreational, sporting opportunities and amenities for the benefit and enjoyment of residents and visitors alike.
 - **Political Implication:** Council has shown support for establishing a fair market value approach to the various tenants along the Newcastle Channel. Providing a discount to the NYC would be consistent with Council's recent decisions.

2. That Council:

- 1. set an annual rent of \$160,020 to be charged to the Nanaimo Yacht Club for the 2017-2021 lease renewal;
- 2. not provide Nanaimo Yacht Club a community contribution amount; and,
- 3. direct Staff to publish a Notice of Disposition and Intention to Provide Assistance required under Section 26 of the *Community Charter*.
 - **Budget Implication:** The NYC will pay an annual rent of \$160,020. The City will incur advertising and legal costs associated with public notification and amendment to the lease.

- Legal Implication: The City solicitor will prepare an amendment to the lease agreement to reflect the new rent. A Staff Report to increase the lease area through the road closure process will be brought to an Open Council meeting.
- **Engagement Implication:** The Lease is considered both as a disposal of an interest in City property and as an assistance to a private business. Section 96 of the *Community Charter* requires the disposition and intention be advertised to the public.
- Strategic Priorities Implication: Active Lifestyle: The NYC provides social, recreational, sporting opportunities and amenities for the benefit and enjoyment of residents and visitors alike.
- **Political Implication:** Council has shown support for establishing a fair market value approach to the various tenants along the Newcastle Channel. Not providing a subsidy to the NYC would be inconsistent with Council's past practices.

SUMMARY POINTS

- The NYC lease 0.80ha (1.99 acres) of land and water from the City of Nanaimo.
- The current 30 year lease started in 2007 and requires rent reviews every five years.
- As part of the rent review process the lease area will be expanded by 303m² to incorporate the historical building and parking encroachment. This would increase the lease are to .83 ha (2.06 acres) in size.
- Council is being asked to set the rent for the next five year period (2017-2021). An
 appraiser has determined the market rent for the next five years to be \$160,020 per
 annum.
- Council has the option to reduce the market rent by deducting the NYC's contribution to the community. In the previous rent cycle, Council provided a deduction of \$32,066.
 Staff are seeking Council direction on the amount to be deducted.
- Once direction is provided by Council, Staff will publish a notice in the newspaper indicating the new rent as required by the *Community Charter*. In addition, Staff will return to an upcoming Open Council meeting to obtain permission to increase the lease area through a road closure process.

ATTACHMENTS

Attachment A: Lease Area including Road Closure Area

Attachment B: Community Contribution Calculation

Attachment C: Letter from NYC re: Community Contribution Participation

Submitted by:

Bill Corsan,

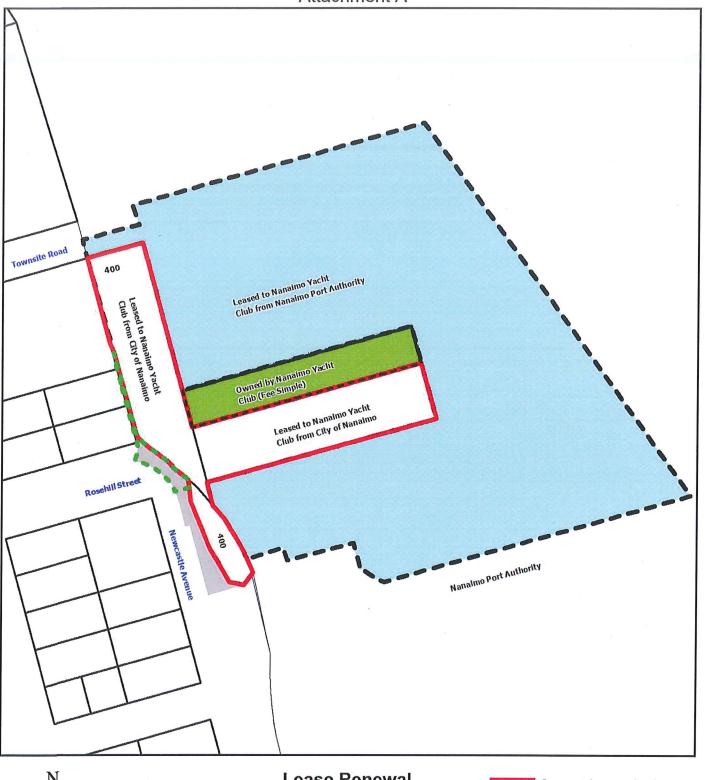
Manager, Real Estate

Concurrence by:

Date Lindsay

Director, Community Development

Attachment A



Lease Renewal

Civic: 400 Newcastle Avenue

Current Lease Area = 1.99 acres (8,049 sq m)

Encroachment Lease Area = .075 acres (303 sq m)

Total New Lease Area = 2.06 acres (8,352 sq m)

Total Road Closure Area = 0.19 acres (788 sq m)

ATTACHMENT B

NANAIMO YACHT CLUB COMMUNITY PARTICIPATION CONTRIBUTING TO OUR NANAIMO ECONOMY

- 1. Sailing School each spring, Summer & Fall along with Kayak, Paddle Board lessons open to the public provided by our qualified Sailing Administrator and Instructors. Program provides water safety and boat handling skills to over 250 students, mostly youth. Our members subsidize this program.
- 2. New in 2016 International Yacht Training for Power and Sail, provided by our qualified Sailing Administrator. This is open to the public, we attract out of province and international clients who contribute to the Nanaimo Economy during their training by purchasing food, liquor and renting of motel rooms.
- 3. NYC's marina, attracts about 900 visiting vessels/year, with an average stay of 2 nights. These visitors spend an average of \$250 per visit (provisioning, chandlers, groceries, restaurants, laundry facilities, taxi services, liquor, boat repairs), all contribute significantly to Nanaimo's economy.
- 4. Annual participation in the "Silly Boat Regatta" in support of the Nanaimo Child Development Centre
- 5. Annual Newcastle Island Easter Egg Hunt (NYC budgets \$2000.00 for this event) has also been open to Nanaimo families. Unfortunately we have been unable to secure a Ferry partner to Newcastle for this event since 2015, but we continue to pursue this.
- 6. Annual MS/Visually Impaired Fishing and Cruising event in partnership with the Nanaimo Fish and Game Club. NYC provides boats and crew to provide a morning on the water for those with mobility issues and the visually impaired. These participants look forward to this event each year as for the majority of them it is their only opportunity to participate on our wonderful waters.
- 7. Member donations and periodic fundraisers in support of Nanaimo's Loaves and Fishes Food Bank.
- 8. Commodore and Vice Commodore participate annually in the wreath laying (on behalf of NYC) at Nanalmo's Remembrance Day Service.
- 9. The Annual "Basil Hobbs SIN Sailing Regatta" brings sailors in from all over the Northwest contributes to the Nanaimo Economy with NYC working closely with Nanaimo businesses for sponsorship and advertising.
- 10. Annual Christmas Light Cruise is provided annually for all Nanaimo citizens to enjoy. A popular even with citizens of Nanaimo, we hear of dinner parties with friends to watch this a special evening of entertainment.
- 11. NYC offers a Harbour Security Committee that works closely with all marina owners up and down the channel, along with the RCMP and Port Authority to ensure the continued security of our waters and marinas.
- 12. NYC's Environmental Committee organizes an annual Shoreline Clean-up somewhere on a local shoreline.
- 13. Nanaimo Yacht Club has provided crew members and safety boats in the past few years in support of the annual Dragon Boat Festival.
- 14. NYC provides complimentary moorage for an RCMP response vessel at our docks, to promote water safety and security in our harbour.
- 15. Working in partnership with Port Authority on Environmental Response in recent spills and (with the loan of water markers) for the "Snow Bird" show August, 2016.
- 16. Direct contributions by NYC or by members to our local RCM Search and Rescue Squadron, Harbour Watch and the Nanaimo Museum.
- 17. Partnership with Nanaimo Canadian Power Squadron, NYC provides meeting space for CPS Boater Education and Water Safety programs.
- 18. NYC provided our parking lot for BC Ferries annual shoreline clean up last year for their information tent.
- 19. NYC partners with the City of Nanaimo in the beautification of our shoreline walkway, providing colourful flowerbeds and banners along our waterfront. NYC provides access for the City of Nanaimo for the cleaning of the portable public washroom located on the shoreline walkway.

Respectfully submitted, Rob Wiebe, Commodore Nanaimo Yacht Club

Nanaimo Yacht Club **Community Contributions**

ACTIVITY	ACTIVITY DESCRIPTION	Ecomomic	NYC Expense
		Benefit	or Benefit
,			
Sailing School	Subsidization of sailing program, open to the public youth	160	\$15,000
International Yacht Trainin	g Bringing students to Nanaimo for Keelboat instruction	\$5,000	
Annual Easter Egg Hunt	Previously held on Newcastle Island, open to children of the p	ublic	2,000
Silly Boat Regatta	Partiipates in raising funds for the Child Development Center	3,000	
MS/Visually Impaired Cruis	s NYC organizes a cruise for those who would not otherwise be	charitable	
Donations by members	Members donate through NYC to Loaves and Fishes and RCM	charitable	
Donations by Club	To Harbour Watch, Nanaimo Museum	charitible	1,250
Legion Wreath Laying	NYC officers participate in Rememberance Day ceremonies	charitable	
Basil Hobbs SIN Regatta	Annual NYC Sail Race- attracting racers from around the Strain	20,000	
Christmas Light Cruise	Annual Light Cruise for Public enjoyment	Intangible	
Harbour Security	Participates in Security with Marina owners, RCMP and NPA	Intangible	
	Complimentary moorage for RCMP vessel		2,500
Environmental Stewardship Promotes and assists with shoreline Cleanups, emergency rest Intangible			
Dragon Boat Festival supp	o Donation of Saftey Boat and Members time	Intangible	
SNOWBIRDS' show	in partnership with the NPA, loaning of water marks for the show	Intangible	
Public Washroom Access	allows City access to public washroom next to NYC property	Intangible	
Charitable Hall rentals	Free Hall use for Power Squadron programs, reduced to other	s	3,000
Economic Generation	Almost 400 moored vessels, supporting local business and tra	300,000	,
Visiting Vessels	NYC hosts visiting vessels each year- local economic benefits	220,000	
	TOTAL ECONOMIC BENEFIT/NYC COST	\$548,000.00	\$23,750

ATTACHMENT C

Community Contribution

0% Benefit to the Community

\$2,840,000
\$ 163,000
\$2,677,000
6.0%
\$ 160,020
0.00
\$ 160,020
\$ 13,385

1.5% Benefit to the Community

2016 appraised value of property	\$2,840,000
Lease area: .83 ha (2.06 acres)	
Less value of waterfront walkway	\$ 163,000
Net appraised market value of property	\$2,677,000
Yield rate of asset (cap rate)	6.0%
Annual Market Rent	\$ 160,020
NYC benefit to the community (1.5% annually)	\$ 40,155
Adjusted Annual Market Rent	\$ 119,865
Monthly Rent	\$ 9,989

2.0 % Benefit to the Community

2016 appraised value of property	\$2,840,000
Lease area: .83 ha (2.06 acres)	
Less value of waterfront walkway	\$ 163,000
Net appraised market value of property	\$2,677,000
Yield rate of asset (cap rate)	6.0%
Annual Market Rent	\$ 160,020
NYC benefit to the community (2.0% annually)	\$ 53,540
Adjusted Annual Rent	\$ 106,480
Monthly Rent	\$ 8,873

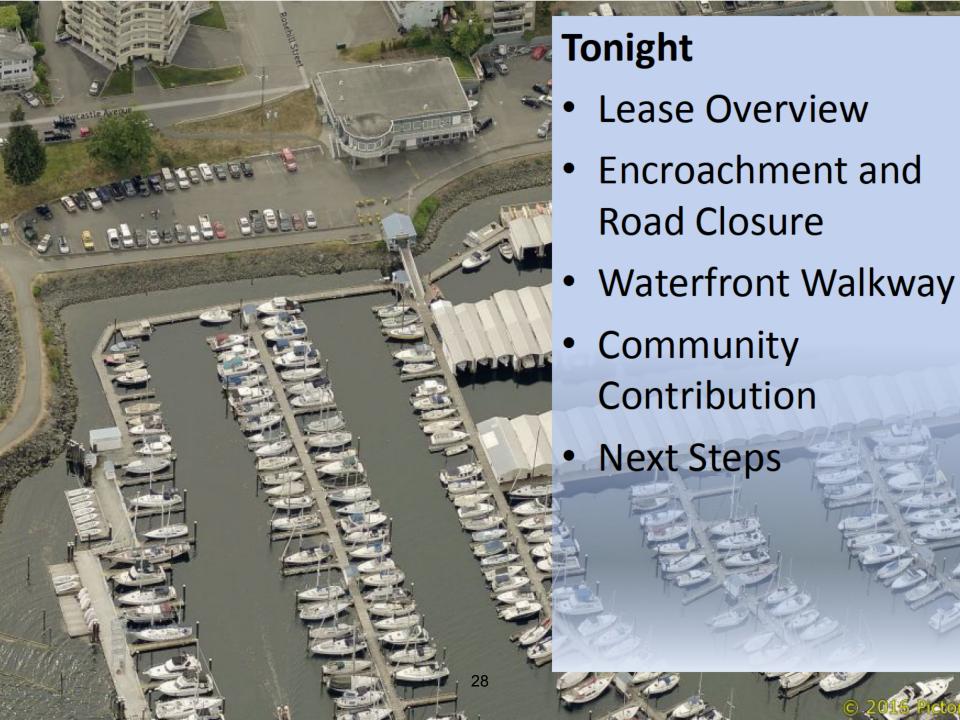
(2011 - 2016) - 1.5% Benefit to the Community

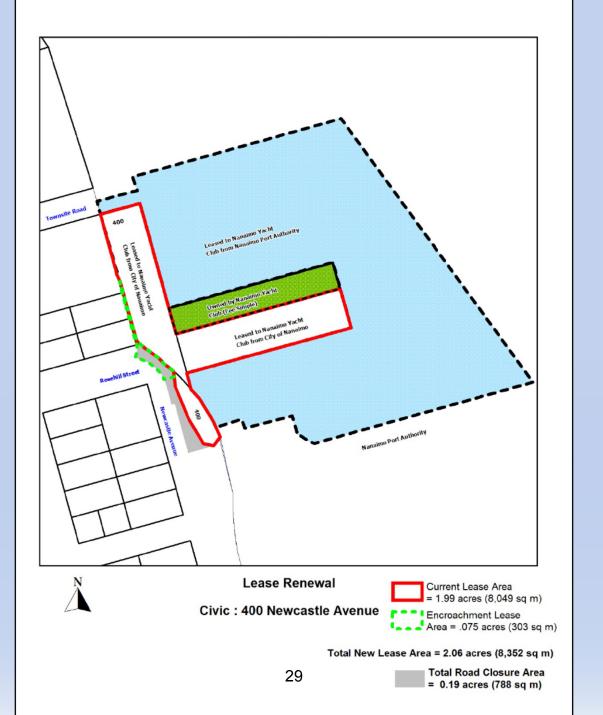
2011 appraised value of property	\$2,310,000
(Lease area: .80 ha (1.99 acres)	ii .
Less value of waterfront walkway	\$ 172,289
Net appraised market value of property	\$2,137,711
Yield rate of asset (cap rate)	6.0%
Annual Market Rent	\$ 128,263
NYC benefit to the community (1.5% annually)	\$ 32,066
Adjusted Annual Market Rent	\$ 96,197
Monthly Rent	\$ 8,016





2017-APR-3





Building and Parking Lot Encroachment

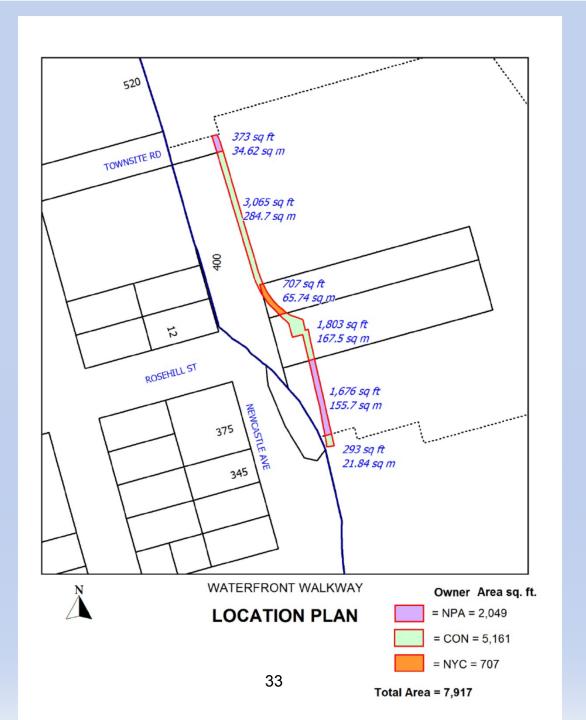


Additional Road Closure Area



Waterfront Walkway





Community Contribution Benefit

Percentage Benefit	Discount Provided	Annual Rent
0%	0	\$160,020
1.5%	\$40,155	\$119,865
2.0%	\$53,540	\$106,480
2011-2016 – 1.5% benefit – lease area smaller	\$32,066	\$96,197



Taxes Paid in 2016 by NYC

NPA Waterlot Area	\$86,389.15	
City Lease Area	\$22,077.52	
NYC Owned Area	\$2,764.50	
Total Taxes	\$111,231.17	



Next Steps:

- Set annual market rent
- Provide direction on community contribution
- Notice of Disposition and Intention to Provide Assistance
- Return to Open Council meeting





Supt. Cameron Miller
OIC RCMP Nanaimo Detachment

2017-Apr-10

RCMP Nanaimo Detachment Annual Policing Priorities (APP)

The Royal Canadian Mounted Police is mandated to create community-based "Annual Policing Priorities" each year.

The RCMP is also required to seek the concurrence for those priorities from the local community.

