

**AGENDA**  
REGULAR COMMITTEE OF THE WHOLE MEETING  
SHAW AUDITORIUM, 80 COMMERCIAL STREET, NANAIMO, BC  
MONDAY, 2014-FEB-03, AT 4:30 P.M.

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

2. **INTRODUCTION OF LATE ITEMS:**

3. **ADOPTION OF AGENDA:**

4. **ADOPTION OF MINUTES:**

- |     |   |                  |
|-----|---|------------------|
| (a) | Minutes of the Special Open Committee of the Whole Meeting held in the Board Room, 411 Dunsmuir Street, on Wednesday, 2013-DEC-04 at 9:00 a.m.  | <i>Pg. 6-7</i>   |
| (b) | Minutes of the Regular Committee of the Whole Meeting held in the Shaw Auditorium, 80 Commercial Street, on Monday, 2013-DEC-09 at 4:30 p.m.    | <i>Pg. 8-12</i>  |
| (c) | Minutes of the Special Open Committee of the Whole Meeting held in the Board Room, 411 Dunsmuir Street, on Wednesday, 2013-DEC-11 at 9:00 a.m.  | <i>Pg. 13-14</i> |
| (d) | Minutes of the Special Open Committee of the Whole Meeting held in the Board Room, 411 Dunsmuir Street, on Wednesday, 2013-DEC-17 at 10:06 a.m. | <i>Pg. 15-16</i> |
| (e) | Minutes of the Special Open Committee of the Whole Meeting held in the Board Room, 411 Dunsmuir Street, on Wednesday, 2014-JAN-08 at 9:02 a.m.  | <i>Pg. 17-18</i> |
| (f) | Minutes of the Special Open Committee of the Whole Meeting held in the Board Room, 411 Dunsmuir Street, on Wednesday, 2014-JAN-15 at 8:36 a.m.  | <i>Pg. 19-20</i> |
| (g) | Minutes of the Special Open Committee of the Whole Meeting held in the Board Room, 411 Dunsmuir Street, on Monday, 2014-JAN-20 at 4:30 p.m.     | <i>Pg. 21-22</i> |
| (h) | Minutes of the Special Open Committee of the Whole Meeting held in the Board Room, 411 Dunsmuir Street, on Wednesday, 2014-JAN-22 at 9:04 a.m.  | <i>Pg. 23-24</i> |

5. **PRESENTATIONS:**

NONE

6. **ADMINISTRATION:**

NONE

7. **CORPORATE SERVICES:**

NONE

8. **COMMUNITY SERVICES:**

(a) **Protection Island Sanitary Sewer Service Upgrades Tender**

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

Staff Recommendation: That Council receive for information the report regarding Protection Island sanitary sewer service upgrades tender.

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(b) **2014 Arts and Cultural Festivals and Events Grants**

To be introduced by Councillor Pattje, Chair, Cultural Committee.

*Purpose: To obtain Council approval for the Arts and Cultural Festivals and Events funding to provide support to local cultural groups for the purpose of initiating new, or expanding existing, art and cultural events in the city.*

Staff Recommendation: That Council approve the Arts and Cultural Festivals and Events Grant recommendations in the total amount of \$27,573 as follows:

Pg. 26-28

<b>2014 ARTS CULTURAL AND FESTIVAL EVENTS GRANTS</b>	<b>2014 REQUESTED</b>	<b>2014 RECOMMENDED</b>
African Heritage Society	15,000	1,150
Art Gallery Festival of Banners	2,000	2,000
Arts Council	1,500	1,300
Ballroom Dance Society	2,600	1,500
Blues Festival Society	11,500	2,300
Conservatory of Music	5,000	2,300
Crimson Coast Dance Festival	7,000	3,400
Friends of Nanaimo Jazz Society	3,800	1,900

Harbour City Jazz Society	1,200	1,000
In Other Words "InToLeRant"	3,000	0
In Other Words "Ray and Wodahs"	750	750
Francophone Association	5,000	2,700
Mens Resource Center	4,173	1,250
Pacific Coast Stage Co.	1,900	1,700
V.I Symphony in the Park	5,000	2,333
V.I Symphony Community Days	4,000	1,990
<b>TOTALS:</b>	<b>73,423</b>	<b>27,573</b>

(c) **2014 Cultural Operating Grants**

To be introduced by Councillor Pattje, Chair, Cultural Committee.

*Purpose: To obtain Council approval for the Cultural Operating Grants funding to provide support to non-profit cultural organizations with a portion of their operating cost for the provision of providing cultural services to the community.*

Staff Recommendation: That Council approve the Cultural Operating Grant recommendations in the total amount of \$209,098 as follows:

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<b>2014 CULTURAL OPERATING GRANTS</b>	<b>2014 REQUESTED</b>	<b>2014 RECOMMENDED</b>
A Capella Plus Choir Society	2,000	1,750
African Heritage Society	15,000	1,900
Arts Alive	2,000	2,000
Arts Council	15,000	11,650
Ballroom Dance Society	1,600	1,150
Blues Festival Society	3,500	3,300
BC Boys Choir	2,500	2,200
Centre for the Arts	14,900	11,350
Chamber Orchestra	4,800	3,700
Concert Band	11,000	6,400
Conservatory of Music	14,500	12,098
Crimson Coast Dance Society	25,000	15,000
Heart of the Island	2,000	1,350
Island Consort Chamber Choir	1,000	750
Francophone Association	12,000	9,000
Pacific Coast Stage Co.	4,800	4,100
Pacific Institute of Bagpiping	3,500	2,500
Tidesmen Barbershop Chorus	2,000	1,900
Wordstorm Society	6,000	4,000

Theatre One	28,000	28,000
Vancouver Island Symphony	85,000	85,000
<b>TOTALS:</b>	<b>256,100</b>	<b>209,098</b>

(d) **Vancouver Island Sport Tourism Council's Bid to Host 2016 Female U18 National Hockey Championship**

To be introduced by Councillor Johnstone, Chair, Parks, Recreation and Culture Commission.

*Purpose: To obtain Council support of the bid to host part of the 2016 Female U18 National Hockey Championship.*

Commission Recommendation: That Council support the Vancouver Island Sport Tourism Council's bid to host part of the 2016 Female U18 National Hockey Championship in Nanaimo and designate \$5,000 from the 2016 Sport Tournament Grant fund.

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(e) **BC Summer Games Criminal Record Check Fees for Volunteers**

*Purpose: To obtain Council approval for waiving the Criminal Record Check fees for volunteers for the 2014 BC Summer Games being held in Nanaimo from July 17 to 20, 2014.*

Staff Recommendation: That Council waive the fees for the Criminal Record Checks for the 2014 BC Summer Games volunteers.

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(f) **Parks, Recreation and Culture Commission Minutes**

Minutes of the Meeting held 2013-NOV-27.

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

NONE

10. **NOTICE OF MOTION:**

11. **OTHER BUSINESS:**

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

- (a) Ms. Tammy Dunakin and Ms. Beverly Ness, on behalf of Goats On The Hoof Vegetation Management, requesting that Council relax the bylaw as it pertains to harbouring animals in the City or allow their company an exemption.

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- (b) Ms. Marjorie Driscoll, Executive Director, and Ms. Rita Bulger, Volunteer, Volunteer Nanaimo, to express their appreciation to the City of Nanaimo and City Council for their support and participation for previous volunteer appreciation luncheons.