Once adopted by resolution, these become Council's policing priorities for the year.



RCMP Nanaimo Detachment Annual Policing Priorities (APP)

The following page outlines a list of the policing priorities from last year which Council approved in August 2016.



RCMP Nanaimo Detachment 2016/2017 Annual Policing Priorities (APP)

1. Crime Prevention

- a. Social Disorder management
- b. Prolific Offender Management
- c. Violence in Relationships
- d. Drug Enforcement
- e. Liquor Control Strategy

2. Youth

- a. Youth Intervention & Diversion
- b. Community Partnerships for the Empowerment of Youth
- c. School Liaison program

3. Traffic

- a. Detection & Prevention to Reduce Impaired Driving
- b. Vehicle Operational Safety
- c. Waterfront & Marine Safety



RCMP Nanaimo Detachment Annual Policing Priorities (APP)

The following page outlines current issues affecting the City.



POTENTIAL OPTIONS FOR 2017/2018 Annual Policing Priorities (APP)

- 1. DOMESTIC VIOLENCE AND PREVENTION
- 2. CRIME REDUCTION
- 3. ROAD SAFETY
- 4. YOUTH
- 5. COMMUNITY ENGAGEMENT
- **6. QUALITY OF INVESTIGATION**



RCMP Nanaimo Detachment 2017/2018 Annual Policing Priorities (APP)

Council resolution:

"That Council adopt the City of Nanaimo's Annual Policing Priorities for 2017/2018"



"In Camera Report"

City of Nanaimo

File Number: LD000697

DATE OF MEETING May 1, 2017

AUTHORED BY NANCY SKEELS, PROPERTY AGENT, REAL ESTATE

SUBJECT LOUDON WALKWAY

OVERVIEW

Purpose of Report

To obtain Council approval in principle to close a portion of Lake Road (Loudon Walkway) through the road closure bylaw process and to dispose the road area to the adjacent property owners

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 provide approval in principle to:

- 1. close a portion of Lake Road (Loudon Walkway) through the road closure bylaw process; and,
- 2. dispose the road areas to the adjacent property Owners on Wellesley and Victoria Avenues.

Resolution to Rise and Report

To be released after presentation of this report.

BACKGROUND

For years, there have been many private property improvements which have encroached upon the Loudon Walkway lands. The encroachment issues arose prior to the amalgamation in 1975, when the Wellington Improvement District did not undertake building inspections. As a result, homes and decks fronting Long Lake ended up encroaching on Lake Road (Loudon Walkway) (Attachment A).

On 2006-DEC-18, Council adopted the Loudon Park and Trail Improvement Plan. After adoption of the plan, the Loudon Walkway, which is located on top of Lake Road, was improved. The area where the encroachments exist did not impede the walkway improvements.

Staff has met with the private property owners (the "Owners") and the Owners are willing to rectify these historical encroachment issues by requesting Council provide approval to purchase the encroachment areas through the road closure and property disposition approval process. By purchasing the land the encroachments will no longer be on public property, therefore reducing City liability. No visible change to the Loudon trail will occur and a 10m park buffer between the properties and the lake will be established (Attachment B).

An independent appraisal was prepared which estimates the market value of the road closure areas to be

OPTIONS

- 2. That Council provide approval in principle to:
 - close a portion of Lake Road (Loudon Walkway) through the road closure bylaw process; and
 - dispose the road areas to the adjacent property Owners on Wellesley and Victoria Avenues.
 - Budget Implication: The sale of the property has an estimated market value of ______. The proceeds from the sale of the lands will be placed in the Property Sales Reserve Fund. Council will have the ability to direct those funds to be used to acquire land, improvements or other assets of a capital nature. The Owners will be responsible for the property acquisitions, all legal, surveying costs and costs to publish the required notices for the road closure and property disposition.
 - Legal Implication: The City solicitor will prepare the purchase and sale agreements and road closure legal documentation.
 - Engagement Implication: All the Owners along the Loudon Walkway between Victoria Avenue and 102nd Street have been consulted and are in agreement with the proposed disposition. Staff has reviewed the application applicable to all City standards and the road is deemed surplus to City requirements.
 - Strategic Priorities Implication:
 - i. Asset Management Disposing of surplus assets.
 - ii. Recreation, Culture, Sports and Tourism/Community Wellness Loudon Walkway which connects walkways along our waterfront is completely constructed. The road closure area is surplus to the walkway and park requirements.
 - Political Implication: In 2011, Council provided approval to dispose of a portion
 of Loudon Walkway to the owner of 4044 Apsley Avenue through the road
 closure process. Providing approval to the road closure would be consistent with
 Council's recent decisions.

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

- Return to an Open Council meeting recommending the closure of a portion of Lake Road and disposing of the surplus property to the adjacent Owners;
- ii. Prepare Purchase and Sale Agreements with the adjacent owners;
- iii. Publish a Notice of Disposition in the local newspaper; and,
- iv. Return to Council seeking approval to the property dispositions.
- 2. That Council not pursue the partial road closure of Lake Road and property disposal of the road areas to the adjacent property Owners on Wellesley and Victoria Avenues.
 - Budget Implication: The walkway will remain as is and the City will not benefit
 from the in property dispositions. The Owners will have to remove the
 encroachments from the walkway which may cause financial hardship.
 - Legal Implication: Legal liability will remain as the encroachments will continue to exist until they are removed.
 - Engagement Implication: Staff would convey this message to the Owners.

 Political Implication: Not providing approval to the road closure would be inconsistent with Council's past decisions.

SUMMARY POINTS

- Owners along Lake Road (Loudon Walkway) are seeking Council's consent to purchase part of Lake Road. Encroachment issues arose prior to the amalgamation in 1975, when the Wellington Improvement District did not undertake building inspections. Many homes and decks fronting Long Lake ended up encroaching on Lake Road.
- Through the road closure process the Owners can purchase the property and rectify the historical encroachments.
- The road closure and property disposition area has an estimated value of
- Council may choose to provide approval to the property disposition through the road closure bylaw process.

ATTACHMENTS

Attachment A: Location Plan - air photo

Attachment B: Location Plan - including proposed Road Closure and Park Dedication Areas

Submitted by:

Bill Corsan.

Manager, Real Estate

Concurrence by:

Dalé Lindsay

Director, Community Development

ATTACHMENT A



ATTACHMENT B





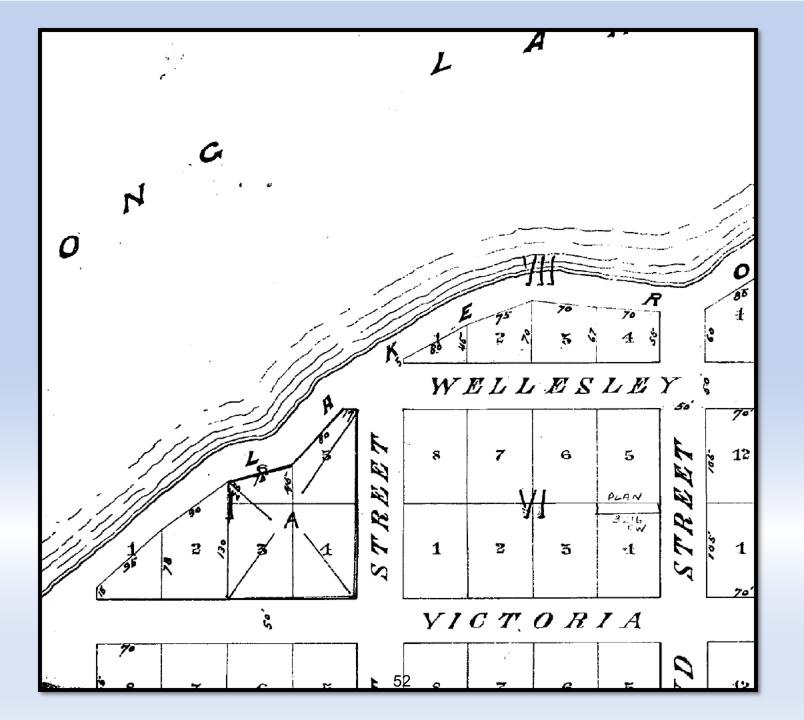
Tonight

- Loudon Walkway History
- Loudon Park and Trail
 Improvement Plan
- Encroachments
- Road Closure Proposal
- Applicant Responsibilities
- Next Steps

Loudon Walkway – Brief History

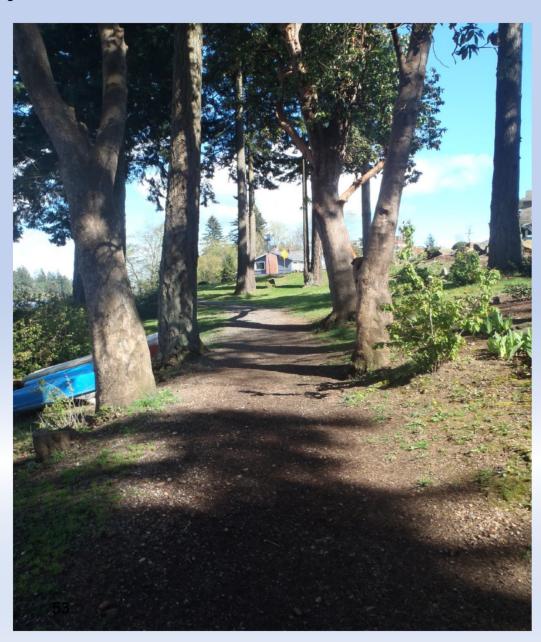
- "Lake Road" established as part of the Wellington Townsite plan in 1890
- Road was never constructed
- Road closed in 1983 (Bylaw 2671)
- Informal trail existed on "Lake Road"
- Property owners built onto "Lake Road", creating encroachments
- City has worked for 25 years to rectify encroachments





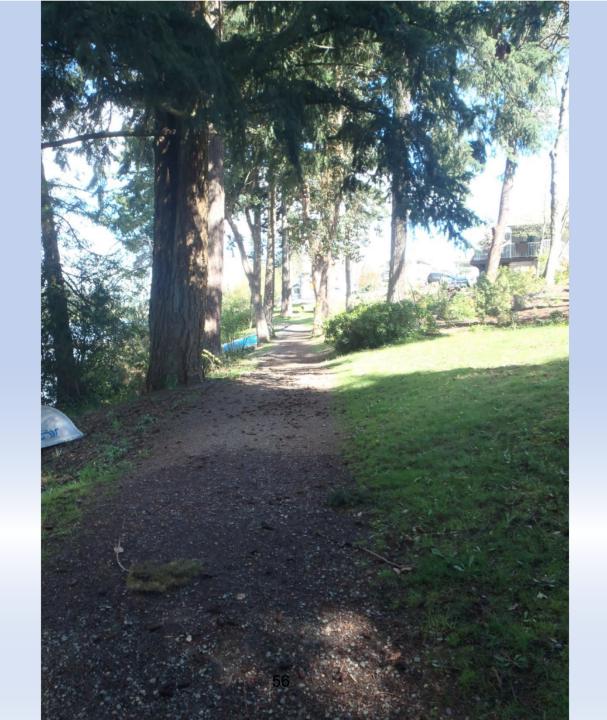
Loudon Park and Trail Improvement Plan

- •2006 Parks, Recreation & Culture created a long-term plan for the park and trail.
- •2007 Safety, accessibility and the general appearance of the park and trailway was improved.
- •Maintenance and design standards created a friendlier park and trail environment for all.

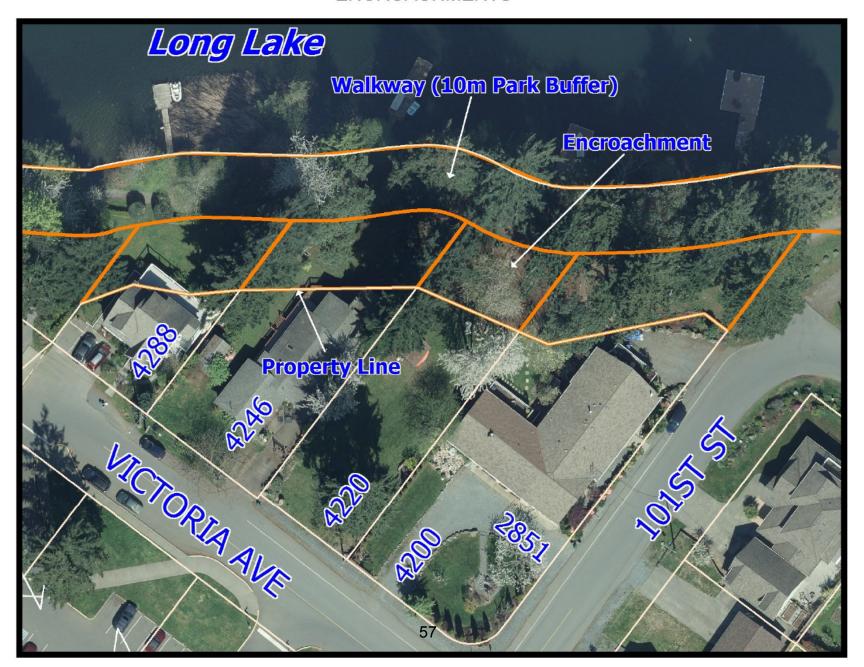




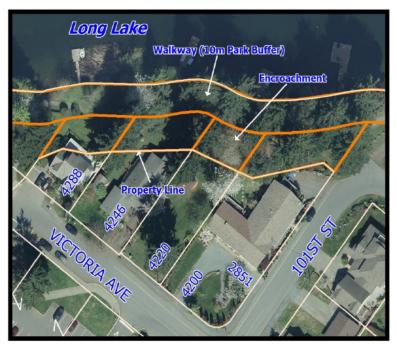




ENCROACHMENTS



ENCROACHMENTS ENCROACHMENTS













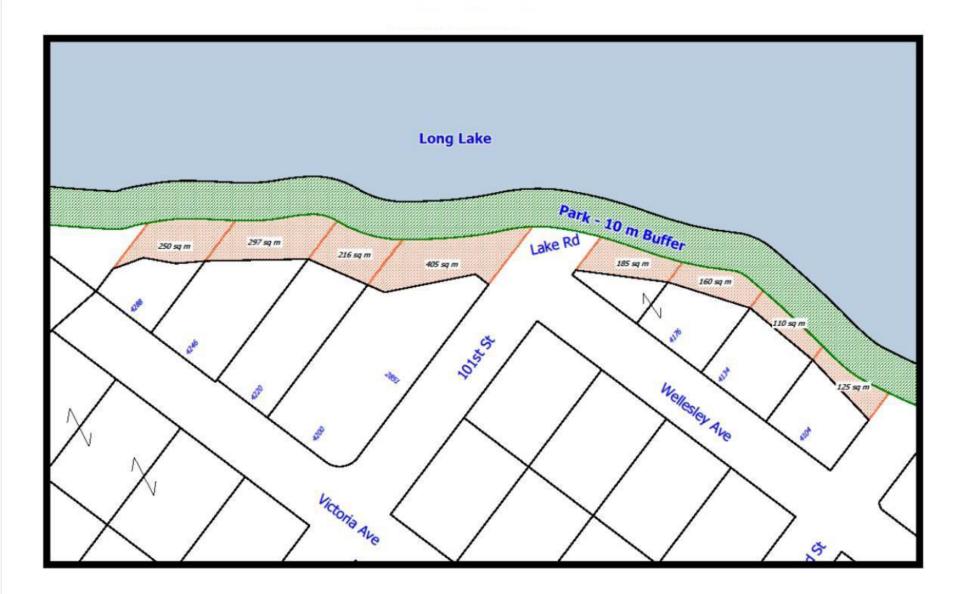






Proposal

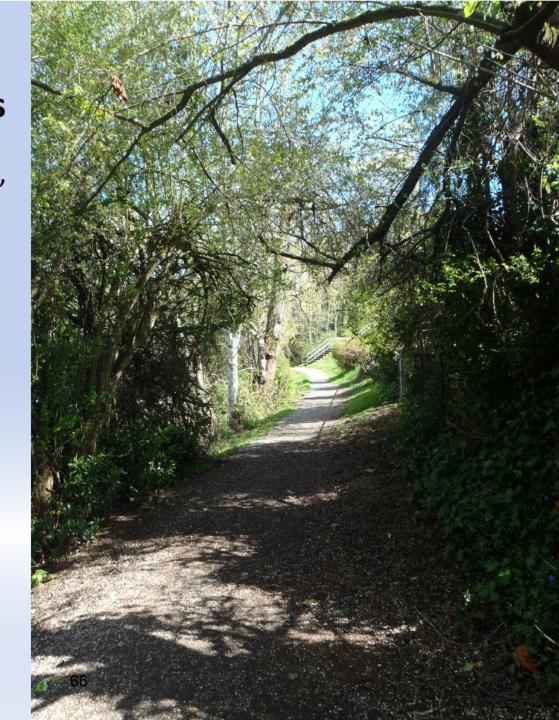
- Owners to purchase part of the Loudon Walkway from the City through the road closure process to rectify the historical encroachment issues
- Formalize ownership of the land that has been used by the current and previous owner since the 1940s
- Create a 10 meter park buffer between properties and lake
- Market value estimated at



City Land Disposition: Applicant Responsibilities

Owner is responsible for all costs, including:

- Preparation of survey plans
- Legal costs
- Appraisal cost
- Land value
- Public notices





DATE OF MEETING May 1, 2017

AUTHORED BY Philip Cooper, Communication and Engagement Director

SUBJECT Appointments to the Tourism Advisory Committee

OVERVIEW

Purpose of Report

To obtain Council approval of the members forming the Tourism Advisory Committee.

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 appointment of the following individuals as members of the Tourism Advisory Committee:

- Mike Bauche
- Leif Bogwald
- Dan Brady
- Lex Dunn
- Rosemary Gibson
- Jenn Houtby-Ferguson
- Dale Partridge
- Robert B.M. Plante
- Joan Spencer
- Henry Traa
- Zhao (Chao) Zhang

Resolution to Rise and Report

To be released once appointments are determined by Council.