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

14. **PROCEDURAL MOTION:**

That the meeting be closed to the public in order to deal with agenda items under the *Community Charter* Section 90(1):

- (c) labour relations or other employee relations;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public; and,

*Community Charter* Section 90(2):

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

15. **ADJOURNMENT:**

ACTING MAYOR: COUNCILLOR KIPP  
2014-JAN-20 to 2014-MAR-09

**MINUTES**  
**SPECIAL COMMITTEE OF THE WHOLE MEETING**  
**BOARD ROOM, 411 DUNSMUIR STREET,**  
**WEDNESDAY, 2013-DEC-04, AT 9:00 A.M.**

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**PRESENT:** Mayor J. R. Ruttan, Chair

**Members:** Councillor W. L. Bestwick (Departed 10:13 a.m.)  
Councillor M. D. Brennan (Departed 10:15 a.m.)  
Councillor G. E. Greves  
Councillor D. K. Johnstone  
Councillor W. B. McKay  
Councillor J. F. K. Pattje

**Absent:** Councillor G. Anderson  
Councillor J. A. Kipp

**Staff:** E. C. Swabey, City Manager  
T. M. Hickey, General Manager of Community Services  
I. Howat, General Manager of Corporate Services  
T. P. Seward, Director of Social and Protective Services  
T. L. Hartley, Director of Human Resources and Organizational Planning  
B. E. Clemens, Director of Finance  
D. Lindsay, Director of Development  
B. Prokopenko, Senior Manager of Engineering  
Chief R. Lambert, Nanaimo Fire Rescue  
C. Richardson, Deputy Fire Chief  
S. Harrison, Deputy Fire Chief  
M. Dietrich, Manager of Police Support Services  
M. Sinstadt, Manager of Police Operational Support  
B. Labelle, Manager of Fleet / Service Centre  
G. Franssen, Manager of Sanitation, Recycling and Cemeteries  
D. Duncan, Manager of Financial Planning  
D. Fournier, Municipal Infrastructure Engineer  
C. Jackson, Manager of Legislative Services  
G. Ferrero, Director, Legislative Services  
K. King, Steno/Coordinator, Legislative Services

**1. CALL THE OPEN MEETING TO ORDER:**

The Regular Committee of the Whole Meeting was called to order at 9:06 a.m.

**2. ADOPTION OF AGENDA:**

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

3. PRESENTATIONS:

- (a) Mr. Tom Hickey, General Manager, Community Services, Mr. Gary Franssen, Manager of Sanitation, Recycling and Cemeteries and Mr. Bruce Labelle, Manager of Fleet / Service Centre, provided a presentation regarding the 2014-2018 Financial Plan for Engineering and Public Works.

Councillor Bestwick vacated the Board Room at 10:13 a.m.

Councillor Brennan vacated the Board Room at 10:15 a.m.

4. QUESTION PERIOD:

- Mr. Jim Taylor – garbage/kitchen waste

5. ADJOURNMENT:

It was moved and seconded at 10:40 a.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER

**MINUTES**  
**REGULAR COMMITTEE OF THE WHOLE MEETING**  
**SHAW AUDITORIUM, 80 COMMERCIAL STREET,**  
**MONDAY, 2013-DEC-09 AT 4:30 P.M.**

---

**PRESENT:** Mayor J. R. Ruttan, Chair

**Members:** Councillor G. Anderson  
Councillor W. L. Bestwick (arrived 4:33 p.m.)  
Councillor M. D. Brennan  
Councillor G. E. Greves  
Councillor D. K. Johnstone  
Councillor J. A. Kipp  
Councillor J. F. K. Pattje

**Absent:** Councillor W. B. McKay

**Staff:** E. C. Swabey, City Manager  
T. M. Hickey, General Manager of Community Services  
I. Howat, General Manager of Corporate Services  
T. P. Seward, Director of Social & Protective Services  
T. L. Hartley, Director of Human Resources and Organizational Planning  
D. Lindsay, Director of Community Development  
R. J. Harding, Director of Parks, Environment & Recreation  
B. Prokopenko, Senior Manager of Engineering  
P. Cooper, Communications Manager  
G. Ferrero, Director of Information Technology & Legislative Services  
P. Rosen, Manager Engineering Projects  
D. Stevens, Applications Analyst  
C. Jackson, Manager, Legislative Services  
S. Snelgrove, Recording Secretary

**1. CALL THE OPEN MEETING TO ORDER:**

The Regular Committee of the Whole Meeting was called to order at 4:30 p.m.

**2. INTRODUCTION OF LATE ITEMS:**

- (a) Mayor Ruttan advised that he would provide an announcement regarding the recent Snuneymuxw First Nation election under agenda Item 5 (a) Presentations.

**3. ADOPTION OF AGENDA:**

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



4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Special Open Committee of the Whole Meeting held Monday, 2013-OCT-31 at 9:00 a.m. and that the Minutes of the Regular Committee of the Whole Meeting held Monday, 2013-NOV-25 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS:

- (a) Mayor Ruttan spoke regarding the recent Snuneymuxw First Nation election.

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

6. CORPORATE SERVICES:

- (a) Governance Review Recommendations

It was moved and seconded that Council approve implementation of the governance review recommendations as set out in Appendix "A" of the report excluding items 1, 2, 3, 10, 11, 17, 25, 26, and 27. The motion carried unanimously.

It was moved and seconded that Council approve items 1, 2, 3, 10, 11 and 17 as set out in Appendix "A" of the Governance Review Recommendations report. The motion carried.

Opposed: Councillors Anderson, Bestwick, Kipp

It was moved and seconded that Council approve items 25, 26, and 27 as set out in Appendix "A" of the Governance Review Recommendations report. The motion carried.

Opposed: Councillors Anderson, Bestwick, Kipp

- (b) 2014 SAP Software Annual Maintenance

It was moved and seconded that Council award the 2014 SAP Software Annual Maintenance to Open business Process Inc. at a cost of \$275,226.78. The motion carried unanimously.

- (c) 2014 Association of Vancouver Island and Coastal Communities (AVICC) Resolutions

It was moved and seconded that Council direct Staff to draft resolutions for banning animal trapping and location of cell towers and present such resolutions to the 2014-JAN-13 Regular Council Meeting for Council approval for submission to the Association of Vancouver Island and Coastal Communities for consideration at the 2014 Annual General Meeting. The motion carried unanimously.

Councillor Brennan vacated the Shaw Auditorium at 5:36 p.m. declaring an apprehension of bias as her sister-in-law owns property in the Green Lake area.

7. COMMUNITY SERVICES:

(a) Green Lake Sanitary Sewer Connection Status Update

It was moved and seconded that Council receive for information the report regarding Green Lake sanitary sewer connection status update. The motion carried unanimously.

Councillor Brennan returned to the Shaw Auditorium at 5:43 p.m.

(b) Creative City Summit Application

It was moved and seconded that Council support the Creative City Summit Application to host either the 2017 or 2018 Creative City Summit in Nanaimo. The motion carried unanimously.

It was moved and seconded that Council direct Staff to prepare a policy regarding the intake and distribution of funding requests for sport, tourism and cultural events. The motion carried unanimously.

(c) Sport Tournament Grants 2014 - First Intake

It was moved and seconded that Council approve the expenditure of \$9,525 in funding for the first intake of the 2014 Sport Tournament Grant allocations as follows:

SPORT TOURNAMENT GRANT APPLICATIONS 2014		
GROUP		AMOUNT AWARDED
1.	Nanaimo Aboriginal Centre Society Xmulmuxw Huwilum S'quphtut Soccer Tournament	\$1,350
2.	Nanaimo District Lacrosse Association 34 <sup>th</sup> Annual Bantam Lacrosse Tournament	\$1,100
3.	Nanaimo Kennel Club Annual Show	\$2,125
4.	Nanaimo Minor Hockey Association Nanaimo Ice 2013	\$1,100
5.	Nanaimo Minor Hockey Association Nanaimo Atom Development Spring Break Hockey Tournament	\$950
6.	Nanaimo Riptides Swim Team VI Regional Long Course Meet	\$1,050
7.	Nanaimo Riptides Swim Team NRST Spring Sprint 2013	\$750
8.	Nanaimo White Rapids Swim Club Nanaimo Invitational Swim Meet	\$1,100
TOTAL:		\$9,525

The motion carried unanimously.

(d) Community Program Development Grant - Cedar 4-H Senior Advisory Council

It was moved and seconded that Council approve the Community Program Development Grant in the amount of \$4,375 to the Cedar 4-H Sr. Advisory Council for the 2014 season. The motion carried unanimously.

8. DELEGATIONS (not related to a Report to Council):

It was moved and seconded that Agenda Item 12 (c) delegation Ms. Phyllis Argue be brought forward to Agenda Item 12 (a). The motion carried unanimously.

- (a) Ms. Phyllis Argue, on behalf of the Red Cross, presented Council with a certificate in appreciation for the permissive tax exemption granted by Council.
- (b) Mr. Neil Mulligan, representing a group of concerned citizens, spoke regarding a proposed Telus tower in the Hammond Bay area.
- (c) Mr. Kevin Annett was not in attendance.
- (d) Dr. Fred Dowe spoke regarding a proposed Telus tower in the Hammond Bay area.

Councillor Brennan vacated the Shaw Auditorium at 6:49 p.m.

It was moved and seconded that Council direct Staff to establish a siting protocol regarding cell towers within residential neighbourhoods in the City of Nanaimo. The motion carried unanimously.

Councillor Brennan returned to the Shaw Auditorium at 6:54 p.m.

9. QUESTION PERIOD:

- Mr. Gord Fuller, re: a proposed Telus tower in the Hammond Bay area, Governance Review Recommendations.
- Mr. Fred Taylor, re: a proposed Telus tower in the Hammond Bay area.
- Ms. Christel Martin, re: Health effects of cell towers.
- Mr. Chris Marcan re: a proposed Telus tower in the Hammond Bay area.

10. PROCEDURAL MOTION:

It was moved and seconded that the meeting be closed to the public in order to deal with agenda items under the *Community Charter* Section 90(1):

- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (c) labour relations or other employee relations;

- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public; and,

*Community Charter* Section 90(2):

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

The motion carried unanimously.

Council moved into "In Camera" at 7:13 p.m.

Council moved out of "In Camera" at 8:18 p.m.

11. ADJOURNMENT:

It was moved and seconded at 8:18 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER

**MINUTES**  
**SPECIAL COMMITTEE OF THE WHOLE MEETING**  
**BOARD ROOM, 411 DUNSMUIR STREET,**  
**WEDNESDAY, 2013-DEC-11, AT 9:00 A.M.**

---

**PRESENT:** Mayor J. R. Ruttan, Chair

**Members:** Councillor W. L. Bestwick  
Councillor G. E. Greves  
Councillor D. K. Johnstone  
Councillor J. A. Kipp  
Councillor W. B. McKay (Arrived at 9:04 a.m.)

**Absent:** Councillor G. Anderson  
Councillor M. D. Brennan  
Councillor J. F. K. Pattje

**Staff:** E. C. Swabey, City Manager  
T. M. Hickey, General Manager of Community Services  
I. Howat, General Manager of Corporate Services  
T. P. Seward, Director of Social and Protective Services  
B. E. Clemens, Director of Finance  
B. Prokopenko, Senior Manager of Engineering  
D. Duncan, Manager of Financial Planning  
B. Denbigh, Manager of Roads and Traffic Services  
G. Franssen, Manager of Sanitation, Recycling and Cemeteries  
B. Labelle, Manager of Fleet / Service Center  
S. Stinson, Manager of Information Technology  
J. Birch, Acting Manager of Business Applications & ERP System  
G. Foy, Traffic / Transportation Engineer  
D. Fournier, Municipal Infrastructure Engineer  
C. Jackson, Manager of Legislative Services  
G. Ferrero, Director, Legislative Services  
K. King, Steno/Coordinator, Legislative Services

**1. CALL THE OPEN MEETING TO ORDER:**

The Regular Committee of the Whole Meeting was called to order at 9:02 a.m.

**2. ADOPTION OF AGENDA:**

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

3. PRESENTATIONS:

- (a) Mr. Tom Hickey, General Manager, Community Services, Mr. Brian Denbigh, Manager of Roads and Traffic Services, Mr. Gary Franssen, Manager of Sanitation, Recycling and Cemeteries and Mr. Bruce Labelle, Manager of Fleet / Service Centre, provided a presentation regarding the 2014-2018 Financial Plan for Engineering and Public Works.

4. ADJOURNMENT:

It was moved and seconded at 10:40 a.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER

**MINUTES**  
**SPECIAL COMMITTEE OF THE WHOLE MEETING**  
**BOARD ROOM, SERVICE AND RESOURCE CENTRE,**  
**411 DUNSMUIR STREET, NANAIMO, BC**  
**TUESDAY, 2013-DEC-17 AT 10:06 A.M.**

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**PRESENT:** Mayor J. R. Ruttan, Chair

**Members:** Councillor W. L. Bestwick  
Councillor M. D. Brennan (entered at 10:07 a.m.)  
Councillor G. E. Greves  
Councillor D. K. Johnstone  
Councillor W. B. McKay

**Absent:** Councillor J. F. K. Pattje  
Councillor G. Anderson  
Councillor J. A. Kipp

**Staff:** E. C. Swabey, City Manager  
T. M. Hickey, General Manager of Community Services  
B. E. Clemens, Director of Finance  
R. J. Harding, Director of Parks, Environment & Recreation  
S. Samborski, Senior Manager, Culture & Heritage  
P. Cooper, Communications Manager  
D. Lindsay, Director of Community Development  
C. Jackson, Manager, Legislative Services

**Guest:** Mr. Brent Barootes, The Partnership Group

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

The Special Open Committee of the Whole Meeting was called to order at 10:06 a.m.

**2. ADOPTION OF AGENDA:**

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

Councillor Brennan entered the Board Room at 10:07 a.m.

**3. PRESENTATIONS:**

- (a) Council discussion with Mr. Brent Barootes, The Partnership Group, regarding municipal sponsorship opportunities and challenges.

It was moved and seconded that Staff be directed to prepare a report to Council outlining the framework for future Council discussion regarding municipal sponsorship opportunities. The motion carried unanimously.