BACKGROUND

In the fall of 2016, Council approved recommendations to change how publicly-funded tourism services, previously administered by the Nanaimo Economic Development Corporation (NEDC), were to be delivered in Nanaimo. At its Special Council Meeting on November 28, 2016, Council further endorsed a phased process to determine the common vision for Nanaimo's tourism sector. At the heart of this process is a desire to create a vision that will strengthen collaboration between and integration across all parts of Nanaimo's tourism sector.

Beginning in May and continuing for several months throughout 2017, a Council-appointed Tourism Advisory Committee (TAC) will work to set out the desired vision for Nanaimo's tourism sector by recommending objectives and milestones and providing advice to Council and Staff.

The work of the TAC will be guided by a Council approved Terms of Reference (TOR) to be drafted by the TAC and administered by an appointed Chair with support from a contracted tourism consulting expert and City Staff. The name of the proposed Chair along with the desired TOR will be presented to Council at a future meeting.

Drawing on volunteer membership, the TAC will be comprised of individuals representing a range of backgrounds and various sectors across the tourism industry. A total of 11 seats are recommended so as to ensure adequate attendance during the season when the work of the TAC will be carried out (summer 2017).

The table below lists the names of the recommended members of the community (drawn from a list of 32 applicants) who put their names forward in response to the City's call for TAC membership, advertised publicly March 2 through April 7, 2017. For details on each candidate, see the applicant summary attached to this report.

Mike Bauche
Leif Bogwald
Dan Brady
Lex Dunn
Rosemary Gibson
Jenn Houtby-Ferguson
Dale Partridge
Robert B.M. Plante
Joan Spencer
Henry Traa
Zhao (Chao) Zhang

OPTIONS

- 1. That Council approve the appointment of committee members to the Tourism Advisory Committee, as identified in this report.
 - **Budget Implication:** (1) Staff time to administer and provide technical support to the committee. These costs fall within anticipated staffing levels and have no additional impact on budget requisition levels. (2) Consultant time to lead the process of arriving at the vision and preparing the final recommendations for Council's consideration (costs are projected at \$30K to \$50K)
 - **Legal Implication:** The committee is established and members appointed by Council in accordance with Section 142 of the *Community Charter*.
 - **Engagement Implication:** The creation of the desired vision will require input from the tourism industry and the broader community as a whole.
 - Strategic Priorities Implication: Supports good governance by linking committee work with Council objectives (Council Priority #2 Recreation, Culture, Sport and Tourism).
- 2. Direct Staff to make changes to the committee membership as directed by Council.

SUMMARY POINTS

- In the fall of 2016, Council approved recommendations to change how publicly-funded tourism services were to be delivered in Nanaimo.
- Creating the recommended vision for the delivery of tourism services in Nanaimo will be carried out by a Council appointed TAC
- 11 community members, drawn from a list of 32 applicants, have been recommended for Council's consideration.

ATTACHMENTS

Submitted by:

hilig M lager

Philip Cooper

Communication and Engagement Director

"In Camera Report"

City of Nanaimo

File Number: CIL00382

DATE OF MEETING May 15, 2017

AUTHORED BY

BILL CORSAN, MANAGER, REAL ESTATE

SUBJECT

100 GORDON STREET - OFFER TO PURCHASE

OVERVIEW

Purpose of Report

To obtain Council direction to begin negotiations with regard to the preferred proposal received through the Request for Offers process for City-owned land at 100 Gordon Street.

Reason for "In Camera"

Community Charter Section 90(1)

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

Recommendation

That Council direct Staff to enter into negotiations with PEG Development for a six-storey hotel at 100 Gordon Street and report back to Council once an agreement is in place.

Resolution to Rise and Report

To be released once Council determines the preferred option for the sale of the property at 100 Gordon Street with the exception of the <u>underlined text</u>.

BACKGROUND

The City of Nanaimo issued a Request for Offers for the City-owned property at 100 Gordon Street. Proponents were asked to provide background information on their proposed project, timing and the price they were willing to pay for the property. Offers were required to be submitted by 2017-JAN-27.

At the 2017-FEB-27 Special "In Camera" Council meeting, Council received a "For Information Only" report which presented the offers that were received. The report included a description of the six proposals received from:

PEG Development

Council directed Staff to arrange presentations from the proponents. withdraw from the process.

elected to

The remaining five proposals were presented to Council at Special "In Camera" meetings on 2017-APR-20, 2017-APR-21 and 2017-MAY-08 by each proponent.

DISCUSSION

The following criteria outlined in the 2017-FEB-27 Information Only Report have been used to rank the submissions:

- Purchase price
- Financial feasibility
- Strength of the proponent and team (e.g. firm experience and capacity to undertake the project)
- Strength of the concept (e.g. technical feasibility, suitability for site and design)
- Conditions of the concept (e.g. exemptions requested)
- Value added components (e.g. community benefit, ability to catalyze downtown development)

OPTIONS

- 1. That Council direct Staff to enter into negotiations with PEG Development for a sixstorey hotel at 100 Gordon Street and report back to Council once an agreement is in place.
 - Budget Implication: The proponent is offering a purchase price of \$750,000.
 - **Legal Implication**: the City solicitor will prepare the Offer to Purchase and advise Staff on negotiations.
 - Policy Implication: The proposal is consistent with the policies of the Official Community Plan (OCP) and the use regulations of the site zoning.
 - **Political Implication:** Working with the proponent to create a conference centre hotel at 100 Gordon would be considered a significant achievement.
 - Other Implications: The establishment of a hotel at 100 Gordon Street has been identified as being beneficial to the success of the Vancouver Island Conference Centre.
- 2. That Council select one of the other proponents.
 - Budget Implication: The purchase prices vary per proposal.
 - **Legal Implication:** The City solicitor will prepare the Offer to Purchase and advise Staff on negotiations.
 - **Policy Implication:** All the proposals are consistent with the policies of the OCP and the use regulations of the site zoning.
 - **Political Implication:** Some of the proposals require more due diligence and may be found to not be feasible in the end which would further delay the development of the site.

SUMMARY POINTS

- The City of Nanaimo issued a Request for Offers for the City-owned property at 100 Gordon Street.
- Six offers were received by the closing date of 2017-JAN-27.
- Five of the proponents chose to present their projects to Council at a series of Special "In Camera" meetings 2017-APR-20, 2017-APR-21 and 2017-MAY-08.
- The Request for Offers process has shown that there is considerable interest in the property and that there are a number of feasible options for the site.
- The proposals have been ranked based on a set of selection criteria.
- Staff are recommending that Council direct Staff to advance negotiations with PEG Development.

ATTACHMENTS

Submitted by:

Bill Corsan

Manager, Real Estate

Concurrence by:

Dale Lindsay

Director, Community Development

"In Camera Report"

City of Nanaimo

File Number: A4-1-2 / D1-4-19-2

DATE OF MEETING June 12, 2017

AUTHORED BY ROB LAWRANCE

A/PARKS AND OPEN SPACE PLANNER

PARKS AND RECREATION

SUBJECT LINLEY VALLEY (COTTLE LAKE) TRAIL RENAMING AND SIGNAGE

PROPOSAL

OVERVIEW

Purpose of Report

To obtain Council endorsement in renaming a section of trail, and the installation of a sign recognizing contributors toward the purchase of Linley Valley (Cottle Lake) Park.

Reason for "In Camera"

This matter qualifies for "In Camera" discussion under the Community Charter, Section 90(1):

(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity.

Recommendation

That Council approve the:

- 1. renaming of the Upper Lake View Trail of Linley Valley (Cottle Lake) Park to "Paterson Way" in memory of Bill and Joan Paterson;
- 2. naming the feature identified on Attachment B as "Bickerton Bluffs"; and
- 3. installation of a funding contributor sign at the Rock City and Burma Road entrances to Linley Valley (Cottle Lake) Park.

Resolution to Rise and Report

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

BACKGROUND

Linley Valley (Cottle Lake) Park

Cottle Lake Park is a 59 Hectare (145 Acre) park that makes up approximately 15% of the Linley Valley (Attachment A). It was added to the park system in 2003 through the collaborative efforts of the City of Nanaimo and the community, led by the Nanaimo and Area Land Trust (NALT). It is zoned PRC-1 (Nature Park) and has important woodland, watercourse, and lake habitat.

From 2001 to 2003, the Nanaimo and Area Land Trust (NALT) coordinated a fund raising campaign to help purchase the Cottle Lake property. Many organizations and individuals came together to raise \$500,000.00. These funds provided an important contribution toward the total \$2,063,000.00 City purchase of this property. In recognition for all the community support, a

contributor's sign is proposed for installation at the Rock City and Burma Road entrances to Linley Valley (Cottle Lake) Park.

A significant contribution of \$100,000 came from Bill and Joan Paterson, who were strong advocates for the protection of natural spaces in Nanaimo and on Galiano Island. Jeanie Paterson, the daughter of Bill and Joan Paterson, has approached City parks staff and made a request for the upper lakeview trail to be named in her parents honor and for the contributions they have made over the years toward environmental conservation. As well, NALT has requested that a set of rock bluffs on the western edge of the park be named in honour of the Bickerton Family (Attachment B).

A letter of support from NALT (Attachment C) and a copy of the City's Policy Statement "Naming Parks and Recreation Facilities" dated 2015-APR-20 (Attachment D) has been added to this report for your information.

OPTIONS

Option 1:

That Council approve the:

- 1. renaming of the Upper Lake View Trail of Linley Valley (Cottle Lake) Park to "Paterson Way" in memory of Bill and Joan Paterson;
- 2. naming the feature identified on Attachment B as "Bickerton Bluffs"; and
- 3. installation of a funding contributor sign at the Rock City and Burma Road entrances to Linley Valley (Cottle Lake) Park.
- **Budget Implication:** No significant implication. Park signs will be erected using existing budgets.
- **Policy Implication:** The City reserves the right to name parks and facilities based on contributions, either financial or otherwise to the community, from individuals or non-profit societies and organizations.

Option 2:

Council does not accept the recommendations.

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

SUMMARY POINTS

- Linley Valley (Cottle Lake) Park is a 59 hectare (145 Acre) park, established in 2003. It is a nature park with important woodland, watercourse and lake habitat.
- From 2001 to 2003, the Nanaimo and Area Land Trust (NALT) coordinated a fund raising campaign to help purchase the Linley Valley (Cottle Lake) property. Many organizations and individuals came together to raise \$500,000.00.

 A significant contribution of \$100,000 came from Bill and Joan Paterson, who were strong advocates for the protection of Neck Point and Cottle Lake in Nanaimo.

ATTACHMENTS

- Attachment A Location of Linley Valley (Cottle Lake) Park
- Attachment B Proposed location of Paterson Way Trail and Bickerton Bluffs
- Attachment C Letter of Support from Nanaimo and Area Land Trust (NALT)
- Attachment D Commission Policy Statement "Naming Parks and Facilities" dated 2015-APR-20

Submitted by:

Concurrence by:

Rob Lawrance

A/Parks and Open Space Planner

Parks and Recreation

Richard Harding

Director

Parks and Recreation

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ATTACHMENT A Location of Linley Valley (Cottle Lake) Park



ATTACHMENT B

Proposed Location for Paterson Way Trail



ATTACHMENT C



#8 - 140 Wallace Street, Nanaimo, BC V9R 5B1 Phone/Fax 250-714-1990 Email: admin@nalt.bc.ca

Website: www.nalt.bc.ca

April 21, 2017

Rob Lawrance Parks and Open Space Planner City of Nanaimo 500 Bowen Road Nanaimo BC V9R 1Z7

Dear Rob;

This letter is to confirm our support for the City's intent to name two features in Cottle Lake Park in the Linley Valley for two families who have contributed to the preservation of the park in different ways.

First, the Bickerton family, and, in particular, their daughter Joy Rudd and her family, who still live on the edge of the park boundary above the lake, where they have a good view of the goings-on in the valley; and who looked after the property during the years of NALT's negotiations and the campaign to raise money to purchase the park—and I expect that they still today keep watch over the valley and report any problems or happenings. NALT supports the City's plan to name the bluffs to the north of the meadow where the Bickertons once had their farm as *Bickerton Buffs*. They deserve some recognition for their ongoing care of the valley and the park.

Second, Bill and Joan Paterson, who donated by far the largest community contribution to ensure the purchase of the park. They donated a sum of \$100,000 early in the campaign—to motivate others to step up to the plate with many hundreds of smaller donations over a two-year period. NALT supports the City's intent to name the recently completed trail around the south side of Cottle Lake as *Paterson Way*. It is a fitting recognition of their very generous contribution.

We look forward to learning that these two features in the original Linley Park have been officially named for these notable contributors.

And further, NALT would like to offer our appreciation to the City for taking on the task of preparing and installing two signs, at the trailheads of the north and south main trails into the park, which will provide recognition for *all* of the almost 1,000 donors who contributed to NALT's fundraising campaign between 2002 and 2004. It was thanks to these many donations—some as little as \$10 while other donors gave thousands of dollars—which all added up to a successful campaign.

We also applaud the City for taking action in recent years to add more properties to the park in this very special valley. Present and future residents of our increasingly green City will value the foresight of recent and present City staff and councillors.

Thank you all.

Sincerely,

Gail Adrienne, NALT Executive Director on behalf of the NALT Board of Directors and all Staff

ATTACHMENT D

Parks and Recreation Commission

Policy Statement "Naming Parks and Facilities" dated 2015-APR-20



PARKS AND RECREATION COMMISSION

COMMISSION POLICY STATEMENT

Pages: 7 of 10

Approval Date: 2007-0CT-24 Updated: 2015-APR-20

SECTION: PARKS, RECREATION AND ENVIRONMENT ADMINISTRATION

SUBJECT: Naming Parks and Facilities

The City has reserved the right to name parks and facilities based on contributions, either financial or otherwise to the community, from individuals or non-profit societies and organizations.

Requests for naming are presented to the Parks and Recreation Commission for consideration and then forwarded to Council.

The Parks and Recreation Commission, when reviewing requests for naming of parks and facilities and forwarding recommendations for Council's consideration, will reserve naming for individuals who have made special contributions to the community, or for clubs and organizations to recognize their contributions in the development of parks and facilities.

Revisions:

2015-APR-20 (Name reference updates & Appendix A update)

Reference List:

Appendix A – City of Nanaimo Park and Facility Naming Examples – attached.



APPENDIX A

Park or Facility Name	Origin of Park/Facility Name
Knowles Park	Named after the Knowles family who were long time residents of the south end of Nanaimo. Arthur Knowles passed away in 1992 and the park was renamed in his honour. Arthur Knowles also left a park and sport legacy to Nanaimo in the for of \$500,000.
Colliery Dam Park	The Colliery Dams are a rare link with Nanaimo's industrial heritage. Built in 1910/11 by the Western Fuel Company to supply water for coal washing and for use by miners, mules and horses in the mines, the water system quickly developed an important secondary use. Hornell near the pipeline were allowed to tap the line for domestic uses and eventually this water was carried to most of the homes in South Harewood.
	The Harewood Colliery Dams symbolize the important role the coal company played in the lives of early residents. The darns created an upper and lower reservoir, with a spillway at the eastern end to siphon off overflow.
	In the 1950s the land was sold by Canadian Collieries to the City of Nanaimo for use as a park.
Barney Moriez	The name honours a fireman killed in the line of duty at the nearby Shell plant fire on September 7, 1977.
Jack Little Room	Named for former Councillor Jack Little in August 2006. Mr. Little was an advocate of constructing the Nanaimo Aquatic Centre in the south end of Nanaimo.
Merle Logan Field	In October 2005, Nanaimo and District Youth Soccer Association requested that the artificial turf field be named after Merle Logan, a long time soccer volunteer.
Naming of parks and facilities for facilities for Service Club contributions (i.e. Rotary Skate Park)	This is just one example of many for naming parks and made by Service Clubs. In October 2003, the newly constructed skate park at May Richards Bennett Pioneer Park was named the Rotary Skate Park in recognition of the \$26,000 donation by the Rotary Clubs of Nanaimo.
Thrifty Foods Field House (McGirr Sports Complex)	In November 2004, Council approved recognizing the \$60,000 contribution of cash and product by Thrifty Foods by permitting their name and logo be displayed for ten years.
Piper Park	Piper Park was named after former alderman Philip J. Piper who was born in Nanaimo in 1891. Mr. Piper was instrumental in the purchase of Beban Park.

Loudon Park	Named after Bill Loudon. Following WW I, Mr. Loudon purchased 700 acres of land in the Wellington area from the Dunsmuir's and he homesteaded and mined the land. The park was part of his land as was the Pioneer Cemetery off Wellington Road. Mr. Loudon gifted this land to the Wellington Improvement District and it became part of the City of Nanaimo's park system with the 1975 amalgamation.
Pioneer Square Park	The Vancouver Coal Company gave the land to the City of Nanaimo in 1895 for a new fire hall. Once the hall was relocated in the 1960s, the park use expanded and the road intersections were redesigned. The park was landscaped in the 1980s.
	Pioneer Square was dedicated by the Nanaimo Pioneer's society on July 25, 1938. A cairn was placed on this site stating "Erected to the Memory of our Pioneers 1938".
Jack Point	The point is named after Jack Dolholt who resided on the point for 40 years (1819-1905).
Saxer Park	Named after the Saxer family who were long time residents of the Dover Road area. The grand opening of the park took place on Thursday, 2005-APR-14, 1:30 pm with Anna Saxer in attendance. She passed away shortly after.
Pipers Lagoon Park	Pipers Lagoon was originally known as Page's Lagoon after landowner Louis Page. The Piper family came to Nanaimo and bought the 57 hectares of waterfront in 1917 from Louis Page. The Piper's used the property for a sheep farm but had to shut it down because cougars were eating the livestock. Hence the name "Cougar"
	Headland" off the lagoon and spit. Parts of the lagoon were rented out in the 1930s for rustic cabins. Between 1948 and 1952, a sawmill also operated on the Pipers' land and a whaling station was across the bay (near what is now the Charlaine Boat ramp).
Molly's Marsh	The property was a gift to the City from the owner, far in excess of the 5% subdivision development required, and named after his ill daughter, Molly.
Elaine Hamilton Park	Renamed from Trofton Park to Elaine Hamilton Park in 2006 to honour Elaine Hamilton for her many years of community volunteer service, involvement with sports leagues (especially softball) and serving on the Parks, Recreation and Culture Commission.
Maffeo Sutton Park	Named for two individuals - Pete Maffeo and Joe Sutton. Pete Maffeo was a popular mayor and ice cream shop owner who was admired for community service and sport involvement. Joe Sutton was the caretaker of Deverill Square Park for many years.
McGregor Park	Dedicated to the McGregor family and Scottish pioneers who first settled in Nanaimo and operated the coal mines. McGregor was the first trained engineer to relocate to Nanaimo and work in the mines.
Beban Park	Named after the Beban family who lived on the 160 acres of land in the Beban Park area from the 1930s -1950s. Beban house was their home for over 20 years.