4. ADJOURNMENT:

It was moved and seconded at 12:06 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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



**MINUTES**  
SPECIAL OPEN COMMITTEE OF THE WHOLE MEETING  
BOARD ROOM, SERVICE AND RESOURCE CENTRE,  
411 DUNSMUIR STREET, NANAIMO, BC  
WEDNESDAY, 2014-JAN-08 AT 9:02 A.M.

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PRESENT: Acting Mayor W. L. Bestwick, Chair

Members: Councillor G. Anderson (entered the meeting at 9:26 a.m.)  
Councillor M. D. Brennan  
Councillor G. E. Greves  
Councillor D. K. Johnstone  
Councillor J. A. Kipp  
Councillor W. B. McKay

Absent: Mayor J. R. Ruttan  
Councillor J. F. K. Pattje

Staff: E. C. Swabey, City Manager  
T. M. Hickey, General Manager of Community Services  
I. Howat, General Manager of Corporate Services  
B. E. Clemens, Director of Finance  
B. Prokopenko, Acting Director of Public Works / Senior Manager of Engineering  
P. Cooper, Communications Manager (entered the meeting at 9:49 a.m.)  
B. Denbigh, Manager of Roads and Traffic (vacated at 10:08 a.m.)  
L. deVries, Manager, Engineering Support Services  
D. Duncan, Manager of Financial Planning  
D. Fournier, Manager of Infrastructure and Planning  
G. Foy, Traffic/Transportation Engineer  
W. Fulla, Manager, Finance, Community Services  
S. Ricketts, Manager, Construction  
P. Rosen, Manager, Engineering Projects  
P. Stewart, Design Engineer  
C. Jackson, Manager, Legislative Services  
D. Smith, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Special Open Committee of the Whole Meeting was called to order at 9:04 a.m.

2. ADOPTION OF AGENDA:

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

3. PRESENTATIONS:

- (a) Mr. Tom Hickey, General Manager, Community Services, and Engineering and Public Works Staff provided a presentation and a Staff/Council discussion took place regarding the 2014-2018 Financial Plan for Engineering and Public Works.

Councillor Anderson entered the Board Room at 9:26 a.m.

Councillor Kipp vacated the Board Room at 10:20 a.m.

Councillor Kipp returned to the Board Room at 10:22 a.m.

Councillor Brennan vacated the Board Room at 10:50 a.m.

Councillor Brennan returned to the Board Room at 10:52 a.m.

4. QUESTION PERIOD:

- Mr. Jim Taylor, re: tax increases relating to upgrading infrastructure.

5. ADJOURNMENT:

It was moved and seconded at 11:06 a.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER

**MINUTES**  
**SPECIAL OPEN COMMITTEE OF THE WHOLE MEETING**  
**BOARD ROOM, SERVICE AND RESOURCE CENTRE,**  
**411 DUNSMUIR STREET, NANAIMO, BC**  
**WEDNESDAY, 2014-JAN-15 AT 8:36 A.M.**

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**PRESENT:** Mayor J. R. Ruttan, Chair

**Members:**

Councillor W. L. Bestwick  
Councillor G. E. Greves  
Councillor D. K. Johnstone (entered at 8:38 a.m.)  
Councillor J. A. Kipp  
Councillor W. B. McKay  
Councillor J. F. K. Pattje

**Absent:**

Councillor G. Anderson  
Councillor M. D. Brennan

**Staff:**

E. C. Swabey, City Manager  
T. M. Hickey, General Manager of Community Services  
I. Howat, General Manager of Corporate Services  
B. E. Clemens, Director of Finance  
G. Ferrero, Director of Information Technology and Legislative Services  
T. Seward, Director, Social and Protective Services  
B. Prokopenko, Acting Director of Public Works / Senior Manager of Engineering  
L. deVries, Manager, Engineering Support Services  
D. Duncan, Manager of Financial Planning  
D. Fournier, Manager of Infrastructure and Planning  
G. Foy, Traffic/Transportation Engineer  
W. Fulla, Manager, Finance, Community Services  
B. Sims, Manager, Water Resources  
B. LaBelle, Manager, Fleet/Service Centre  
P. Rosen, Manager, Engineering Projects  
C. Jackson, Manager, Legislative Services  
D. Smith, Recording Secretary

**1. CALL THE OPEN MEETING TO ORDER:**

The Special Open Committee of the Whole Meeting was called to order at 8:36 a.m.

**2. ADOPTION OF AGENDA:**

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

3. PRESENTATIONS:

- (a) Mr. Tom Hickey, General Manager, Community Services, and Engineering and Public Works Staff provided a presentation and a Staff/Council discussion took place regarding the 2014-2018 Financial Plan for Engineering and Public Works.

Councillor Johnstone entered the Board Room at 8:38 a.m.

4. ADJOURNMENT:

It was moved and seconded at 9:36 a.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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

**MINUTES**  
**SPECIAL OPEN COMMITTEE OF THE WHOLE MEETING**  
**BOARD ROOM, SERVICE AND RESOURCE CENTRE,**  
**411 DUNSMUIR STREET, NANAIMO, BC**  
**MONDAY, 2014-JAN-20, AT 4:30 P.M.**

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**PRESENT:** Mayor J. R. Ruttan, Chair

**Members:** Councillor G. Anderson  
Councillor W. L. Bestwick  
Councillor G. E. Greves  
Councillor D. K. Johnstone  
Councillor W. B. McKay  
Councillor J. F. K. Pattje

**Absent:** Councillor M. D. Brennan  
Councillor J. A. Kipp

**Staff:** E. C. Swabey, City Manager  
I. Howat, General Manager of Corporate Services  
T. P. Seward, Director of Social & Protective Services  
T. L. Hartley, Director of Human Resources & Organizational Planning  
B. E. Clemens, Director of Finance  
M. Dietrich, Manager of Police Support Services  
P. Cooper, Communications Manager  
G. Ferrero, Director of Information Technology & Legislative Services  
C. Jackson, Manager of Legislative Services  
K. King, Recording Secretary

**1. CALL THE OPEN MEETING TO ORDER:**

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

All Staff with the exception of Mr. E. C. Swabey, City Manager and Mr. C. Jackson, Manager of Legislative Services, vacated the Board Room

**2. INTRODUCTION OF LATE ITEMS:**

- (a) Add section 90 (1) (j) to Item 4 – Procedural Motion to proceed In Camera.
- (b) Add section 90 (1) (c) to Item 4 – Procedural Motion to proceed In Camera.

**3. ADOPTION OF AGENDA:**

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

4. PROCEDURAL MOTION:

It was moved and seconded that the meeting be closed to the public in order to deal with agenda items under the *Community Charter* Section 90(1):

- (c) labour relations or other employee relations;
- (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;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*, and,

*Community Charter* Section 90(2):

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

The motion carried unanimously.

Mr. C. Jackson, Manager of Legislative Services, vacated the Board Room at 4:34 p.m.

All Staff returned to the Board Room at 4:49 p.m.