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Bowen Park	Named after the Bowen brothers who managed the Western Fuel Company. Mayor McKenzie accepted the parkland from the Canadian Western Fuel Company in 1918.
Lion's Sport Pavilion	The field house at Beban Park was named the Lion's Sport Pavilion in July 2002, in recognition of the Hub City Lions Club who coordinated fundraising of almost \$100,000 in cash and in-kind for this project; in addition to applying for and receiving a Community Partners Provincial Grant in the amount of \$137,000.
Deverill Square	Deverill was the man who first surveyed Nanaimo. He designed the radial street pattern downtown and laid the street grid in the old city and south end.
Sid Clark Gyro Park	This property was acquired in 1920. It was renamed in 2009 from "Gyro Youth Park" to "Sid Clark Gyro Park" in recognition of Mr. Sid Clark. Mr. Clark was a Gyro Club member for over 35 years and a native son of Nanaimo – born and raised in the south end. He obtained his law degree and was earned an appointment to the bench as a Provincial Court Judge after a lengthy career in criminal law. He and his wife raised five children in Nanaimo.
Sherry Fields	In September 2012, the two play fields located at Harewood Centennial Park were officially named "Sherry Fields", to recognize the long term dedication and service to the community on behalf of the entire Sherry Family. The Sherry's have a long history with Nanaimo and in fact the park and the neighbourhood itself. Although Loyd Sherry may be the most recognizable of the Sherry names, the entire family has a long and impressive history of community service.

"In Camera Report"

City of Nanaimo

File Number: CIL00382

DATE OF MEETING June 19, 2017

AUTHORED BY BILL CORSAN, MANAGER, REAL ESTATE

SUBJECT APPROVAL IN PRINCIPLE: DISPOSITION OF 100 GORDON STREET

TO PEG DEVELOPMENT

OVERVIEW

Purpose of Report

To seek Council Approval in Principle to dispose of City-owned land at 100 Gordon Street to PEG Development.

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 provide Approval in Principle to dispose of 100 Gordon Street to PEG Development and direct the Mayor and Corporate Officer to execute the Offer to Purchase Agreement.

Resolution to Rise and Report

To be released immediately if Council provides Approval in Principle to the disposition.

BACKGROUND

The City of Nanaimo issued a Request for Offers for the City-owned property at 100 Gordon Street. Proponents were asked to provide background information on their proposed project, timing and the price they were willing to pay for the property. Offers were required to be submitted by 2017-JAN-27.

At the 2017-FEB-27 Special "In Camera" Council meeting, Council received a "For Information Only" report which presented the offers that were received. The report included a description of the six proposals.

Council directed Staff to arrange presentations from the proponents. The proposals were presented to Council at Special "In Camera" meetings on 2017-APR-20, 2017-APR-21 and 2017-MAY-08 by each proponent.

At the 2017-MAY-15 Special "In Camera" Council meeting, Staff was directed to enter into negotiations with PEG Development for a six-storey hotel at 100 Gordon Street and report back to Council once an agreement was in place.

Staff met with PEG Development and has concluded negotiations. The City solicitor has prepared an Offer to Purchase which has been approved by PEG Development.

The key terms of the agreement include the following:

- Purchase price: \$750,000
- Deposit: \$50,000
- PEG Development conditions (120 days):
 - Approval of a development permit
 - o Approval into the Hotel Revitalization Tax Exemption Program
 - o Environmental and geotechnical Investigations
 - Confirmation of project viability
 - o Confirmation of the impact of the DCC Bylaw update on the project
 - Confirmation that hotel guests can use the existing parking facilities at the Vancouver Island Convention Centre at market rates
- Closing date: 30 days after removal of last condition.

In addition, PEG Development has offered to provide the City with an Option to Purchase. This will enable the City to repurchase the property for \$750,000 should PEG Development not meet its obligations. The trigger for the repurchase is the requirement for PEG Development to spend \$1,000,000 on physical improvements to the land within 24 months after closing.

If Council provides Approval in Principle, the Offer to Purchase will be executed by the Mayor and Corporate Officer. This will commence the 120 days due diligence period. During that period of time, staff will publish a Notice of Disposition in the local newspaper for two consecutive weeks. Council will then be in a position to formally approve the disposition at the 2017-JUL-10 Council meeting. Staff is also recommending that a news release be issued following the Approval in Principle.

OPTIONS

- That Council provide Approval in Principle to dispose of 100 Gordon Street to PEG Development and direct the Mayor and Corporate Officer to execute the Offer to Purchase Agreement.
 - **Budget Implication:** The City will receive \$727,500 net proceeds from the sale of the property after realtor fees. The proceeds will be placed in the Property Reserve Fund for future land acquisitions.
 - Legal Implication: The City solicitor has prepared the Offer to Purchase.
 - **Policy Implication:** The proposal is consistent with the policies of the Official Community Plan and the use regulations of the site zoning.
 - **Political Implication:** Working with the proponent to create a conference centre hotel at 100 Gordon would be considered a significant achievement.
 - Other Implications: The establishment of a hotel at 100 Gordon Street has been identified as being beneficial to the success of the Vancouver Island Conference Centre.
- 2. That Council provide an alternative direction.

SUMMARY POINTS

- The City of Nanaimo issued a Request for Offers for the City-owned property at 100 Gordon Street.
- Six offers were received by the closing date of 2017-JAN-27.
- The Request for Offers process illustrated a considerable interest in the property and that there are a number of feasible options for the site.
- Following interviews with the proponents, Council directed Staff to advance negotiations with PEG Development. Those negotiations are now complete and Council is in a position to provide Approval in Principle.

Submitted by:

Bill Corsan

Manager, Real Estate

Concurrence by:

Dale Lindsay

Director, Community Development

"In Camera Report"

City of Nanaimo

File Number: LD002901

DATE OF MEETING July 10, 2017

AUTHORED BY NANCY SKEELS, PROPERTY AGENT, REAL ESTATE

SUBJECT PROPERTY DISPOSITION – 2103 BOWEN ROAD

OVERVIEW

Purpose of Report

To obtain Council approval in principle for the sale of the City-owned property located at 2103 Bowen Road.

Reason for "In Camera"

Community Charter Section 90(1)

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

Recommendation

That Council:

- 1. provide approval in principle to dispose of 2103 Bowen Road to <u>Luke Harrison and Earle Cherneski</u> for the sum of \$350,000; and,
- 2. direct Staff to return to an upcoming Open Council meeting once a purchase and sale agreement has been executed.

Resolution to Rise and Report

That Council release information regarding 2103 Bowen Road upon completion of successful negotiations with the exception of the underlined text.

BACKGROUND

Property Management Strategy

- At the 2016-FEB-01 Special "In Camera" Council meeting, Staff provided Council with an update on the Property Management Strategy.
- The City-owned lands at 2103 Bowen Road were identified as being surplus to City requirements.
- After the meeting, an appraisal of the lands was prepared and identified a market value of \$350,000.

Council Direction

- At the 2016-MAY-16 Council meeting, Staff was directed to:
 - post a Request for Offers for the sale of City-owned property at 2103 Bowen Road; and,
 - o report back with an evaluation and a summary report for Council's consideration.

Request for Offers and Notice of Disposition

- The Request for Offers (Attachment A) was issued for bid on 2016-MAY-17.
- Public notification was issued on 2016-MAY-26 and 2016-JUN-02.
- Deadline for responses was on 2016-JUN-17.

Results

- One request was received from Island Emerald Medical Centre (IEMC) for \$360,000.
 On 2016-JUL-11, Council provided direction to approve in principle the disposition to IEMC. IEMC subsequently decided not to pursue the property acquisition.
- The for-sale sign remained on the property and no further requests have been received until now.
- Staff received a new request on 2017-MAY-25 from <u>Luke Harrison and Earle Cherneski</u> (the "Purchasers") for the sum of \$350,000.
- The Purchasers are proposing to construct rental residential units. This use is permitted within the property's COR1 zoning.
- The City property will be sold as is. If the Purchasers require a variance, it will be reviewed and either approved or not approved by Council through the development permit process.

Next Steps

- If Council approves in principle the disposition, the next steps are:
 - provide the Purchasers six months to conduct their due diligence as requested;
 and.
 - o return to an Open Council meeting once a purchase and sale agreement has been executed.

OPTIONS

- 1. That Council:
 - provide approval in principle to dispose of 2103 Bowen Road to <u>Luke Harrison and Earle Cherneski</u> for the sum of \$350,000; and,
 - direct Staff to return to an upcoming Open Council meeting once a purchase and sale agreement has been executed.
 - **Budget Implication:** The property has an appraised market value of \$350,000. The proceeds from the sale of the lands will be placed in the Property Sales Reserve Fund. Council will have the ability to direct those funds to be used to acquire land, improvements or other assets of a capital nature.
 - **Legal Implication:** The City solicitor will be asked to prepare a formal Offer to Purchase.
 - **Policy Implication:** The disposition of this property is consistent with the City's Property Management Strategy.
 - Strategic Priorities Implication:
 - Taking Responsibility Continuing to facilitate change and overall development consistent with vision and plans; and,
 - ii. Asset Management Disposing of surplus assets.

- 2. That Council not provide approval in principle. Council may wish not to pursue this property disposition. The land will remain under City ownership and Council could consider disposing of the property at a later date.
 - Budget Implication: The City would not receive \$350,000.
 - **Policy Implication:** Not disposing of the property is inconsistent with the Property Management Strategy.
 - Strategic Priorities Implication: Not disposing of the property is inconsistent with the 2012-2015 Strategic Plan.

SUMMARY POINTS

- The City of Nanaimo Real Estate Property Management Strategy identified City-owned lands located at 2103 Bowen Road as being surplus to City requirements.
- A Request for Offers was issued for bid on 2016-MAY-17, public notification was issued on 2016-MAY-26 and 2016-JUN-02 and the deadline for responses was on 2016-JUN-17. The Request for Offers set an asking price of \$350,000.
- One request was received from IEMC for \$360,000 and on 2016-JUL-11, Council
 provided direction to approve in principle the disposition to IEMC. IEMC subsequently
 decided not to pursue the property acquisition.
- The for-sale sign remained on the property and no further requests have been received until now.
- On 2017-MAY-25, Staff received a new request from <u>Luke Harrison and Earle Cherneski</u> for the sum of \$350,000. The Purchasers are proposing to construct market rental or potentially affordable residential units. This use is permitted within the property's COR1 zoning.
- The proceeds from the sale of the City property will be placed in the Property Sales Reserve Fund. Council will have the ability to direct those funds to be used to acquire land, improvements or other assets of a capital nature.

<u>ATTACHMENTS</u>

Attachment A: Request for Offer

Attachment B: Response from Luke Harrison and Earle Cherneski

Submitted by:

Bill Corsan

Manager, Real Estate

Concurrence by:

Director, Community Development

Dale Lindsay





FOR SALE VIA REQUEST FOR OFFERS NO. 1769

Half Acre Mixed Use Development Site 2103 Bowen Road, Nanaimo, British Columbia

CIVIC ADDRESS: 2103 Bowen Road

LEGAL DESCRIPTION: Lot 1, Section 16 & 17 Block 1, Range 7, Mountain District, Plan EPP23735

PID: 029-020-310

LOT SIZE: 0.191 hectares (0.471 acres)
ZONING: COR1 Residential Corridor

APPRAISED AT: \$350,000

For more information on the property and submission process, please contact the Real Estate Section (250-755-4476) or visit www.nanaimo.ca > Business > Bid Opportunities.

Offers must be submitted no later than 3:00 pm on Friday, June 17, 2016.



LOCATION

The subject property is located at 2103 Bowen Road within the Bowen Road Corridor at the intersection of Meredith Road. The City's Official Community Plan (OCP) encourages higher intensity land uses in Corridors within mixed use developments that recognize a human scale and pedestrian oriented form of development.

The Bowen Road corridor has seen considerable investment in recent years and is transitioning from single family land use to commercial and mixed use residential development.

The property is near the Boxwood Industrial Area, a major employment node in the City. Country Grocer and amenities of the Westhills Shopping Centre are to the south. The Hospital Urban Node is within 2km of the site. As a corridor development, the site is well serviced by transit with excellent connections to the downtown core.



CIVIC ADDRESS: 2103 Bowen Road

LEGAL DESCRIPTION: Lot 1, Section 16 & 17 Block 1, Range 7, Mountain District, Plan EPP23735

PID: 029-020-310

LOT SIZE: 0.191 hectares (0.471 acres) **ZONING:** COR1 Residential Corridor

APPRAISED AT: \$350,000

SITE DESCRIPTION & PREPARATION

The subject property is 0.191 hectares (0.5 acres) in size. It has a oval shape with frontage of roughly 50 metres on Bowen Road and 50 metres on Meredith Road. The subject property is sparsely vegetated with shrubs and conifers. The site slopes upwards from the corner of Meredith and Bowen Road at an elevation of 103 metres towards a high point of 105 metres at the north east corner of the site.

The subject property is fully serviced (water, sewer, storm and sidewalks). A laneway provides access along the east side of the property line to Meredith Road.

ZONING & DEVELOPMENT OPTIONS

The property is currently zoned COR1 – Residential Corridor. The zone encourages street orientated mixed use development with a focus on multi-family residential. Office use is permitted but is required to be on the ground floor. Density is set at an FAR of 1 with the opportunity to increase density to 1.5 by meeting amenity requirements for additional density.

CONTACT INFORMATION

All inquiries related to this Request for Offers are to be directed to the City of Nanaimo Real Estate Department.

Inquiries should not be directed to City Council members or the remainder of staff. Information obtained from any other source is not official and should not be relied upon.

For more information, please contact:

City of Nanaimo Real Estate Section 411 Dunsmuir Street Nanaimo, BC V9R 0E4

Telephone: 250-755-4476 **Email:** realestate@nanaimo.ca

Offers must be submitted no later than 3:00 pm on Friday, June 17, 2016.

Submit completed response forms to:

City of Nanaimo Purchasing Department 2020 Labieux Road Nanaimo, BC V9T 6J9

Email: purchasinginfo@nanaimo.ca (max email size 8MB) Fax: 250-756-5327



REQUEST FOR OFFERS NO. 1769

INFORMATION TO BE PROVIDED IN SUBMISSION:

Sufficient information should be provided in response to enable the evaluation of submissions. A response form is attached.

PLEASE FIND THE ATTACHED DOCUMENTS:

- Certificate of Title 2103 Bowen Road
- City of Nanaimo Zoning Bylaw 4500 Permitted Uses for COR1
- City of Nanaimo Property Report 2103 Bowen Road

REAL ESTATE COMMISSION:

The City will not pay a real estate commission associated with this transaction.

INTERVIEWS & ADDITIONAL INFORMATION:

The City of Nanaimo may request that companies participate in a telephone or in-person interview to discuss the information submitted and to ask any additional questions. Additional information may be requested by the City via mail or email as well.

QUALIFICATIONS REVIEW COMMITTEE:

Review of responses will be by a committee formed by the City at its sole discretion.

ACCEPTANCE OF RESPONSES:

This Request for Offers is not an agreement to purchase goods or services. The City is not bound to enter into a contract with any respondent. The City will be under no obligation to receive further information, whether written or oral, from any respondent. The highest offer or any offer may not necessarily be accepted. The City reserves the right to dispose of this land as it may see fit and further, the City reserves the right to further negotiate with a proponent on any Offer received.

Any transaction negotiated is subject to the final approval of City Council.

MODIFICATION OF TERMS:

The City reserves the right to modify the terms of this document at any time in its sole discretion. This includes the right to cancel the Request for Offers at any time for any reason whatsoever without entering into a contract.

"AS IS, WHERE IS" AGREEMENT:

The Request for Offers is made on an "as is, where is" basis with no vendor representations or warranties other than as to ownership. Interested parties must satisfy themselves on all matters concerning the Property including without limitation, its size, location, encumbrances, and fitness for any particular purpose.

RESPONDENT COSTS:

Respondents are solely responsible for their own expenses in preparing a response and for subsequent negotiations with the City.

WRITTEN AGREEMENT:

A sale of this property will require the applicant to enter into a written agreement, the form of which will be determined by the City.

STATUTORY NOTICE:

The Request for Offers process is a statutory notice of disposition pursuant to section 26 of the Community Charter and is not a tender.

INQUIRIES:

All inquiries related to this Request for Offers are to be directed, in writing, to the City of Nanaimo Real Estate Department. Inquiries should not be directed to City Council members or the remainder of staff. Information obtained from any other source is not official and should not be relied upon.

TIE BREAKER PROCESS:

In the case of a tie, offer each of the proponents will be allowed an opportunity to increase the amount of its offer. The City will then determine a ranking of the offers based on the highest net price to the City. If subsequent discussions with the highest offeror as to specific terms / due diligence should cause that offeror to withdraw, we would then contact the next highest ranked offeror.