5. ADJOURNMENT:

It was moved and seconded at 5:43 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER

**MINUTES**  
**SPECIAL OPEN COMMITTEE OF THE WHOLE MEETING**  
**BOARD ROOM, SERVICE AND RESOURCE CENTRE,**  
**411 DUNSMUIR STREET,**  
**WEDNESDAY, 2014-JAN-22 AT 9:04 A.M.**

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**PRESENT:** Mayor J. R. Ruttan, Chair

**Members:** Councillor W. L. Bestwick  
Councillor G. E. Greves  
Councillor D. K. Johnstone (arrived at 9:05 a.m.)  
Councillor W. B. McKay  
Councillor J. F. K. Pattje

**Absent:** Councillor G. Anderson  
Councillor M. D. Brennan  
Councillor J. A. Kipp

**Staff:** E. C. Swabey, City Manager  
I. Howat, General Manager of Corporate Services  
T. L. Hartley, Director of Human Resources & Organizational Planning  
B. E. Clemens, Director of Finance  
R. J. Harding, Director of Parks, Environment & Recreation (arrived 9:55 a.m.)  
B. Prokopenko, Acting Director of Engineering & Public Works  
D. Duncan, Manager of Financial Planning  
P. Cooper, Communications Manager (arrived 9:58 a.m.)  
W. Fulla, Manager of Finance, Community Services  
J. Birch, Acting Manager of Information Technology (arrived 9:57 a.m., vacated 10:31 a.m.)  
D. Fournier, Municipal Infrastructure Engineer  
S. Ricketts, Manager of Construction  
P. Rosen, Acting Senior Manager of Engineering  
P. Stewart, Design Engineer  
R. Davidson, Manager of Parking Services / Assistant Manager of Bylaw, Regulation and Security (vacated 9:42 a.m.)  
G. Ferrero, Director of Information Technology & Legislative Services  
C. Jackson, Manager, Legislative Services  
S. Snelgrove, Recording Secretary

1. **CALL THE OPEN MEETING TO ORDER:**

The Special Open Committee of the Whole Meeting was called to order at 9:04 a.m.

2. **ADOPTION OF AGENDA:**

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

Councillor Johnstone entered the Board Room at 9:05 a.m.

3. CORPORATE SERVICES:

(a) 2014 Projects – Early Approval

It was moved and seconded that Council approve the list of projects for 2014 as outlined in the 2014 Projects – Early Approval report excluding Item 15 Engineering and Public Works - Projects, Fleet Section, Unit 413 - Crane. The motion carried unanimously.

Councillor Bestwick vacated the Board Room at 10:34 a.m.

4. ADJOURNMENT:

It was moved and seconded at 10:35 a.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER



**City of Nanaimo**  
**REPORT TO COUNCIL**

DATE OF MEETING: 2014-FEB-03

AUTHORED BY: S. RICKETTS, MANAGER, CONSTRUCTION

RE: PROTECTION ISLAND SANITARY SEWER SERVICE UPGRADES TENDER

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**STAFF RECOMMENDATION:**

That Council receive this report for information.

**PURPOSE:**

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

**DISCUSSION:**

Protection Island was serviced with a low pressure sanitary sewer system in 1986. To prevent sewer backups, backflow preventors were installed at each property service. Some of these backflow preventors have failed. These backflow preventors are buried at the sewer main, so to repair them requires mobilizing excavation equipment to Protection Island by barge. Staff felt it is more efficient to replace all of backflow preventors with one mobilization, rather than responding to each failure which could result in a sewer backup.

This tender will remove about 350 backflow preventors and relocate them inside new service boxes. Locating them in the service box will allow future replacement without the need for excavation. The remainder of the Protection Island sewer system is in good condition.

The construction schedule is to start in March and be complete in June. Staff have discussed this project with Protection Island Neighbourhood Association. The residents will receive project notices prior to construction starting.

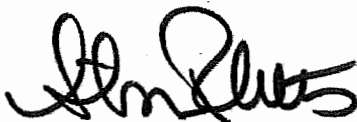
This project was in the 2013 budget, and the construction was deferred to 2014. The budget for this project is \$485,000.

***Strategic Plan Consideration***

This action supports Council's commitment to Asset Management.

Respectfully submitted,

Concurrence by:



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S. Ricketts, Manager  
Construction Department



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B. Prokopenko, Acting Director  
Engineering & Public Works



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T. Hickey, General Manager  
Community Services

**CITY MANAGER COMMENT:**

I concur with the staff recommendation.

**City of Nanaimo**  
**REPORT TO COUNCIL**

DATE OF MEETING: 2014-FEB-03

AUTHORED BY: FRED PATTJE, CHAIR  
CULTURAL COMMITTEE

RE: 2014 ARTS AND CULTURAL FESTIVALS AND EVENTS GRANTS

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**RECOMMENDATION:**

That Council approve the Arts and Cultural Festivals and Events Grant recommendations in the total amount of \$27,573 as follows:

2014 ARTS CULTURAL AND FESTIVAL EVENTS GRANTS	2014 REQUESTED	2014 RECOMMENDED
African Heritage Society	15,000	1,150
Art Gallery Festival of Banners	2,000	2,000
Arts Council	1,500	1,300
Ballroom Dance Society	2,600	1,500
Blues Festival Society	11,500	2,300
Conservatory of Music	5,000	2,300
Crimson Coast Dance Festival	7,000	3,400
Friends of Nanaimo Jazz Society	3,800	1,900
Harbour City Jazz Society	1,200	1,000
In Other Words "InToLeRant"	3,000	0
In Other Words "Ray and Wodahs"	750	750
Francophone Association	5,000	2,700
Mens Resource Center	4,173	1,250
Pacific Coast Stage Co.	1,900	1,700
V.I Symphony in the Park	5,000	2,333
V.I Symphony Community Days	4,000	1,990
<b>TOTALS:</b>	<b>73,423</b>	<b>27,573</b>

**PURPOSE:**

To obtain Council approval for the Arts and Cultural Festivals and Events funding to provide support to local cultural groups for the purpose of initiating new, or expanding existing, art and cultural events in the city.

**BACKGROUND:**

At their meeting held 2013-DEC-06, the Cultural Committee reviewed the Arts and Cultural Festivals and Events Grant applications and allocated funds according to the criteria below. At that meeting, the Cultural Committee passed a motion recommending that the Parks,

☐ Council  
☒ Committee of the Whole  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2014-FEB-03

Recreation and Culture Commission recommend that Council approve the expenditure of \$27,573 in funding for those grant applications.

Eligibility Criteria for Arts, Cultural and Festival Events Grants:

1. The event must have a good potential for attracting both residents and visitors to participate in Nanaimo events that will promote Nanaimo as an arts and cultural centre. A cultural sport, heritage and / or celebration focus or component is also acceptable.
2. The event should give consideration to showcasing local arts and cultural talent.
3. The event should demonstrate a good potential for an economic impact on Nanaimo.
4. Preference will be given to activities or events that will be ongoing and have potential as a good long-term investment for the City (i.e. - a yearly cultural event or festival that has good potential for growth). Events and festivals that run more than one day and / or have realistic plans to attract greater numbers will also be given priority.
5. This grant is designed specifically to assist events and festivals that utilize services and facilities within the City of Nanaimo.
6. The applicant must adhere to sound standards of corporate governance.

Who Is Eligible to Apply:

1. Generally, organizations requesting funding will be established non-profit organizations with experience in organizing events and managing funds. Groups or individuals that do not fit these criteria have an opportunity to receive funding at the discretion of the Cultural Committee.
2. Applicants must be able to demonstrate a broad community and visitor participation or significant potential audience.
3. Applications will be considered on the following criteria:
  - a) Evidence of benefit to the community.
  - b) Demonstration of community support for arts, cultural and festival events as measured by volunteer participation, membership, and/or audience participation.
  - c) Evidence of competent management and fiscal responsibility (i.e. proven track record, business and marketing plan, sound financial controls and performance).
  - d) Secured commitment from other funding sources.
  - e) Potential financial impact (i.e. jobs created, spending, number of visitor days created and how this information might be tracked).
  - f) Public recognition of the municipal contribution.
  - g) Level of event profile and media exposure.
  - h) Funding for capital expenditures will not be considered.

STRATEGIC PLAN CONSIDERATIONS:

Community Building Partnerships: The City of Nanaimo wants to work with the arts, culture and heritage sector in providing a variety of festivals and events for residents and visitors. Events and festivals provide opportunities for shared celebrations and form part of the economic impact generated by the arts and culture sector. The City of Nanaimo's most effective roles in the arts, culture and heritage sector are collaboration and facilitation. By working together with existing community groups, we can promote and celebrate Nanaimo's uniqueness and culture to residents and visitors.

Respectfully submitted,



Fred Pattje  
CHAIR  
CULTURAL COMMITTEE

Drafted: 2014-JAN-22  
File: A4-1-2 / A2-4 / A3-35-1 / 1820-20-A01 Grants – Arts & Cultural Festivals & Events  
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# City of Nanaimo

## REPORT TO COUNCIL

DATE OF MEETING: 2014-FEB-03

AUTHORED BY: FRED PATTJE, CHAIR  
CULTURAL COMMITTEE

RE: 2014 CULTURAL OPERATING GRANTS

### RECOMMENDATION:

That Council approve the Cultural Operating Grant recommendations in the total amount of \$209,098 as follows:

2014 CULTURAL OPERATING GRANTS	2014 REQUESTED	2014 RECOMMENDED
A Capella Plus Choir Society	2,000	1,750
African Heritage Society	15,000	1,900
Arts Alive	2,000	2,000
Arts Council	15,000	11,650
Ballroom Dance Society	1,600	1,150
Blues Festival Society	3,500	3,300
BC Boys Choir	2,500	2,200
Centre for the Arts	14,900	11,350
Chamber Orchestra	4,800	3,700
Concert Band	11,000	6,400
Conservatory of Music	14,500	12,098
Crimson Coast Dance Society	25,000	15,000
Heart of the Island	2,000	1,350
Island Consort Chamber Choir	1,000	750
Francophone Association	12,000	9,000
Pacific Coast Stage Co.	4,800	4,100
Pacific Institute of Bagpiping	3,500	2,500
Tidesmen Barbershop Chorus	2,000	1,900
Wordstorm Society	6,000	4,000
Theatre One	28,000	28,000
Vancouver Island Symphony	85,000	85,000
<b>TOTALS:</b>	<b>256,100</b>	<b>209,098</b>

### PURPOSE:

To obtain Council approval for the Cultural Operating Grants funding to provide support to non-profit cultural organizations with a portion of their operating cost for the provision of providing cultural services to the community.

☐ Council  
☒ Committee *File whole*  
☒ Open Meeting  
☐ In-Camera Meeting  
 Meeting Date: *2014-FEB-03*

BACKGROUND:

At their meeting held 2013-DEC-06, the Cultural Committee reviewed the Cultural Operating Grants applications and allocated funds according to the criteria below. At that meeting, the Cultural Committee passed a motion recommending that the Parks, Recreation and Culture Commission recommend that Council approve the expenditure of \$209,098 in funding for those grant applications.

Cultural Operating Grants Eligibility Guidelines

1. These grants are only open to arts and cultural organizations registered as non-profit societies in British Columbia in good standing with the registrar and based in Nanaimo.
2. Grants are intended for arts and cultural organizations, not for religious, sports, or social service groups; nor for groups whose primary purpose is to educate through course work, and/or training, as distinct from those that educate through community outreach and programming.
3. Only activities related to arts and culture are eligible – these activities must have a high standard of artistic quality, be open to the public and publicized city-wide. The following activities are not eligible: club or community centre programs, conferences, tours, or any form of staff training. Grant funds may not be applied to scholarships or bursaries, capital expenses, nor to reduce or eliminate existing accumulated deficits.
4. Grants are given to defray a portion of the expenses of organizations that also receive revenue from other sources (ticket or membership sales, donations from private sector, and support from foundations and other levels of government.) The applicant must have completed at least one full year of operation, provide an audited or independently prepared financial statement for the organization's most recently completed fiscal year and firm program proposals and budget forecast for the following year.
  - o *New and Emerging Organizations who have applied but are not yet registered as a non-profit organization or who have not completed one full year of operation must produce letters of support or demonstrated community interest.*
  - o *Organizations applying for funding of \$15,000 or greater and/or three-year operating funding, must include a three-year program plan and three-year proposed budget, including detail of anticipated funding from Canada Council, BC Arts Council and other funding sources.*
5. Grants are to be applied to annual operating expenses and will not be given to assist with a specific event or festival. (Event and festival funding is available through the Arts and Cultural Events Fund)
6. To be considered for a grant, an organization must complete the application form and provide all documents requested.
7. The applicant must adhere to sound standards of corporate governance.
8. The organization must acknowledge the contribution from the City of Nanaimo in any brochures or pamphlets.

### Evaluation Guidelines

In addition to demonstrated financial need, the following considerations are used to assess requests for grants:

1. **Quality of Programs:** This includes artistic achievement, unique contribution to the city's cultural life, innovation, and in the case of new organizations, potential for development. Qualifying organizations will be recognized for the highest level of artistic quality in their presentations and programs.
2. **Organizational competence:** Benchmarks include general administrative competence, a functional board, clear mandate and policies, strategic planning, good personnel management, artist remuneration appropriate to the art-form and fundraising effectiveness.
3. **Financial management:** Accountability, financial track record, current financial status, and ability to secure revenue from sources other than the City are evaluated.
4. **Community relevance:** In addition to an assessment of general community access and levels of participation, consideration is given to cooperation with other artists, arts organizations, and community agencies: responsiveness to cultural diversity; involvement with priority groups and neighborhoods.
5. **Economic impact:** Benefits to the community's economy through employment, rentals, purchases and sales stimulated by your organization's activity/project will be considered. Please ensure to provide specific details including ticket sales, out of town attendees, funds spent locally for employment, supplies and venue rentals.
6. **Audience development:** Applicants' initiatives in marketing and promotion, school and community outreach, and strategic programming are considered. Please highlight the achievements of last year's programs.
7. **Accountability:** Organizations successful in obtaining a City grant for the preceding year will be asked to complete a final report on the previous year's activity or project and to enclose it with the current application. Please use the grant eligibility and evaluation guidelines when completing your report. *Applicants will not be considered for any future grant request until this report has been submitted.*
8. **Adjudication process:** The Cultural Committee screens applications according to eligibility and makes recommendations to the Parks, Recreation and Culture Commission which then makes recommendations to City Council for the distribution of grants from the City of Nanaimo Cultural Fund. Council decisions are final.