Half Acre Mixed Use Development Site 2103 Bowen Road, Nanaimo, British Columbia Request for Offers No. 1769

RESPONSE FORM

A. CONTACT INFORMATION:		
Date		
Prospective Purchaser		
Contact Name (if different from Purchaser)		
Contact Phone Number		
Contact Fax Number		
Contact Email Address		
Contact Street Address		
City	Province/State	
Country		
B. INTENDED USE:		
Describe in detail your intended future use of the property	erty and attach ar	ny additional information if necessary:
C. PURCHASE PRICE:		
Proposed Purchase Price		



Half Acre Mixed Use Development Site 2103 Bowen Road, Nanaimo, British Columbia Request for Offers No. 1769

EXPRESSION OF INTEREST RESPONSE FORM

D. Pl	ROPOSED CLOSING DATE:	,
Wha	it is your preferred date to complete the transaction?	
E. AI	DDITIONAL TERMS & CONDITIONS REQUESTED:	
	there any other terms or conditions you would like to add to the purchase agreement? For period for due diligence?	r example, do you require a
#	Additional Terms & Conditions	Condition Date
1		
2		
3		
4		
5		
	DITIONAL INFORMATION:	
Do yo	ou have any questions or comments?	

OFFERS MUST BE SUBMITTED NO LATER THAN 3:00 PM (PACIFIC TIME) ON FRIDAY, JUNE 17, 2016.

By Mail/Courier/Hand Delivery:

By Email: purchasinginfo@nanaimo.ca (max file size 8MB)

City of Nanaimo Purchasing Department

By Fax: 250-756-5327

2020 Labieux Road

Nanaimo BC, V9T 6J9

If you have questions, please contact the Real Estate Section at 250-755-4476.

ATTACHMENT B

Half Acre Mixed Use Development Site 2103 Bowen Road, Nanaimo, British Columbia Request for Offers No. 1769

KESPUNSE FURIVI
A CONTACT INFORMATION.
A. CONTACT INFORMATION:
Date 25/May 2017
Prospective Purchaser
Contact Name (if different from Purchaser)
Contact Phone Number
Contact Fax Number
Contact Email Address
Contact Street Address
City Province/State
Country Postal/Zip Code
B. INTENDED USE:
Describe in detail your intended future use of the property and attach any additional information if necessary:
,
· Secure market rental and/or potentially affordask
Tental housing
C. PURCHASE PRICE:
Proposed Purchase Price



Nanaimo BC, V9T 6J9

Half Acre Mixed Use Development Site 2103 Bowen Road, Nanaimo, British Columbia Request for Offers No. 1769

EXPRESSION OF INTEREST RESPONSE FORM

D. PROPOSED CLOSING DATE:	
What is your preferred date to complete the transaction? December 31	,2017
E. ADDITIONAL TERMS & CONDITIONS REQUESTED:	
Are there any other terms or conditions you would like to add to the purchase agreement? Fo time period for due diligence?	r example, do you require a
# Additional Terms & Conditions	Condition Date
1 -6 month susject period to perform	30/Nov/2017
2 full funsisility and due dilligence analysis	•
3	
4	
5	
•	
F. ADDITIONAL INFORMATION:	
Do you have any questions or comments?	
for affordash housing devalopment.	opential
tor affirdade housing devalopment.	
OFFERS MUST BE SUBMITTED NO LATER THAN 3:00 PM (PACIFIC TIME) ON FRIDA	Y, JUNE 17, 2016.
By Mail/Courier/Hand Delivery: City of Nanaimo Purchasing Department 2020 Labíeux Road By Email: purchasinginfo@nanaimo.ca (max fil By Fax: 250-756-5327	e size 8MB)

If you have questions, please contact the Real Estate Section at 250-755-4476.

DATE OF MEETING July 10, 2017

AUTHORED BY RICHARD HARDING, DIRECTOR

PARKS AND RECREATION

SUBJECT JOINT USE DEVELOPMENT OF ARTIFICAL TURF FIELD WITH

SCHOOL DISTRCT 68 AT NDSS

OVERVIEW

Purpose of Report

To obtain Council approval for additional funding for joint construction of artificial turf field with School District 68.

Reason for "In Camera"

Community Charter, Section 90(1):

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Recommendation

That Council approve up to an additional \$600,000 from the Community Works Funds towards the joint development and shared funding with School District 68 of an Artificial Turf Field at Nanaimo District Secondary School for a total City contribution of \$1,800,000.

Resolution to Rise and Report

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

BACKGROUND

The City of Nanaimo and School District 68 (SD68) agreed in February of this year to proceed with a joint development and use of an Artificial Turf Field at Nanaimo District Secondary School (NDSS), 395 Wakesiah Avenue. The estimated construction cost of the facility was \$2.4 million with each partner contributing \$1.2 million each. The goal was to design, tender and build the facility this year and have it in operation by September if all went well. As part of the discussions of the sale of NDSS lands to the City of Nanaimo a Joint Turf Field project was also discussed and approved.

The joint project envisioned a field on NDSS lands, licensed to and operated by the City of Nanaimo, with use of the field by both the school and the community. It is estimated that close to 3000 hours of community and school use will be provided on this CFL sized field.

At the close of tender, on June 30th, 2017, the total cost of the project exceeded the officially agreed to budget amount of \$2.4M (or \$1.2M each), by \$1.2M for the total project (or \$600,000 each). Pretender amounts were known to be higher due mainly to expansion of the field to CFL

size as well as inclusion of unforeseen soils work detailed in the subsequent Geotechnical report. Prior to tender it was agreed to by both parties to proceed to tender to determine the actual amount of the bids such that an accurate amount of project budget overage could be established for the purpose of each parties decision making.

The Architect reviewed the tender results and recommended on July 4, 2017 that both contracts be awarded to the low bidders.

Results of Compliant Bids Received (excluding GST) are summarized below:

Low bid on Civil works	\$ 2,435,684.40
Milestone Equipment Contracting Inc.	
Low bid on Turf Supply and Install	\$ 708,425.00
Carpell Surfaces	
Consulting Fees	\$100,000.00
Survey/location fees	\$ 7,500.00
Project management fees	\$ 40,000.00
Total estimated cost	\$ 3,291,609.40
GST	\$ 164,580.47
GST rebate	(\$ 111,914.72)
Project Contingency	\$ 255,724.00
Net project budget	\$ \$3,600,000.00

School District 68 is prepared to proceed with the project, as designed, tendered and to fund their portion of the additional costs.

Funding for the Project, if approved by Council will be up to as follows:

Local Capital allocated (NLPS)	\$ 1,800,000
City of Nanaimo	\$ 1,800,000

The total funding for the project is now \$3,600,000 including a \$255,724 contingency, which is slightly in excess of the 10% recommended by the Architect to be included to consider the unforeseen nature of civil contract works.

If additional funds are approved, School District 68 will award the following contracts this week:

- For the supply and installation of the synthetic turf system to Carpell Surfaces in the amount of \$708,425.00 (excluding GST), and
- For the sports field civil work to Milestone equipment contracting Inc. in the amount of \$2,435,684.49 (excluding GST).

OPTIONS

- 1. That Council approve up to an additional \$600,000 from the Community Works Funds towards the joint development and shared funding with School District 68 of an Artificial Turf Field at Nanaimo District Secondary School for a total contribution of \$1,800,000.
 - Budget Implication: \$600,000 from Community Works Funds.
 - **Policy Implication:** Consistent with joint use development plan with SD68.
 - **Strategic Priorities Implication:** Consistent with Council priority to enhance sport and recreation amenities.
 - Political Implication: Higher cost of project than reported to public.
- 2. That Council not support additional funds and have scope of project reworked (i.e.: smaller field) and tendered again for possible construction in 2018 if funding is available and cost saving.
 - **Budget Implication**: No increase in budget for 2017 but no guarantee costs will be less 2018.
 - **Policy Implication:** Kept with funding presented. SD68 may decide not to proceed with project.
- 3. That Council cancel project do to cost increases.
 - **Budget Implication:** Funds directed to this projected put back into Community Works Fund for other projects.
 - **Policy Implication:** Canceling agreement to work with SD68 on a joint use community project.
 - **Strategic Priorities Implication:** not consistent with Council priority to enhance sport and recreation amenities.
 - Political Implication: Sports community.

SUMMARY POINTS

- Joint Development of an Artificial Turf Field with SD68 is ready to proceed for construction for opening this Fall but cost came in higher than current budget.
- To proceed, up to an additional \$600,000 from both partners is required.
- School District 68 has approved their funding increase and is prepared to proceed and award the contracts if approval by City is obtained.

Submitted by:

Concurrence by:

Richard Harding

Director Parks and Recreation

Victor Mema

Chief Financial Officer

DATE OF MEETING September 11, 2017

AUTHORED BY DIANE HISCOCK, MANAGER, REVENUE SERVICES

SUBJECT COUNCIL APPOINTED TAX SALE BIDDER

OVERVIEW

Purpose of Report

To allow the Manager of Real Estate or designate to bid on properties at Tax Sale to avoid the complications associated with a third party bidder and give the current owner every opportunity available to extend the redemption period under the *Local Government Act*.

Reason for "In Camera"

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 Manager of Real Estate or designate to bid at the annual Tax Sale to be held 2017-SEP-25,

Resolution to Rise and Report

Recommendation to not release the bidding limits approved for Tax Sale properties.

BACKGROUND

The Local Government Act requires the City to sell, by public auction, all properties with delinquent (3 years outstanding) taxes. The annual Tax Sale takes place on the last Monday of September of each year. The minimum bid must equal or be greater than the "Upset Price", which is the sum of all outstanding taxes, penalties, interest and administration costs. IF there are no successful bidders, the property defaults to the City. The registered owner has one year after the property is sold at Tax Sale to pay the Upset Price plus interest to redeem the property.

Though the intent of Tax Sale is to recover property taxes due, it is always done with the hope that people are not displaced or lose their home. When properties are purchased by the City, additional options are available to assist the current owner in redeeming their property. Additional time extensions are permitted under the *Local Government Act* when the municipality is the purchases and there are improvements on the property. These extensions are not permitted when the properties are purchased by a third party.

Prior to Tax Sale, City staff makes many efforts to contact each owner to inform them of the process and urge them to make the necessary payments to avoid the sale. This is done by public announcements, letters and/or phone calls. Through these efforts, the list of properties is greatly reduced, ranging from 6 to 22 properties at the sale over the last 5 years.

Section 648 of the *Local Government Act* allows Council to authorize a person to bid at Tax Sale up to a maximum amount. Should Council adopt this recommendation, each property at the sale would be bought by the City (unless outbid).

Some of the rights of the current owner remain; they continue to occupy the property in the same manner as prior to the sale. A charge is added to their property at Land Titles which details that the property was sold at a Tax Sale. The owner still has 1 year to redeem the property.

With the municipality as the purchases and providing that there are improvements to the property, the 'one year' redemption period may be extended if a 50% payment is made within that first year. This option was exercised in 2008 when a property on Bowen Road could only pay-over \$700 prior to the redemption period ending. Fortunately, there were no third parties involved so the redemption period was extended per section 661 of the *Local Government Act* and the owner was able to redeem the property in the extended period. This was again utilized for a property sold at tax sale in 2014.

The Tax Sale process can be complicated and the law surrounding it has not been fully tested in the courts. Although the *Local Government Act* theoretically sets out the responsibilities of the municipality in Tax Sale, where disputes have arisen Courts have regularly sided with the original owner. This generally has imposed a higher duty on municipalities than is contained in the *Act*. Having a third party purchaser at Tax Sale introduces an additional level of complexity that could potentially result in additional costs to the City.

The purpose of this recommended procedure is to discourage third party bidders. It will be applied to each property at the sale unless significant and relevant circumstances are brought to Council's attention prior to the sale. Council authorized a City bidder beginning with the 2011 tax sale and Staff believes that the outcome has been very successful.

Other municipalities have successfully utilized a City bidder. These municipalities include Victoria, Tofino and Coquitlam. In the case of properties in rural areas, there is no Tax Sale auction. After three years, the property is automatically deemed to be purchased by the Province without the opportunity for a third party bidder.

<u>Interest</u>

The interest rate paid to the purchaser of a Tax Sale property is currently 5.7% as prescribed by the Province of BC. Interest is charged on the purchase price and must be paid prior to redemption. This interest amount is then payable to the purchaser. The unintended consequence of this recommendation is the interest amount payable could increase if there is a third party bidder who raises the bid over the upset price. Again, it would be the responsibility of the owner to pay this additional interest amount.

Valuation

The total general taxable assessment is made up of land value plus improvements (e.g. A house). It is recommended that a bid of

Using this figure reduces the dependence on a single value for an improvement that could potentially be destroyed (e.g. a house fire), or using solely the value of the land which potentially excludes the strata properties from this bylaw.

Risk

Many of the properties that go to Tax Sale have encumbrances upon them in addition to those of the City. These can be mortgages, liens, judgments and other claims. Upon sale, most of the encumbrances are forfeited. Those placed by the Crown remain attached to the property and become the responsibility of the buyer.

At risk is the possibility of acquiring a non-redeemed property with all its encumbrances. This is the same risk the City currently has as the default purchaser of properties. Usually, all properties sold at Tax Sale have been redeemed. In the event that a property is unredeemed and transfers to the City, the transaction would be funded from the Property Acquisition Reserve.

If the City purchases these properties at Tax Sale, there is the risk of becoming landlords to various renters. Steps may need to be taken to evict former occupants who have become our tenants. The properties the City acquires could be deemed "unsightly" or "nuisance" properties. The cost to restore these properties would be the responsibility of the City as the City would then be the owner. As noted above, the City already potentially has this risk as the default purchaser.

There may be times when it could be preferable for the City not to bid and instead allow the property to transfer to a third party. Unfortunately, these are always unique situations that cannot be covered by policy and may not be discovered until the last minute.

OPTIONS

- 1. Authorize the Manager of Real Estate or designate to bid at the annual Tax Sale to be held 2017-SEP-25,
- 2. Do not authorize a City Bidder. This will limit redemption options for an owner of a property sold at tax sale.

SUMMARY POINTS

- The City is required to sell by auction all properties with delinquent taxes (3 years of outstanding taxes).
- The legislation provides additional options for an owner to redeem their property when the City is the purchaser.
- A City bidder has been authorized to bid at tax sale since 2011

Submitted by:

Concurrence by:

Diane Hiscock

Manager, Revenue Services

Dar Hicork

Victor Mema

Chief Financial Officer

ATTACHMENT C

SPECIAL "IN CAMERA" MINUTES

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2017-APR-03, AT 5:00 P.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick

Councillor M. D. Brennan (arrived 5:02 p.m., vacated 8:50 p.m.)

Councillor G. W. Fuller Councillor J. Hong Councillor J. A. Kipp Councillor I. W. Thorpe

Councillor W. M. Yoachim (arrived 5:05 p.m.)

Absent:

Councillor W. L. Pratt

Others:

Staff: V. Mema, Chief Financial Officer

D. Lindsay, Director of Community Development (arrived 6:40 p.m.)
J. Van Horne, Director of Human Resources (vacated 6:33 p.m.)

B. Corsan, Manager of Real Estate (arrived 6:40 p.m.)

S. Gurrie, A/City Clerk

K. Gerard, Steno (vacated 5:10 p.m., returned 6:34 p.m., vacated 6:46 p.m.)
 S. Snelgrove, Recording Secretary (vacated 5:10 p.m., returned 6:34 p.m.,

vacated 6:46 p.m.)

CALL THE SPECIAL "IN CAMERA" MEETING TO ORDER:

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

INTRODUCTION OF LATE ITEMS:

- (a) Add Agenda Item 4 (c)
- (b) Councillor Bestwick requested an undate from Staff regarding the
- (c) Add Agenda Item 4 (f) 100 Gordon Street Update.

ADOPTION OF AGENDA:

O6817 It was moved and seconded that Council, in accordance with Section 90(1)(n) of the Community Charter, adopt the agenda as amended. The motion carried unanimously.

4 REPORTS:

(a) Rise and Report - Automated Solid Waste Collection

Councillor Yoachim entered the Douglas Rispin Room at 5:05 p.m.

- V. Mema, Chief Financial Officer, provided a verbal update regarding the Automated Solid Waste Collection rise and report.
- lt was moved and seconded that Council permit Staff to rise and report on their selection of Option A plus the inclusion of yard waste as the chosen option for Automated Solid Waste Collection, with the potential exception of information regarding labour relations matters. The motion carried unanimously.
- 07017 It was moved and seconded that Council release to the public the recorded vote regarding Council's Automated Solid Waste Collection decision. The motion carried unanimously.
- S. Snelgrove and K. Gerard vacated the Douglas Rispin Room at 5:10 p.m.
 - (b) Clarification on Procedural Motion(s)
 - S. Gurrie, Acting City Clerk, provided verbal clarification on procedural motions including:
 - Community Charter Section 117
 - Electronic Participation at Council Meetings
 - Adjournment
 - Reasons to proceed "In Camera"
- 07117 It was moved and seconded that Council receive the verbal clarification on procedural motions. The motion carried unanimously.

, joined via telephone at 5:20 p.m.

An email dated discussed.	2017-APR-03	from Ms.	Samra re:	Motions was	distributed and

- J. Van Horne vacated the Douglas Rispin Room at 6:33 p.m.
- S. Snelgrove and K. Gerard returned to the Douglas Rispin Room at 6:34 p.m.
 - (e) <u>Vancouver Island Conference Centre Term Sheet</u>
 - V. Mema, Chief Financial Officer, provided a verbal presentation regarding the VICC term sheet.
- 07917 It was moved and seconded that Council receive the verbal presentation from Victor Mema, Chief Financial Officer, regarding the Vancouver Island Conference Centre term sheet. The motion carried unanimously.
 - (f) 100 Gordon Street Update
 - V. Mema, Chief Financial Officer, provided a verbal update regarding 100 Gordon Street.
- 08017 It was moved and seconded that Council receive the verbal update from Victor Mema, Chief Financial Officer, regarding 100 Gordon Street. The motion carried unanimously.

MINUTES – SPECIAL "IN CAMERA" COUNCIL 2017-APR-03 PAGE 4

- D. Lindsay and B. Corsan entered the Douglas Rispin Room at 6:40 p.m.
 - (g) Renewal of Nanaimo Yacht Club Lease at 400 Newcastle Avenue
 - B. Corsan, Manager of Real Estate, provided a presentation.
- S. Snelgrove and K. Gerard vacated the Douglas Rispin Room at 6:46 p.m.

Delegation:

- 1. Rob Wiebe and Bob Bollinger, Nanaimo Yacht Club, provided an overview of the Yacht Club.
- 07717 It was moved and seconded that Council receive the Nanaimo Yacht Club delegation. The motion carried unanimously.

The meeting recessed at 7:00 p.m. in order to proceed to the Regular Meeting in the Shaw Auditorium.

O7817 It was moved and seconded that the Meeting reconvene at 8:50 p.m. in the Douglas Rispin Room. The motion carried unanimously.

Councillor Yoachim entered the Douglas Rispin Room at 8:51 p.m.

- (g) Renewal of Nanaimo Yacht Club Lease at 400 Newcastle Avenue (continued)
- 08117 It was moved and seconded that Council:
 - 1. set an annual market rent of \$106,480 to be charged to the Nanaimo Yacht Club for the 2017-2021 lease renewal; and,
 - 2. choose 2% as the value of the community contribution to be deducted from the market rent to reflect the Nanaimo Yacht Club's contribution to the community.

The motion carried.

Opposed: Mayor McKay

08217 It was moved and seconded that Council release information related to the Renewal of Nanaimo Yacht Club Lease at 400 Newcastle Avenue upon conclusion of the lease renewal process. The motion carried unanimously.

5. ADJOURNMENT:

CORPORATE OFFICER

08317		as moved and carried unanim	seconded at 9:0 ously.	00 p.m. that t	he "In Camera	" Meeting	terminate.
MAY	O R						
CERTI	IFIED CORR	ECT:					

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2017-APR-10, AT 5:00 P.M.

PRESENT: Mayor W. B. McKay, Chair (vacated 8:51 p.m.)

Members: Councillor W. L. Bestwick

Councillor M. D. Brennan Councillor G. W. Fuller Councillor J. Hong Councillor J. A. Kipp Councillor I. W. Thorpe Councillor W. M. Yoachim

Staff: T. Samra, Chief Administrative Officer

B. McRae, Chief Operations Officer V. Mema, Chief Financial Officer

J. Van Horne, Director of Human Resources

Supt. C. Miller, OIC, Nanaimo Detachment RCMP (vacated 6:26 p.m.)

L. Fletcher, Nanaimo Detachment RCMP (vacated 6:26 p.m.)

S. Rupa, Operations Officer RCMP (vacated 6:26 p.m.)

S. Gurrie, A/City Clerk

K. Gerard, Steno (vacated 6:26 p.m.)

J. Vanderhoef, Recording Secretary (vacated 6:26 p.m.)

1. <u>CALL THE SPECIAL "IN CAMERA" MEETING TO ORDER:</u>

The Special "In Camera" Meeting was called to order at 5:01 p.m.

2. <u>INTRODUCTION OF LATE ITEMS:</u>

- (a) Remove Agenda Item 3 (b) Coast Bastion Hotel Delegation.
- (b) Add Agenda Item 4 (a) –
- (c) Add Agenda Item 4 (b) Council Committee Appointments.
- (d) Add Agenda Item 4 (c) Verbal Update from Tracy Samra regarding Transportation Canada.

3. ADOPTION OF AGENDA AS AMENDED:

O8417 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) Supt. Cameron Miller, OIC RCMP Nanaimo Detachment, provided a verbal update and PowerPoint presentation regarding Policing Priorities.
- 08517 It was moved and seconded that Council receive the presentation from Supt. Cameron Miller, OIC RCMP Nanaimo Detachment, for information. The motion carried unanimously.
- J. Vanderhoef and K. Gerard vacated the Douglas Rispin Room at 6:26 p.m. Supt. C. Miller, L. Fletcher and S. Rupa vacated the Douglas Rispin Room at 6:26 p.m.

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(a)

By unanimous consent Council recessed the "In Camera" Council meeting at 6:56 p.m., with the intention of reconvening at the end of the open session.

By unanimous consent Council reconvened the "In Camera" Council meeting at 8:41 p.m.

(b) Council Committee Appointments

- 08717 It was moved and seconded that Council appoint the following Council members to select committees:
 - Community Planning and Development Committee: Councillor Fuller
 - Community Vitality Committee: Councillor Hong
 - Parks, Recreation, and Wellness Committee: Councillor Yoachim
 - Public Safety Committee: Councillor Yoachim
 - Public Works and Engineering Committee: Councillor Kipp

The motion carried unanimously.

Mayor McKay vacated the Douglas Rispin Room at 8:51 p.m. Acting Mayor Bestwick assumed the Chair.

(c) Verbal Update from Tracy Samra regarding Transportation Canada

[Note: Due to time constraints this item will be carried forward to a future "In Camera" meeting.]

MINUTES - SPECIAL "IN CAMERA" C	OUNCIL
2017-APR-10	
PAGE 3	

6.	ADJOURNMENT:
08817	It was moved and seconded at 8:59 p.m. that the "In Camera" Meeting terminate The motion carried unanimously.
MAY	O R
CERT	IFIED CORRECT:
CORP	ORATE OFFICER

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS BOARD ROOM, SERVICE AND RESOURCE CENTRE 411 DUNSMUIR STREET, NANAIMO, BC WEDNESDAY, 2017-APR-19, AT 9:30 A.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick

Councillor M. D. Brennan (entered 9:45 a.m.)

Councillor G. W. Fuller

Councillor J. Hong (entered 9:42 a.m.)

Councillor J. A. Kipp Councillor I. W. Thorpe Councillor W. M. Yoachim

Staff: V. Mema, Chief Financial Officer (vacated 9:44 a.m., returned 9:58 a.m.)

B. McRae, Chief Operations Officer (vacated 9:44 a.m., returned 9:58 a.m.)L. Mercer, Manager Accounting Services (vacated 9:44 a.m., returned

9:58 a.m.)

P. Cooper, Director of Communications and Engagement (entered

9:34 a.m., vacated 9:44 a.m., returned 9:58 a.m.)

J. Vanderhoef, Recording Secretary (vacated 9:44 a.m., returned 9:58 a.m.)

Others: L. Bates-Eamer, KPMG

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

The Special "In Camera" Meeting was called to order at 9:33 a.m.

P. Cooper entered the Boardroom at 9:34 a.m.

2. ADOPTION OF AGENDA:

08917 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 Hong entered the Boardroom at 9:42 a.m.

V. Mema, B. McRae, L. Mercer, P. Cooper and J. Vanderhoef vacated the Boardroom at 9:44 a.m. Councillor Brennan entered the Boardroom at 9:45 a.m.

3. REPORTS:

(a) KPMG 2016 Audit Report Verbal Update

Presentation:

 L. Bates-Eamer, KPMG, provided an overview of the 2016 Audit findings for the City of Nanaimo. MINUTES – SPECIAL "IN CAMERA" COUNCIL 2017-APR-19 PAGE 2

09017 It was moved and seconded that Council receive for information the verbal update regarding the KPMG 2016 Audit Report. The motion carried unanimously.

V. Mema, B. McRae, L. Mercer, P. Cooper and J. Vanderhoef returned to the Boardroom at 9:58 a.m.

4. <u>ADJOURNMENT:</u>

09117	It was moved and seconded at 10:03 a.m. that the "In Camera" Meeting terminate.
	The motion carried unanimously.
MAY	O R

CERTIFIED CORRECT:

CORPORATE OFFICER

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
TRAINING ROOM, 2nd FLOOR, CITY HALL
455 WALLACE STREET, NANAIMO, BC
THURSDAY, 2017-APR-20, AT 10:30 A.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick

Councillor M. D. Brennan

Councillor J. Hong (vacated 10:33 a.m.)

Councillor J. A. Kipp Councillor I. W. Thorpe

Absent: Councillor G. W. Fuller

Councillor W. M. Yoachim

Staff: V. Mema, Chief Financial Officer (entered 10:32 a.m.)

D. Lindsay, Director of Community Development

B. Corsan, Manager, Real Estate

J. Vanderhoef, Recording Secretary (vacated 10:37 a.m., returned

Others:

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

The Special "In Camera" Meeting was called to order at 10:32 a.m.

2. <u>ADOPTION OF AGENDA:</u>

09217 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 Hong vacated the Training Room at 10:33 a.m. declaring a conflict of interest due to his

- V. Mema entered the Training Room at 10:32 a.m.
- J. Vanderhoef vacated the Training Room at 10:37 a.m.

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3.	REPO	DRTS:
	(a)	
The Specification	-	"In Camera" Meeting recessed at 11:45 a.m. with the intention of reconvening in five
J Van	derhoe	ef returned to the Training Room at 11:45 a m
The Sp	oecial '	'In Camera" Meeting reconvened at 11:49 a.m.
V. Mer	na retu	urned to the Training Room at 11:51 a.m.
	(b)	PEG Development – 100 Gordon Street
		Presentation:
		 B. Moss, Managing Broker, NAI Commercial, S. Forbes, 460 Realty, E Peterson and R. Schmidt, PEG Developments, provided a presentation regarding 100 Gordon Street.
4.	<u>ADJC</u>	DURNMENT:
09317		It was moved and seconded at 12:20 p.m. that the Special "In Camera" Meeting nate. The motion carried unanimously.
MAY	O R	
CERT	IFIED (CORRECT:
CORP	ORAT	E OFFICER

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
TRAINING ROOM, 2nd FLOOR, CITY HALL,
455 WALLACE STREET, NANAIMO, BC
FRIDAY, 2017-APR-21, AT 8:30 A.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick (arrived at 8:40 a.m.)

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

Absent: Councillor J. Hong

Councillor I. W. Thorpe Councillor W. M. Yoachim

Staff: V. Mema, Chief Financial Officer

D. Lindsay, Director of Community Development

B. Corsan, Manager, Real Estate

J. Vanderhoef. Recording Secretary

Others:

1. <u>CALL THE SPECIAL "IN CAMERA" MEETING TO ORDER:</u>

The Special "In Camera" Meeting was called to order at 8:40 a.m.

2. <u>ADOPTION OF AGENDA:</u>

09417 It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as presented. The motion carried unanimously.

3. REPORTS:

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CORPORATE OFFICER

[Note: Due to time constraints this item will be moved to the 2017-MAY-08 Special "In Camera" Council meeting.]

4.	ADJOURNMENT:
09617	It was moved and seconded at 9:01 a.m. that the Special "In Camera" Meeting terminate. The motion carried unanimously.
MAY	O R
CERTI	IFIED CORRECT:

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2017-MAY-01, AT 5:00 P.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick

Councillor M. D. Brennan Councillor G. W. Fuller Councillor J. Hong Councillor I. W. Thorpe

Councillor W. M. Yoachim (arrived 5:11 p.m.)

Absent: Councillor J. A. Kipp

Staff: V. Mema, Chief Financial Officer

J. Van Horne, Director of Human Resources

P. Cooper, Director of Communications and Engagement (arrived 5:15

p.m., vacated 5:50 p.m.)

B. Corsan, Acting Director of Community Development, (arrived 5:15

p.m. vacated 5:31 p.m.)
S. Gurrie, A/City Clerk
S. Griffin, Steno

S. Snelgrove Recording Secretary

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

The Special "In Camera" Meeting was called to order at 5:03 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Agenda item 4 (b) add report Appointments to the Tourism Advisory Committee.
- (b)

3. <u>ADOPTION OF AGENDA:</u>

09717 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.

<u>Opposed:</u> Councillor Fuller

S. Snelgrove and S. Griffin vacated the Douglas Rispin Room at 5:06 p.m.

4. REPORTS:

Councillor Yoachim entered the Douglas Rispin Room at 5:11 p.m.

(a)

- S. Snelgrove and S. Griffin returned to the Douglas Rispin Room at 5:15 p.m.
- J. Van Horne vacated the Douglas Rispin Room at 5:15 p.m.
- B. Corsan entered the Douglas Rispin Room at 5:15 p.m.

(b) <u>Loudon Walkway</u>

Bill Corsan, Acting Director of Community Development, provided a presentation.

09917 It was moved and seconded that Council receive the presentation regarding Loudon Walkway. The motion carried unanimously.

10017 It was moved and seconded that Council provide approval in principle to:

- 1. close a portion of Lake Road (Loudon Walkway) through the road closure bylaw process; and,
- 2. dispose the road areas to the adjacent property owners on Wellesley and Victoria Avenues.

The motion carried unanimously.

- B. Corsan vacated the Douglas Rispin Room at 5:31 p.m.
- P. Cooper entered the Douglas Rispin Room at 5:31 p.m.

(c) Appointments to the Tourism Advisory Committee

P. Cooper, Director of Communications and Engagement, provided an overview of the process used to select the recommended appointments to the Tourism Advisory Committee.

10117 It was moved and seconded that Council approve the appointment of the following individuals as members of the Tourism Advisory Committee:

- Mike Bauche
- 2. Leif Bogwald
- 3. Dan Brady
- 4. Lex Dunn
- 5. Rosemary Gibson
- 6. Jenn Houtby-Ferguson
- 7. Dale Partridge
- 8. Robert B.M. Plante
- 9. Joan Spencer
- 10. Henry Traa
- 11. Zhao (Chao) Zhang

The motion carried.

Opposed: Councillor Brennan

10217 It was moved and seconded that Council rise and report on Tourism Advisory Committee Appointments at the next open Council meeting. The motion carried unanimously.

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2017-MAY-01	
PAGE 3	

P. Cooper vacated the Douglas Rispin Room at 5:50 p.m.

5.	ADJOURNMENT:
10317	It was moved and seconded at 5:50 p.m. that the "In Camera" Meeting terminate The motion carried unanimously.
МАҮ	O R
CERT	IFIED CORRECT:
CORP	ORATE OFFICER

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS BOARD ROOM, SERVICE AND RESOURCE CENTRE 411 DUNSMUIR STREET, NANAIMO, BC MONDAY, 2017-MAY-08, AT 2:00 P.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick

Councillor M. D. Brennan (entered 2:02 p.m.)

Councillor G. W. Fuller

Councillor J. Hong (vacated 2:04 p.m.)

Councillor J. A. Kipp Councillor I. W. Thorpe

Absent: Councillor W. M. Yoachim

Staff: V. Mema, Chief Financial Officer

B. Corsan, A/Director of Community Development

S. Gurrie, A/City Clerk

S. Griffin, Steno, Legislative Services J. Vanderhoef, Recording Secretary

Other:

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

The Special "In Camera" Meeting was called to order at 2:02 p.m.

Councillor Brennan entered the Boardroom at 2:02 p.m.

2. ADOPTION OF AGENDA:

10417 It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as presented. The motion carried unanimously.

3. <u>ADOPTION OF MINUTES:</u>

It was moved and seconded that the Minutes of the Special "In Camera" Meeting of Council held Monday, 2017-APR-10 at 5:00 p.m. in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, be adopted as circulated. The motion carried.

Opposed: Councillor Kipp

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Councillor Hong vacated the Boardroom at 2:04 p.m. declaring a conflict of interest d	ue to his
4. <u>REPORTS:</u>	
Councillor Kipp vacated the Boardroom at 2:40 p.m. and quorum was lost. Councillor Thorpe vacated the Boardroom at 2:41 p.m. B. Corsan vacated the Boardroom at 2:42 p.m. Councillor Bestwick vacated the Boardroom at 2:43 p.m. B. Corsan returned to the Boardroom at 2:44 p.m.	
The Special "In Camera" meeting recessed at 2:46 p.m. with the intention of reconval 10 minutes. The Special "In Camera" meeting reconvened at 2:55 p.m.	vening in
Councillor Kipp returned to the Boardroom at 2:55 p.m.	

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5.	<u>ADJOU</u>	RNMENT:
10817		It was moved and seconded at 3:32 p.m. that the "In Camera" Meeting terminate. The carried unanimously.
MAY	OR	
CERT	IFIED CO	ORRECT:
CORP	ORATE	OFFICER

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2017-MAY-15, AT 4:30 P.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick

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

Councillor J. Hong (vacated 6:28 p.m.)

Councillor J. A. Kipp Councillor I. W. Thorpe

Councillor W. M. Yoachim (arrived 4:35 p.m.)

Others:

Staff: T. Samra, Chief Administrative Officer

B. McRae, Chief Operations Officer

D. Lindsay, Director of Community Development (arrived 4:33 p.m.)

B. Corsan, Manager of Real Estate (arrived 4:33 p.m.)

S. Gurrie, A/City Clerk

K. Gerard, Steno (vacated 6:45 p.m.)

S. Snelgrove, Recording Secretary (vacated 6:48 p.m.)

1. <u>CALL THE SPECIAL "IN CAMERA" MEETING TO ORDER:</u>

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

2. INTRODUCTION OF LATE ITEMS:

- (a) Remove Agenda Ite
- (b) Add Agenda Item
- (c) Add Agenda Item 3(b) Island Roots Market Cooperative

3. ADOPTION OF AGENDA:

10917 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. <u>ADOPTION OF MINUTES:</u>

11017 It was moved and seconded that the following Minutes be adopted as circulated:

- Minutes of the Special "In Camera" Meeting of Council held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2017-MAR-20 at 5:00 p.m.
- Minutes of the Special "In Camera" Meeting of Council held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC on Friday 2017-MAR-24 at 8:45 a.m.
- Minutes of the Special "In Camera" Meeting of Council held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC on Friday 201-MAR-27 at 3:00 p.m.
- Minutes of the Special "In Camera" Meeting of Council held in the Board Room, Service and Resource Centre, 411. Dunsmuir Street, Nanaimo, BC on Friday 2017 MAR-27 at 7:49 p.m.
- Minutes of the Special "In Camera" Meeting of Council held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Monday, 2017-APR-03 at 5:00 p.m.
- Minutes of the Special "In Camera" Meeting of Council held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC on Friday 2017 APR-19 at 9:30 a.m.
- Minutes of the Special "In Camera" Meeting of Council held in the Training Room, 2nd Floor, City Hall, 455 Wallace Street, Nanaimo, BC on Thursday, 2017-APR-20 at 10:30 a.m.
- Minutes of the Special "In Camera" Meeting of Council held in the Training Room,
 2nd Floor, City Hall, 455 Wallace Street, Nanaimo, BC on Friday, 2017-APR-21,
 8:30 a.m.
- Minutes of the Special "In Camera" Meeting of Council held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Monday, 2017-MAY-01 at 5:00 p.m.