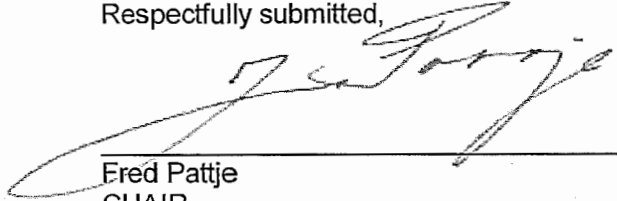
### STRATEGIC PLAN CONSIDERATIONS:

#### Community Building Partnerships:

The City of Nanaimo wants to work with the arts, culture and heritage sector in providing cultural experiences for residents and visitor that enhance the quality of life and create community. As part of the creative sector, arts, culture and heritage organizations contribute \$93 million in direct economic benefit to the community. Through collaboration with the arts, culture and

heritage sector, we promote and celebrate Nanaimo's uniqueness and cultural vitality to residents and visitors.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Fred Pattje", written over a horizontal line.

Fred Pattje  
CHAIR  
CULTURAL COMMITTEE

Drafted: 2014-JAN-22

File: A4-1-2 / A2-4 / A3-35-1 / 1820-20-A01 Grants – Arts & Cultural Festivals & Events

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## City of Nanaimo

### REPORT TO COUNCIL

DATE OF MEETING: 2014-FEB-03

AUTHORED BY: DIANA JOHNSTONE, CHAIR  
PARKS, RECREATION AND CULTURE COMMISSION

RE: VANCOUVER ISLAND SPORT TOURISM COUNCIL'S BID TO HOST  
2016 FEMALE U18 NATIONAL HOCKEY CHAMPIONSHIP

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#### RECOMMENDATION:

That Council support the Vancouver Island Sport Tourism Council's bid to host part of the 2016 Female U18 National Hockey Championship in Nanaimo and designate \$5,000 from the 2016 Sport Tournament Grant fund.

#### PURPOSE:

To obtain Council support of the bid to host part of the 2016 Female U18 National Hockey Championship.

#### BACKGROUND:

The Vancouver Island Sport Tourism Council (VISTC) was founded in 2010 as a means to share resources and expertise to assist small communities in hosting sporting events. This is the first joint bid to host an event across multiple communities.

The National Women's U18 event was recognized formally as one of Canada's annual hockey championships in the 2004/2005 season. Eight teams will compete in the national event including teams from BC, Alberta, Saskatchewan, Quebec, Manitoba, Ontario, and Atlantic Canada.

This national hockey championship which will run over five days with a total of 18 games played, involves the commitment of eight island communities. Nanaimo will host four games, including two round robin games and the bronze and gold medal games. The gold medal game will be televised on TSN.

At their meeting held 2014-JAN-22, the Parks, Recreation and Culture Commission passed a motion supporting the recommendation that Council support the VISTC's bid to host part of the 2016 Female U18 National Hockey Championship in Nanaimo.

☐ Council  
☒ Committee of the Whole  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2014-FEB-03

DISCUSSION:

This national event has three identified impacts:

- Social impact through enhancement of the growth of female hockey.
- Strengthen relationships through the hosting cooperation of our communities.
- Provide an economic benefit to all communities involved.

Dawson Creek hosted the event in 2012 and it generated \$450,000 in visitor spending in the community with a total economic impact of \$1.6 million in the province of British Columbia.

STRATEGIC PLAN CONSIDERATIONS:

Community Building Partnerships: The Vancouver Island Sport Tourism Council partners with eight island communities, from Fuller Lake to Campbell River. The partnership includes participation from Economic Development, Tourism and Parks & Recreation Departments. Locally, the City of Nanaimo, Tourism Nanaimo and the Nanaimo Economic Development Corporation have all partnered for the U18 Championship bid.

Respectfully submitted,



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Diana Johnstone  
CHAIR  
PARKS, RECREATION AND CULTURE COMMISSION

2014-JAN-27  
File: A4-1-2 / A2-4 / J1-9-3  
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**City of Nanaimo**  
**REPORT TO COUNCIL**

DATE OF MEETING: 2014-FEB-03

AUTHORED BY: ELIZABETH WILLIAMS  
MANAGER OF RECREATION SERVICES

RE: BC SUMMER GAMES CRIMINAL RECORD CHECK FEES FOR VOLUNTEERS

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**STAFF RECOMMENDATION:**

That Council waive the fees for the Criminal Record Checks for the 2014 BC Summer Games volunteers.

**PURPOSE:**

To obtain Council approval for waiving the Criminal Record Check fees for volunteers for the 2014 BC Summer Games being held in Nanaimo from July 17 to 20, 2014.

**BACKGROUND:**

Under the Criminal Records Review Act, individuals working with children or vulnerable adults directly or potentially have unsupervised access to children or vulnerable adults must authorize a Criminal Record Check for their employer or authorized organization.

In this instance the authorization, via a Criminal Record Check, is submitted to the RCMP Nanaimo for review by Police Support Services staff.

The purpose of the Act is to help protect:

- Children from individuals whose criminal record indicates they pose a risk of physical or sexual abuse.
- Vulnerable adults from individuals whose criminal record indicates they pose a risk of physical, sexual or financial abuse.

The 2014 BC Summer Games will utilize over 3,000 volunteers to operate the Games. Approximately 400 of these volunteers will be working in direct contact with children, which will require them to complete a Criminal Record Check. The recommendation is to waive the City of Nanaimo \$10 Volunteer – Non Profit fee (Fees & Charges Bylaw 2007 No. 7041, Schedule 'D') for the 400 individuals who require a criminal record check to volunteer for the games.

When Nanaimo hosted the BC Summer Games in 2002, the fees were waived. Other hosting communities have also waived the fees.

☐ Council  
☒ Committee of the Whole  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2014-FEB-03

STRATEGIC PLAN CONSIDERATIONS:

Community Building Partnerships: Working to support the community in hosting a major provincial event, the BC Summer Games.

Respectfully submitted,

Concurrence by:



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Liz Williams  
MANAGER  
RECREATION SERVICES



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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND ENVIRONMENT

2014-JAN-28  
File: A4-1-2 / J6-3-6-5  
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**MINUTES**  
**REGULAR MEETING OF THE PARKS, RECREATION AND CULTURE COMMISSION**  
**SERVICE AND RESOURCE CENTRE BOARD ROOM**  
**WEDNESDAY, 2013-NOV-27, AT 7:00 P.M.**

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**PRESENT:** Commissioner D. Johnstone, Chair

**Members:** Commissioner T. Greves  
Commissioner F. Pattje  
Commissioner K. Alden  
Commissioner L. Avis  
Commissioner M. Beaudoin-Lobb  
Commissioner H. Houle  
Commissioner A. McPherson  
Commissioner G. Savage  
Commissioner I. Thorpe  
Commissioner M. Young

**Regrets:** Commissioner D. Rinald

**Staff:** R. Harding, Director, Parks, Recreation and Culture  
S. Samborski, Senior Manager, Recreation and Culture Services  
L. Williams, Manager, Recreation and Culture Services  
J. Farrell, Recording Secretary

**1. CALL THE OPEN MEETING TO ORDER:**

The Regular Meeting was called to order at 7:04 p.m.