The motion carried.

<u>Opposed:</u> Councillor Fuller

Bill Corsan, Dale Lindsay, at 4:33 p.m.

entered the Douglas Rispin Room

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5. <u>PRESENTATIONS:</u>
(a)
Councillor Yoachim entered the Douglas Rispin Room at 4:35 p.m.
6. <u>REPORTS:</u>
Councillor Hong vacated the Douglas Rispin Room at 6:28 p.m. declaring a conflict of interest.
(a) 100 Gordon Street – Offer to Purchase
It was moved and seconded that Council direct Staff to enter into negotiations with PEG Development for a six-storey hotel at 100 Gordon Street and report back to Counci once an agreement is in place. The motion carried. <u>Opposed</u> : Mayor McKay, Councillor Brennan
K. Gerard vacated the Douglas Rispin Room at 6:45 p.m.S. Snelgrove vacated the Douglas Rispin Room at 6:48 p.m.
(b) <u>Island Roots Market Cooperative</u>
Due to time constraints this item will be put on a future "In Camera" Council agenda
7. <u>ADJOURNMENT:</u>
11317 It was moved and seconded at 6:59 p.m. that the "In Camera" Meeting terminate The motion carried unanimously.
MAYOR
CERTIFIED CORRECT:
CORPORATE OFFICER

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS BOARD ROOM, SERVICE AND RESOURCE CENTRE, 411 DUNSMUIR STREET, NANAIMO, BC WEDNESDAY, 2017-MAY-17, AT 9:00 A.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick

Councillor M. D. Brennan Councillor G. W. Fuller Councillor J. Hong Councillor J. A. Kipp Councillor I. W. Thorpe

Councillor W. M. Yoachim (entered 9:07 a.m.)

Staff: M. Blouin, Manager, Human Resources

S. Gurrie, A/City Clerk (vacated 9:06 a.m.)

Others:

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

The Special "In Camera" Meeting was called to order at 9:01 a.m.

2. <u>INTRODUCTION OF LATE ITEMS:</u>

Sheila Gurrie, A/City Clerk, explained the process outlined for the meeting.

[NOTE: Councillor Kipp expressed dissatisfaction with the process and lack of

information provided resulting in the inability to come prepared to the meeting.]

3. <u>ADOPTION OF AGENDA:</u>

- 11417 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.
- S. Gurrie vacated the Boardroom at 9:06 a.m.
- B. Yoachim entered the Boardroom at 9:07 a.m.

4. REPORTS:

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PAGE 2	

5.	ADJOURNMENT:
11717	It was moved and seconded at 10:30 a.m. that the "In Camera" Meeting terminate. The motion carried unanimously.
MAY	O R
CERTI	FIED CORRECT:
CORP	ORATE OFFICER

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
BOARD ROOM, SERVICE AND RESOURCE CENTRE
411 DUNSMUIR STREET, NANAIMO, BC
FRIDAY, 2017-MAY-19, AT 9:00 A.M.

PRESENT: Mayor W. B. McKay, Chair (vacated (9:47 a.m. returned 9:55 a.m.)

Members: Councillor W. L. Bestwick

Councillor M. D. Brennan (entered 9:04 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 (entered 9:25 a.m. vacated 10:00 a.m.)

M. Blouin, Human Resources Manager S. Gurrie, A/City Clerk (vacated 9:05 a.m.)

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

The Special "In Camera" Meeting was called to order at 9:01 a.m.

2. <u>ADOPTION OF AGENDA:</u>

11817 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 Boardroom at 9:04 a.m.

- S. Gurrie vacated the Boardroom at 9:05 a.m.
- T. Samra entered the Boardroom at 9:25 a.m.

Mayor McKay vacated the Boardroom at 9:47 a.m. and Acting Mayor J. Kipp assumed the Chair.

The "In Camera" meeting recessed at 9:48 a.m.

The "In Camera" meeting reconvened at 9:55 a.m.

Mayor McKay returned to the Boardroom at 9:55 a.m. and resumed the Chair.

T. Samra vacated the Boardroom at 10:00 a.m.

3. REPORTS:

	ES – SPECIAL "IN CAMERA" COUNCIL MAY-19 2
4.	NOTICE OF MOTION: Councillor Kipp advised that he would be bringing forward a Notice of Motion at the nex "In Camera" meeting 2017-JUN-12 regarding an update from Staff on the following items:

5. <u>ADJOURNMENT:</u>

12117	It was moved and seconded at 10:35 a.m. that the "In Camera" Meeting terminate
	The motion carried unanimously.

MAYOR

CERTIFIED CORRECT:

CORPORATE OFFICER

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2017-JUN-12, AT 4:30 P.M.

PRESENT: Acting Mayor J. Hong, Chair

Members: Mayor W. B. McKay (via telephone)

Councillor W. L. Bestwick Councillor M. D. Brennan Councillor G. W. Fuller Councillor J. A. Kipp

Councillor I. W. Thorpe (arrived 6:02 p.m.)

Absent: Councillor W. M. Yoachim

Staff: V. Mema, Chief Financial Officer

B. McRae, Chief Operations Officer

D. Lindsay, Director of Community Development (entered 5:40 p.m.)

R. J. Harding, Director of Parks and Recreation (entered 4:39 p.m., vacated

5:45 p.m.)

L. Mercer, Manager of Accounting Services (entered 4:39 p.m., vacated

5:11 p.m.)

B. Corsan, Manager of Real Estate (entered 4:39 p.m., vacated 5:11 p.m.)
M. Smith, Manager of Recreation Services (entered 4:39 p.m., vacated

5·11 n m)

D. Osborne, Manager of Arenas (entered 5:16 p.m., vacated 5:39 p.m.)

S. Gurrie, A/City Clerk

S. Griffin, Steno (vacated 6:07 p.m.)

J. Vanderhoef, Recording Secretary (vacated 6:07 p.m.)

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

The Special "In Camera" Meeting was called to order at 4:29 p.m.

2. <u>INTRODUCTION OF LATE ITEMS:</u>

(a) Correct clerical error in numbering of Summary of Agenda Reports – Agenda Item 1. – Adoption of Agenda, renumber items 2 - 6 to 4(a) – 4(e).

3. ADOPTION OF AGENDA:

12217 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. <u>ADOPTION OF MINUTES:</u>

- 12317 It was moved and seconded that the Minutes of the "In Camera" Committee of the Whole Meeting of the Council of the City of Nanaimo held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Monday, 2017-FEB-27 at 7:29 p.m. be adopted as circulated. The motion carried.

 <u>Opposed:</u> Councillors Fuller and Kipp
- 12417 It was moved and seconded that the Minutes of the Special "In Camera" Meeting of the Council of the City of Nanaimo held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Monday, 2017-MAY-08, at 2:00 p.m. be adopted as amended to show Councillor Kipp returning to the Board Room at 2:55 p.m. The motion carried unanimously.
- 12517 It was moved and seconded that the Minutes of the Special "In Camera" Meeting of the Council of the City of Nanaimo held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2017-MAY-15, at 4:30 p.m. be adopted as circulated. The motion carried.

 <u>Opposed:</u> Councillor Fuller
- 12617 It was moved and seconded that the Minutes of the Special "In Camera" Meeting of the Council of the City of Nanaimo held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2017-MAY-17, at 9:00 a.m. be adopted as circulated. The motion carried unanimously.
- 12717 It was moved and seconded that the Minutes of the Special "In Camera" Meeting of the Council of the City of Nanaimo held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Friday, 2017-MAY-19, at 9:00 a.m. be adopted as circulated. The motion carried unanimously
- R. J. Harding, L. Mercer, B. Corsan and M. Smith entered the Douglas Rispin Room at 4:39 p.m.

5. REPORTS:

- (a) Island Roots Verbal Update from Staff
 - 1. Laura Mercer, Manager, Accounting Services, Bill Corsan, Manager, Real Estate, and Mary Smith, Manager, Recreation Services, provided a presentation regarding Island Roots.
- 12817 It was moved and seconded that Council receive the verbal update from Staff regarding Island Roots for information. The motion carried unanimously.
- L. Mercer, B. Corsan and M. Smith vacated the Douglas Rispin Room at 5:11 p.m.

(b) <u>Linley Valley - Cottle Lake Park</u>

12917 It was moved and seconded that Council approve:

- 1. renaming of the Upper Lake View Trail of Linley Valley (Cottle Lake) Park to "Paterson Way" in memory of Bill and Joan Paterson;
- 2. naming the feature identified on Attachment B as "Bickerton Bluffs"; and,
- 3. installing a funding contributor sign at the Rock City and Burma Road entrances to Linley Valley (Cottle Lake) Park.

The motion carried unanimously.

- 13017 It was moved and seconded that Council only release information in the event the naming and signing requests are approved, and, that if approved, information be released at the next open Council meeting. The motion carried unanimously.
- D. Osborne entered the Douglas Rispin Room at 5:16 p.m.

(c)		

- D. Osborne vacated the Douglas Rispin Room at 5:39 p.m.
- D. Lindsay entered the Douglas Rispin Room at 5:40 p.m.

Councillor Bestwick vacated the Douglas Rispin Room at 6:00 p.m.

Councillor Bestwick returned to the Douglas Rispin Room at 6:02 p.m. Councillor Thorpe entered the Douglas Rispin Room at 6:02 p.m.

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6. <u>ADJOURNMENT:</u>

MINUTES - SPECIAL "IN CAMERA" COUNCIL MEETING

13517	It was moved and seconded at 6:46 p.m. that the "In Camera" Meeting terminate. T	「he
	motion carried unanimously.	

A/M A Y O R

CERTIFIED CORRECT:

CORPORATE OFFICER

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2017-JUN-19, AT 4:30 P.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor M. D. Brennan

Councillor G. W. Fuller Councillor J. Hong Councillor J. A. Kipp

Councillor W. L. Bestwick (arrived 4:53 p.m.) Councillor W. M. Yoachim (arrived 4:36 p.m.)

Absent: Councillor I. W. Thorpe

V. Mema, Chief Financial Officer

Staff: B. McRae, Chief Operations Officer

Supt. C. Miller, OIC, Nanaimo Detachment RCMP (arrived 5:15 p.m.,

vacated 6:10 p.m.)

L. Fletcher, Operations Support Officer, Nanaimo Detachment RCMP

(arrived 5:15 p.m., vacated 6:10 p.m.)

B. Sims, Manager of Water Resources (vacated 5:13 p.m.)

M. Dietrich, Manager of Police Support Services (vacated 6:10 p.m.)

B. Corsan, Manager of Real Estate (arrived 6:40 p.m.)

S. Gurrie, City Clerk

K. Gerard, Steno (vacated 6:45 p.m.)

S. Snelgrove, Recording Secretary (vacated 6:49 p.m.)

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

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

2. INTRODUCTION OF LATE ITEMS:

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

3. ADOPTION OF AGENDA:

13617 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.

MINUTES - SPECIAL "IN CAMERA" COUNCIL 2017-JUN-19 PAGE 2

4	R	F	P	O	R.	TS:
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By unanimous consent Council moved Agenda Item 4 (e) to precede Agenda Item

B. McRae vacated the Douglas Rispin Room at 4:34 p.m.

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

(a)

Councillor Bestwick entered the Douglas Rispin Room at 4:53 p.m.

- B. Sims vacated the Douglas Rispin Room at 5:13 p.m.
- B. McRae returned to the Douglas Rispin Room at 5:13 p.m.
- M. Dietrich, L. Fletcher and Supt. Miller entered the Douglas Rispin Room at 5:15 p.m.

PRESENTATIONS:

(a) RCMP Policing Priorities

Supt. C. Miller, OIC, Nanaimo Detachment RCMP and L. Fletcher, Operations Support Officer, provided a presentation

- 13817 It was moved and seconded that Council receive for information the presentation from the RCMP regarding policing priorities. The motion carried unanimously.
- M. Dietrich, L. Fletcher and Supt. Miller vacated at the Douglas Rispin Room at 6:10 p.m.
- K. Gerard and S. Snelgrove vacated the Douglas Rispin Room at 6:11 p.m.

Mayor McKay vacated the Douglas Rispin Room at 6:35 p.m. Acting Mayor Hong assumed the Chair.

B. Corsan, S. Snelgrove and K. Gerard entered the Douglas Rispin Room at 6:40 p.m.

MINUTES – SPECIAL "IN CAMERA" COUNCIL 2017-JUN-19 PAGE 3

4. <u>REPORTS: (continued)</u>

(b) Approval in Principle: Disposition of 100 Gordon Street to PEG Development

Introduced by B. Corsan, Manager of Real Estate.

14017 It was moved and seconded that Council provide Approval in Principle to dispose of 100 Gordon Street to PEG Development and direct the Mayor and Corporate Officer to execute the Offer to Purchase Agreement and that the disposition of 100 Gordon Street information be released immediately. The motion carried unanimously.

Mayor McKay returned to the Douglas Rispin Room and resumed the Chair at 6:48 p.m.

- K. Gerard vacated the Douglas Rispin Room at 6:48 p.m.
- S. Snelgrove vacated the Douglas Rispin Room at 6:49 p.m.

	Due to time constraints Agenda Item
	will be placed on a future "In Camera" agenda.
6.	ADJOURNMENT:
14117	It was moved and seconded at 6:59 p.m. that the "In Camera" Meeting terminate The motion carried unanimously.
MAY	O R
CERTI	FIED CORRECT:
CORP	ORATE OFFICER

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2017-JUL-10 AT 4:00 P.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick

Councillor M. D. Brennan (arrived at 4:35 p.m. vacated at 4:55 p.m.)

Councillor G. W. Fuller

Councillor J. Hong (arrived at 4:34 p.m.)

Councillor J. A. Kipp

Councillor W. M. Yoachim (arrived at 4:04 p.m.)

Absent: Councillor I. W. Thorpe

Staff: T. Samra, Chief Administrative Officer

B. McRae, Chief Operations Officer V. Mema, Chief Financial Officer

D. Lindsay, Director of Community Development (entered 4:10 p.m.,

vacated 5:50 p.m.)

B. Corsan, Manager of Real Estate (entered 4:35 p.m., vacated 5:50 p.m.)

R. J. Harding, Director of Parks and Recreation (entered at 4:18 p.m.,

vacated at 4:33 p.m.) S. Gurrie, City Clerk

S. Snelgrove, Steno Coordinator K. Gerard, Recording Secretary

1. <u>CALL THE SPECIAL "IN CAMERA" MEETING TO ORDER:</u>

The Special "In Camera" Meeting was called to order at 4:06 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add Agenda Item 4(e) Release of 2016 "In Camera" Meeting Information First, Second, Third and Fourth Quarter Report (2016-FEB-01 2016-DEC-31).
- (b) Add Agenda Item 4(f) Release of 2017 "In Camera" Meeting Information First Quarter Report (2017-JAN-01 2017-MAR-31).
- (c) Add Agenda Item 4(b) Joint Use Development of Artificial Turf Field with School District 68 at Nanaimo Senior Secondary School.
- (d) Re-order Agenda Item 4(g) Chief Administrative Officer update to Agenda Item 4(a) and re-letter remaining items.

3. ADOPTION OF AGENDA:

14217 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.

D. Lindsay, B. McCrae and R. Harding entered the Douglas Rispin Room at 4:10 p.m. S Gurrie, S. Snelgrove and K. Gerard vacated the Douglas Rispin Room at 4:10 p.m.

4. REPORTS:

(a) Tracy Samra, Chief Administrative Officer – Verbal Update

Tracy Samra, Chief Administrative Officer provided Mayor, Council and Senior Management with an update regarding return to work and next steps moving forward with Council.

S. Gurrie, S. Snelgrove and K. Gerard returned to the Douglas Rispin Room at 4:15 p.m.

5. ADOPTION OF MINUTES:

14317 It was moved and seconded that the following Minutes be adopted as circulated:

- Minutes of the Special "In Camera" Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, B.C., Monday, 2017-MAY-15, at 4:30 p.m. be adopted.
- Minutes of the Special "In Camera" Meeting of Council held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, B.C., Monday, 2017-JUN-12, at 4:30 p.m.

The motion carried unanimously.

4. REPORTS (continued)

(b) Joint Use Development of Artificial Turf Field with School District 68 at Nanaimo Senior Secondary School

Presentation

- 1. Richard Harding, Director and Parks and Recreation, provided a presentation regarding the joint development of the artificial turf fields at Nanaimo District Secondary School between the City of Nanaimo and School District #68.
- 14417 It was moved and seconded that Council approve up to an additional \$600,000 from the Community Works Funds towards the joint development and shared funding with School District 68 of an Artificial Turf Field at Nanaimo District Secondary School for a total City contribution of \$1,800,000. The motion carried unanimously.

MINUTES - SPECIAL "IN CAMERA" COUNCIL 2017-JUL-10 PAGE 3

Counci	illor Hon	ered the Douglas Rispin Room at 4:35 p.m. ng entered the Douglas Rispin Room at 4:34 p.m. nnan entered the Douglas Rispin Room at 4:35 p.m.
	(c)	
		Introduced by Bill Corsan, Manager of Real Estate.
Counci	illor Brei	nnan vacated the Douglas Rispin Room at 4:55 p.m.
	(d)	
		Introduced by Bill Corsan, Manager of Real Estate.
	(e)	
		Introduced by Bill Corsan, Manager of Real Estate.
	(f)	Property Disposition – 2103 Bowen Road
		Introduced by Dale Lindsay, Director of Community Development.
15017		It was moved and seconded that Council:
		provide approval in principle to dispose of 2103 Bowen Road to Luke Harrison and Farle Cherneski for the sum of \$350,000; and

2. direct Staff to return to an upcoming Open Council meeting once a purchase and sale agreement has been executed.

The motion carried.

<u>Opposed</u>: Mayor McKay

D. Lindsay and B. Corsan vacated the Douglas Rispin Room at 5:50 p.m.

Mayor McKay vacated the Douglas Rispin Room at 5:51 p.m., Acting Mayor Hong assumed the Chair and Quorum was lost.

At 5:53 p.m., Mayor McKay returned to the Douglas Rispin Room, resumed the Chair and Quorum was regained.

(g) Release of 2016 "In Camera" Meeting Information - First, Second, Third and Fourth Quarter Report (2016-FEB-01 - 2016-DEC-31)

Introduced by Sheila Gurrie, City Clerk.

15117 It was moved and seconded that Council:

- direct Staff to release in whole or in part, the 2016 first, second, third and fourth quarter (2016-FEB-01 2016-DEC-31) Council and Committee of the Whole "In Camera" reports and minutes, by publishing on the City's website the items identified in Attachment 'A' of the report where the requirement for confidentiality has passed and Council authorization has not yet been obtained in accordance with Council Policy "Routine Release of "In Camera" Resolutions and Related Reports and Information";
- 2. authorize release of this report following severing of Attachment A and that Attachment A be kept permanently confidential, a legal review and review by the Chief Administrative Officer; and,
- 3. direct Staff to place the released minutes and reports on the City of Nanaimo website.

The motion carried unanimously.

- 15217 It was moved and seconded that Council direct Staff to place the released minutes and reports of the "In Camera" information from the 2016 first, second, third and fourth quarter (2016-FEB-01 2016-DEC-31) Council and Committee of the Whole meetings on the City of Nanaimo website. The motion carried unanimously.
 - (h) Release of 2017 "In Camera" Meeting Information First Quarter Report (2017- JAN-01 2017-MAR-31)

Introduced by Sheila Gurrie, City Clerk.

15317 It was moved and seconded that Council:

1. direct Staff to release in whole or in part, the 2017 first quarter (2017-JAN- 01 - 2017-MAR-31) Council and Committee of the Whole "In Camera" reports and minutes, by publishing on the City's website the items identified in Attachment 'A' of the report where the requirement for confidentiality has passed and Council authorization has not yet been obtained in accordance with Council Policy "Routine Release of "In Camera" Resolutions and Related Reports and Information":

MINUTES - SPECIAL "IN CAMERA" COUNCIL 2017-JUL-10 PAGE 5

- 2. authorize release of this report following severing of Attachment A and that Attachment A be kept permanently confidential, a legal review and review by the Chief Administrative Officer; and,
- 3. direct Staff to place the released minutes and reports on the City of Nanaimo website.

The motion carried unanimously.

It was moved and seconded that Council direct Staff to place the released minutes and 15417 reports of the "In Camera" information from the 2017 first quarter (2017-JAN-01 - 2017-MAR-31) Council and Committee of the Whole meetings on the City of Nanaimo website. The motion carried unanimously.

6.	ADJOURNMENT:

6.	ADJOURNMENT:
15517	It was moved and seconded at 6:03 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.
MAY	O R
CERT	IFIED CORRECT:
CORP	PORATE OFFICER

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS SERVICE AND RESOURCE CENTRE, BOARDROOM 411 DUNSMUIR STREET, NANAIMO, BC WEDNESDAY, 2017-JUL-26, AT 9:00 A.M.

PRES	PRESENT: Mayor W. B. McKay, Chair				
		Members:	Councillor S. D. Armstrong Councillor W. L. Bestwick Councillor G. W. Fuller Councillor J. Hong Councillor J. A. Kipp Councillor W. M. Yoachim		
		Absent:	Councillor M. D. Brennan Councillor I. W. Thorpe		
		Staff:	V. Mema, Chief Financial Officer/Deputy City Manager M. Blouin, HR Manager (vacated 9:05 a.m.) S. Gurrie, City Clerk (vacated 9:05 a.m.)		
		Also in Attendance:			
1.	CALL T	HE SPECIAL	"IN CAMERA" MEETING TO ORDER:		
	The Sp	ecial "In Came	era" Meeting was called to order at 9:01 a.m.		
2.	<u>ADOPT</u>	TION OF AGE	NDA:		
15617			and seconded that Council, in accordance with Section 90(1)(n) of the adopt the agenda as presented. The motion carried unanimously.		
3.	REPOR	RTS:			
	(a)				

Councillors Fuller, Hong and Yoachim vacated the Board Room at 11:07 a.m.

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4.	ADJOURNMENT:
	The meeting lost quorum at 11:08 a.m. and was adjourned.
MA	Y O R
CER	TIFIED CORRECT:
COR	PORATE OFFICER

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
WEDNESDAY, 2017-AUG-02 AT 1:00 P.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor S. D. Armstrong

Councillor W. L. Bestwick (vacated 4:09 p.m.) Councillor M. D. Brennan (vacated 2:22 p.m.)

Councillor G. W. Fuller

Councillor J. Hong (vacated 4:00 p.m.) Councillor J. A. Kipp (vacated 3:38 p.m.)

Councillor I. W. Thorpe

Councillor W. M. Yoachim (vacated 4:09 p.m.)

Staff: V. Mema, Chief Financial Officer/Deputy City Manager

M. Blouin, HR Manager S. Gurrie, City Clerk

Others:

1. <u>CALL THE "IN CAMERA" MEETING TO ORDER:</u>

The "In Camera" Meeting was called to order at 1:02 p.m.

2. <u>ADOPTION OF AGENDA:</u>

15717 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.

<u>Opposed:</u> Councillors Bestwick, Fuller and Kipp

Councillor Fuller was opposed to the decision that Section 132 of the *Community Charter* was out of order and could not be used to remove the Mayor from Chairing the meeting.

3.	REPORTS:					

2017-AUG-02 PAGE 2
Councillor Brennan vacated the Shaw Auditorium at 2:22 p.m.
Councillor Kipp vacated the Shaw Auditorium at 3:38 p.m.
Councillor Hong vacated the Shaw Auditorium at 4:00 p.m. Councillors Bestwick and Yoachim vacated the Shaw Auditorium at 4:09 p.m.
(b)
This item was not considered.

MINUTES - SPECIAL "IN CAMERA" COUNCIL

MINUTES – SPECIAL "IN CAMERA" COUNCIL 2017-AUG-02 PAGE 3

4.	ADJOURNMENT:	
	The Special "In Camera" meeting was terminate	ed due to loss of quorum at 4:09 p.m
	CE	ERTIFIED CORRECT:
CHA	AIR CO	DRPORATE OFFICER

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
WEDNESDAY, 2017-AUG-09 AT 9:00 A.M.

PRESENT: Acting Mayor Yoachim, Chair

Members: Councillor W. L. Bestwick

Councillor G. W. Fuller Councillor J. Hong Councillor J. A. Kipp

Absent: Councillor S. D. Armstrong

Councillor I. W. Thorpe

Staff: V. Mema, Chief Financial Officer/Deputy City Manager

M. Blouin, HR Manager

1. <u>CALL THE "IN CAMERA" MEETING TO ORDER:</u>

The "In Camera" Meeting was called to order at 9:15 a.m.

2. ADOPTION OF AGENDA:

16117 It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as presented. The motion carried unanimously.

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Special "In Camera" Council Meeting held Wednesday, 2017-AUG-02 at 1:00 p.m. in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, be adopted as circulated. The motion was <u>defeated</u> unanimously.

4. <u>REPORTS:</u>

MINUTES – SPECIAL "IN CAMERA" COUNCIL 2017-AUG-09 PAGE 2

Council requested that Staff vacate the Shaw Auditorium at 9:50 a.m. Council invited Staff to return to the Shaw Auditorium at 10:50 a.m. Councillor Bestwick vacated the Shaw Auditorium at 11:05 a.m. and quorum was lost.

5.	ADJOURNMENT:
	The Special "In Camera" meeting was terminated due to loss of quorum at 11:05 a.m
C H A	I R
CERT	TIFIED CORRECT:
CORF	PORATE OFFICER

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2017-AUG-14 AT 1:00 P.M.

PRESENT:		Mayor W.M. Yoachim, Chair				
		Members:	Councillor S. D. Armstrong Councillor W. L. Bestwick (vacated 3:30 p.m.) Councillor G. W. Fuller Councillor J. Hong Councillor J. A. Kipp Councillor I. W. Thorpe			
		Absent:	Mayor McKay Councillor M. D. Brennan			
		Others:				
		Staff:	V. Mema, Chief Financial Officer J. Van Horne, Director of Human Resources			
1.	CALL THE "IN CAMERA" MEETING TO ORDER:					
	The "In Camera" Meeting was called to order at 1:03 p.m.		ting was called to order at 1:03 p.m.			
2.	<u>INTRO</u>	DUCTION OF	LATE ITEMS:			
	(a)	Agenda Item	4(a)			
	(b)	Agenda Item	4(a)			
	(c)	Agenda Item	4(a)			
	(d)	Agenda Item	4(a)			
	(e)	Agenda Item	4(a)			

MINUTES - SPECIAL	"IN CAMERA"	COUNCIL
2017-AUG-14		
PAGE 2		

1 AOL 2	-							
	(f)	Agenda	Item 4(a)					
	(g)	Agenda	item 4(a)					
3.	ADOP	TION OF	AGENDA:					
16517				econded that Co the agenda as a			•	
4.	ADOP	TION OF	MINUTES:					
16617	Wedne	esday, 20	1 7 -JUL-26 و Street, N	econded that the at 9:00 a.m. in the Nanaimo, BC,	the Board Roor	n, Service a	and Resour	
16717	It was moved and seconded that the Minutes of the Special "In Camera" Meeting held Wednesday, 2017-AUG-02 at 1:00 p.m. in the Shaw Auditorium, 80 Commercial Street, Nanaimo, BC, be adopted as amended							
	<u>Oppos</u>	ed: Coun	cillors Fulle	he motion o er, Kipp and Yoa				
16817	Nanain Auditor	esday, 20 no, BC, bo rium durir	17-AUG-09 e adopted a ng the meeti	econded that the at 9:00 a.m. in s amended to re ing proceedings er, Kipp and Yoa	n the Shaw Au flect that Counc . The motion ca	iditorium, 8 cillor Kipp di	0 Commerc	cial Street,
5.	REPO	RTS:						
	(a)							

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Councillor Bestwick vacated the Shaw Auditorium at 3:30 p.m.

MINUTES – SPECIAL "IN CAMERA" COUNCIL 2017-AUG-14 PAGE 5
6. <u>ADJOURNMENT:</u>
18217 It was moved and seconded at 3:52 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.
CHAIR
CERTIFIED CORRECT:
CORPORATE OFFICER

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2017-SEP-11 AT 4:00 P.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor S. D. Armstrong

Councillor W. L. Bestwick

Councillor M. D. Brennan (entered 4:24 p.m.)

Councillor G. W. Fuller Councillor J. Hong Councillor J. A. Kipp Councillor I. W. Thorpe

Councillor W. M. Yoachim (entered 4:12 p.m.)

Staff: B. McRae, Chief Operations Officer

J. Van Horne, Director of Human Resources (entered 5:05 p.m.)
D. Lindsay, Director of Community Development (vacated 4:45 p.m.)

B. Corsan, Manager of Real Estate (vacated 4:45 p.m.)

S. Gurrie, City Clerk

J. Vanderhoef, Recording Secretary (vacated 5:05 p.m.)

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

The "In Camera" Meeting was called to order at 4:02 p.m.

2. <u>INTRODUCTION OF LATE ITEMS:</u>

- (a) Add Agenda Item 5(d) -
- (b) Add Agenda Item 5(e) -
- (c) Add Agenda Item 5(f) -
- (d) Add Agenda Item 5(g) -
- (e) Add -

ADOPTION OF AGENDA:

19617 It was moved and seconded that Council, in accordance with Section 90(1)(n) of the Community Charter, adopt the agenda as presented or amended. The motion carried unanimously.

4. ADOPTION OF MINUTES:

19717 It was moved and seconded that the following minutes be adopted as circulated:

- Minutes of the Special "In Camera" Council Meeting held Monday, 2017-JUN-19 at 4:30 p.m. in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC.
- Minutes of the Special "In Camera" Council Meeting held Monday, 2017-JUL-10 at 4:00 p.m. in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC.

The motion carried.

Opposed: Councillor Kipp

5. <u>REPORTS:</u>

(a) Council Appointed Tax Sale Bidder

Introduced by Bill Corsan, Manager of Real Estate.

- 19817 It was moved and seconded that Council authorize the Manager of Real Estate or designate to bid at the annual Tax Sale to be held 2017-SEP-25,

 The motion carried unanimously.
- 19917 It was moved and seconded that the report titled Council Appointed Tax Sale Bidder be released with the exception of the bidding limits approved for Tax Sale properties. The motion carried unanimously.

Councillor Yoachim entered the Shaw Auditorium at 4:12 p.m. Councillor Brennan entered the Shaw Auditorium at 4:24 p.m.

D. Lindsay and B. Corsan vacated the Shaw Auditorium at 4:45 p.m.

MINUTES – SPECIAL "IN CAMERA" COUNCIL 2017-SEP-11 PAGE 3			
J. Van Horne entered the Shaw Auditorium at 5:05 p.m. J. Vanderhoef vacated the Shaw Auditorium at 5:05 p.m.			
Councillo	or Thorpe stated that he was concerned that legal counsel was not in attendance.		
	ollow-up Regarding Resolutions #15917 and #16017 from the Special n Camera" Council Meeting 2017-AUG-02		
In	ntroduced by Sheila Gurrie, City Clerk.		

MINUTES – SPECIAL "IN CAMERA" COUNC 2017-SEP-11 PAGE 4	IL

A	t 6:40 p.m. the Special "In Camera" Council Meeting moved into the Douglas Rispin Room.
С	Councillor Bestwick entered the Douglas Rispin Room at 6:40 p.m.
6	. <u>ADJOURNMENT:</u>
2	1017 It was moved and seconded at 6:52 p.m. that the "In Camera" Meeting terminate.
	The motion carried unanimously.
C	CHAIR
С	CERTIFIED CORRECT:
C	CORPORATE OFFICER

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS SHAW AUDITORIUM, AND DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE, 80 COMMERCIAL STREET, NANAIMO, BC MONDAY, 2017-SEP-18 AT 4:00 P.M. – 5:00 P.M.

PRESENT: Councillor W. M. Yoachim, Acting Chair Mayor W. B. McKay, Chair (entered 7:00 p.m.)

Members: Councillor S. D. Armstrong

Councillor W. L. Bestwick

Councillor M. D. Brennan (entered 7:00 p.m.)

Councillor G. W. Fuller Councillor J. Hong

Councillor J. A. Kipp (vacated 5:59 p.m.)
Councillor I. W. Thorpe (entered 7:00 p.m.)

Staff: T. Samra, Chief Administrative Officer

B. McRae, Chief Operations Officer

D. Lindsay, Director of Community Development J. Van Horne. Director of Human Resources

S. Gurrie, City Clerk

CALL THE "IN CAMERA" MEETING TO ORDER:

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

2. <u>INTRODUCTION OF LATE ITEMS:</u>

- (a) Add Agenda Item 6(c) Apology
- (b) Add Agenda Item 6(d) Privacy Commissioner
- (c) Add Agenda Item 6(e) –
- (d) Add Agenda Item 6(f) Correspondence sent to Ms. Samra, dated 2017-SEP-13
- (e) Reorder the Agenda as follows:
 - (a)
 - (b)
 - (c) Privacy Commissioner
 - (d) Report on CAO to Council Communications
 - (e)
 - (f) Report on CAO to Council Communications (Continued)

The Special "In Camera" Meeting recessed at 4:05 p.m. The Special "In Camera" Meeting reconvened at 4:06 p.m.

(g) Add Community Charter Section 90(2)(b).

3. ADOPTION OF AGENDA:

21117 It was moved and seconded that Council, in accordance with Section 90(1)(n) of the Community Charter, adopt the agenda as amended. The motion carried unanimously.

4.	REPORTS:					

21217 It was moved and seconded that Acting Mayor Yoachim read aloud the correspondence sent to Tracy Samra, Chief Administrative Officer, dated 2017-SEP-13, during the Regular Council Meeting, 2017-SEP-18. The motion carried unanimously.

By unanimous consent Council agreed to reconvene "In Camera", later this evening when all members of Council are present in order to ratify and confirm resolution

MINUTES – SPECIAL "IN CAMERA" COUNCIL
2017-SEP-18
PAGE 3

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21517 It was moved and seconded that Brad McRae, Chief Operations Officer, become co-head of the *Freedom of Information and Protection of Privacy Act* alongside Sheila Gurrie, City Clerk. The motion carried. *Opposed: Councillor Armstrong*

(d) Report on CAO to Council Communications

This item was postponed until all members of Council are present.	

The Special "In Camera" Meeting recessed at 5:59 p.m. Councillor Kipp vacated at 5:59 p.m.

The Special "In Camera" Meeting reconvened in the Douglas Rispin Room at 7:15 p.m.

(f) Report on CAO to Council Communications (Continued)

Tracy Samra, Chief Administrative Officer, spoke regarding Council communications with Staff, and reiterated that all communication from Council must be through the Chief Administrative Officer. The Chief Administrative Officer will forward communications to the appropriate Staff.

CERTIFIED CORRECT:

5. <u>ADJOURNMENT:</u>

21817	It was moved and seconded at 7:56 p.m. that the "In Camera" Meeting terminate. carried unanimously.	The

CHAIR	
ACTING CHAIR	CORPORATE OFFICER