**2. ADOPTION OF AGENDA:**

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

**3. ADOPTION OF MINUTES:**

It was moved and seconded that the Minutes of the Regular Parks, Recreation and Culture Commission Meeting held Wednesday, 2013-OCT-23, at 7:01 p.m. in the Service and Resource Centre Board Room be adopted as circulated. The motion carried unanimously.

**4. PRESENTATIONS:**

- (a) Liz Williams, Recreation and Culture Services Manager, and Chelsea Barr, Nanaimo Economic Development Corporation, gave a presentation on the National Women's Under 18 Hockey Championship Regional bid by Vancouver Island Sport Tourism Council staff.

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council support the Vancouver Island Sport Tourism Council's bid to host part of the 2015 Female U18 National Hockey Championship in Nanaimo. The motion carried unanimously.

- (b) Denise Wood, General Manager of the Nanaimo Curling Centre, presented an overview on the Centre's operations, the status of their lease agreement and plans for future building improvements.

5. CHAIR'S REPORT:

- (a) R. Harding, Director, Parks, Recreation and Culture, outlined the organizational changes that are taking place within the department and the City of Nanaimo.

6. REPORTS OF ADVISORY BODIES:

- (a) Parks Committee: Commissioner Thorpe gave a verbal report on the Parks Committee meeting held 2013-NOV-14.
- (b) Recreation Committee: Commissioner Greves gave a verbal report on the Recreation Committee meeting held 2013-NOV-13.

i. Sport Tournament Grant Applications

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council approve the expenditure of \$9,525 for the first intake of the 2014 Sport Tournament Grant allocations as follows:

SPORT TOURNAMENT GRANT APPLICATIONS 2014			
GROUP		2014	2014
		REQUESTED	RECOMMENDED
1.	Nanaimo Aboriginal Centre Society Xmulmuxw Huwilum S'quphtut Soccer Tournament	\$2,500	\$1,350
2.	Nanaimo District Lacrosse Association 34 <sup>th</sup> Annual Bantam Lacrosse Tournament	\$1,500	\$1,100
3.	Nanaimo Kennel Club Annual Show	\$5,000	\$2,125
4.	Nanaimo Minor Hockey Association Nanaimo Ice 2013	\$1,500	\$1,100
5.	Nanaimo Minor Hockey Association Nanaimo Atom Development Spring Break Hockey Tournament	\$1,500	\$950
6.	Nanaimo Riptides Swim Team VI Regional Long Course Meet	\$1,500	\$1,050
7.	Nanaimo Riptides Swim Team NRST Spring Sprint 2014	\$1,000	\$750

8.	Nanaimo White Rapids Swim Club Nanaimo Invitational Swim Meet	\$1,500	\$1,100
<b>TOTAL:</b>		\$16,000	\$9,525

The motion carried unanimously.

ii. Community Development Grant Application

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council approve the Community Program Development Grant in the amount of \$4,375 to the Cedar 4-H Senior Advisory Council for the 2014 season. The motion carried unanimously.

- (c) Cultural Committee: Commissioner Pattje gave a verbal report on the Cultural Committee meeting held 2013-NOV-06.
- (d) Grants Advisory Committee: Commissioner Avis reported on the meetings held since 2013-OCT-23.
- (e) Port Theatre: Monthly report for October 2013.
- (f) Nanaimo Art Gallery: Monthly report for October 2013.
- (g) Nanaimo District Museum: Monthly report for October 2013.

7. STAFF REPORTS:

- (a) Creative City Summit Application  
L. Williams, Manager, Recreation and Culture Services

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council support the Creative City Summit Application to host either the 2017 or 2018 Creative City Summit. The motion carried unanimously.

- (b) BC Summer Games Update  
L. Williams, Manager, Recreation and Culture Services

It was moved and seconded that the Parks, Recreation and Culture Commission receive for information. The motion carried unanimously.

- (c) Parks Operations: Monthly report for October 2013.
- (d) Recreation and Culture Services: Monthly report for October 2013.

8. CORRESPONDENCE: (not related to a Report to Commission)

- (a) Letter dated 2013-AUG-08 from the Wellington Secondary School Band thanking the Commission for the Travel Assistance Grant to assist with travel to the 2013 MusicFest Canada Competition in Toronto, ON.

- (b) Minutes of the Nanaimo Harbour City Seniors Board of Directors meeting, held 2013-NOV-01.

9. DELEGATIONS:

- (a) Karen Streeter, representing the Vancouver Island Exhibition (VIE), presented an overview of current operations and a request to extend the VIE Operating Grant. Karen Streeter also presented a thank you plaque for the support of the VIE in 2013.
- (b) Corrine and Michael Besler, representing Ride the Glide, presented a summary of the Segway Tours pilot project for 2013 and a extension request for the 2014 season.

It was moved and seconded that the Parks, Recreation and Culture Commission approve the operation of segway tours in Bowen Park for the 2014 Season. The motion carried unanimously.

10. PROCEDURAL MOTION:

It was moved and seconded that the meeting be closed to the public in order to deal with agenda items under the Community Charter Section 90(1):

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

The motion carried unanimously.

The Parks, Recreation and Culture Commission moved into "In Camera" at 8:27 p.m.

The Parks, Recreation and Culture Commission moved out of "In Camera" at 8:43 p.m.

11. OTHER BUSINESS:

It was moved and seconded that the Parks, Recreation and Culture Commission 2014 Key Date Calender be amended to reflect a new starting time of 6:30 p.m. for the regular meetings of the Parks, Recreation and Culture Commission. The motion carried unanimously.

12. ADJOURNMENT:

It was moved and seconded at 8:47 p.m. that the meeting adjourn. The motion carried unanimously.



CERTIFIED CORRECT:



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D. Johnstone, Chair  
Parks, Recreation and Culture Commission



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R. Harding, Director  
Parks, Recreation and Culture

2014-JAN-24  
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### Delegation Request

Tammy Dunakin/Beverly Ness has requested an appearance before council. The request is made on behalf of Company name is Goats On The Hoof Vegetation Management.

The requested date is Feb 03, 2014.

The requested meeting is:  
FPCOW

#### Presenter's information

City: Parksville  
Province: BC  
Bringing a presentation: Yes

#### Details of Presentation:

We would like to ask council to relax the bylaw as it pertains to harbouring animals in the City, or allow us an exemption. We are starting a vegetation clearing company that utilizes goats, based on a successful company that Ms Dunakin runs out of Seattle. She will be presenting the details of her business and addressing concerns. At present, goats would need to be removed nightly from any job that they are on, and this is not feasible for our business. We hope to assure council that we are professionals.

☐ Council  
☒ Committee of the Whole  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2014-Feb-03

### Delegation Request

Marjorie Driscoll has requested an appearance before council.

The requested date is Jan 20, 2014.

The requested meeting is:  
Council

#### Presenter's information

City: Nanaimo

Province: BC

Bringing a presentation: No

#### Details of Presentation:

We would like to express our appreciation to the City of Nanaimo and City Council for the active support and participation in the past years of our Volunteer Appreciation Luncheon. This will be the 19th Annual Volunteer Luncheon that we have arranged for volunteers in our community. There are 36,000 volunteers and over 600 not for profit agencies that provide essential services. Volunteer Nanaimo supports many agencies and provide the necessary volunteers to maintain their services and programs. We offer a variety of services to the community - example our Tax Program generates over a million of dollars for the community. We look forward to continuing our services in the community as we have been doing since 1979.