#### **AGENDA**

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

1	CALL THE REGIIL	AR COMMITTEE	OF THE WHOLE MEETING TO ORDE	R٠
1.	CALL THE REGUL	AL COMMINITIES	OF THE AALIONE MICE HIS TO OVER	

- 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 Pg. 6-7 the Board Room, Service and Resource Centre, 411 Dunsmuir Street, on Thursday, 2013-OCT-31 at 9:00 a.m.
  - (b) Minutes of the Regular Committee of the Whole Meeting held in the Pg. 8-12 Shaw Auditorium, 80 Commercial Street, on Monday, 2013-NOV-25 at 4:30 p.m.
- 5. PRESENTATIONS:

NONE

6. **ADMINISTRATION:** 

NONE

#### 7. **CORPORATE SERVICES:**

(a) Governance Review Recommendations

To be introduced by Governance Steering Committee Chair, Councillor Greves.

Purpose: To obtain Council direction on the implementation of the Governance Review recommendations.

<u>Committee Recommendation:</u> That Council approve implementation of the governance review recommendations as set out in Appendix "A" of the report.

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# (b) 2014 SAP Software Annual Maintenance

Purpose: To obtain Council authorization to award a contract valued over \$250,000, in accordance with Council's Purchasing Policy.

<u>Staff Recommendation:</u> That Council award the 2014 SAP Software Annual Maintenance to Open business Process Inc. at a cost of \$275,226.78.

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

Purpose: To request that Council identify any topics on which it wishes Staff to draft resolutions for consideration of adoption and submission to the Association of Vancouver Island and Coastal Communities for consideration at the 2014 Annual General Meeting.

#### Staff Recommendation: That Council:

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- 1. identify any topics on which Council wishes Staff to draft resolutions; and,
- direct Staff to present such resolutions to the 2014-JAN-13
  Regular Council Meeting for consideration of adoption and
  submission to the Association of Vancouver Island and Coastal
  Communities for consideration at the 2014 Annual General
  Meeting.

#### 8. **COMMUNITY SERVICES:**

# (a) Green Lake Sanitary Sewer Connection Status Update

Purpose: To provide background and updated information that supports Council discussion on enforcing the mandatory connection provision of the Sewer Regulation and Charge Bylaw 1982 No. 2496 in Green Lake.

<u>Staff Recommendation:</u> That Council receive for information the report regarding Green Lake sanitary sewer connection status update.

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# (b) Creative City Summit Application

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

Purpose: To obtain Council support for the City of Nanaimo bid to host the 2017 or 2018 Creative City Summit.

<u>Commission Recommendation:</u> That Council support the Creative City Summit Application to host either the 2017 or 2018 Creative City Summit in Nanaimo.

# (c) Sport Tournament Grants 2014 - First Intake

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

Purpose: To obtain Council approval for the sport tournament funding to provide support to recreation organizations in hosting a variety of tournaments that have positive social and economic value to the community.

<u>Commission Recommendation:</u> That Council approve the expenditure of \$9,525 in funding for the first intake of the 2014 Sport Tournament Grant allocations as follows:

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SPORT TOURNAMENT GRANT APPLICATIONS 2014				
	GROUP	2014	2014	
		REQUESTED	RECOMMENDED	
1.	Nanaimo Aboriginal Centre Society Xmulmuxw Huwilum S'qupthut 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 2013	\$1,000	\$750	
8.	Nanaimo White Rapids Swim Club Nanaimo Invitational Swim Meet	\$1,500	\$1,100	
	TOTAL:	\$16,000	\$9,525	

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

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

Purpose: To obtain Council approval for the Community Program Development Grant application to assist in the operation of the Cedar 4-H Barnyard at Beban Park for the 2014 season.

<u>Commission Recommendation:</u> 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.

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(e) Minutes of the Regular Meeting of the Parks, Recreation and Culture Commission held 2013-OCT-23.

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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) Mr. Neil Mulligan regarding a proposed Telus tower in the Hammond *Pg. 50* Bay area.
- (b) Mr. Kevin Annett, regarding Bylaw Enforcement Bylaw 1984 No. 2700 *Pg. 51* (A bylaw to provide for the appointment of bylaw enforcement officers).
- (c) Ms. Phyllis Argue, on behalf of the Red Cross, to present Council with a Pg. 52 certificate thanking Council for support of their permissive tax exemption.
- (d) Dr. Fred Dowe regarding a proposed Telus tower in the Hammond Bay *Pg.* 53 area.

#### 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):

- (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.

#### 15. **ADJOURNMENT:**

ACTING MAYOR: COUNCILLOR BESTWICK

2013-DEC-02 to 2014-JAN-19

#### MINUTES

# SPECIAL OPEN COMMITTEE OF THE WHOLE MEETING BOARD ROOM, SERVICE AND RESOURCE CENTRE, 411 DUNSMUIR STREET, NANAIMO, BC THURSDAY, 2013-OCT-31 AT 9:00 A.M.

PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor W. L. Bestwick

Councillor M. D. Brennan (arrived 9:12 a.m.)

Councillor G. E. Greves Councillor D. K. Johnstone Councillor J. A. Kipp Councillor W. B. McKay Councillor J. F. K. Pattje

Absent:

Councillor G. Anderson

Staff:

E. C. Swabey, City Manager

T. P. Seward, Acting General Manager of Community Safety and

Development

T. M. Hickey, General Manager of Community Services I. Howat, Acting General Manager of Corporate Services

B. E. Clemens, Director of Finance

D. Lindsay, Acting Director of Development

R. J. Harding, Director of Parks, Recreation and Culture

S. Clift, Director of Engineering and Public Works

S. Samborski, Senior Manager of Recreation and Culture Services

A. J. Tucker, Director of Planning

D. Duncan, Manager of Financial Planning

L. Williams, Manager of Recreation and Culture Services

A. Britton, Manager of Parks Operations M. Demecha, Manager of Civic Facilities P. Cooper. Communications Manager

B. Joiner, Infrastructure Planning and Energy Manager

B. Kuhn, Manager of Recreation and Culture Services

G. Ferrero, Acting Manager of Legislative Services

K. King, Recording Secretary

#### CALL THE OPEN MEETING TO ORDER:

The Special Open Committee of the Whole Meeting was called to order at 9:05 a.m.

# 2. ADOPTION OF AGENDA:

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

MINUTES – SPECIAL COMMITTEE OF THE WHOLE 2013-OCT-31 PAGE 2

<ol><li>PRESENTATION</li></ol>
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(a) Mr. R. J. Harding, Director of Parks, Recreation and Culture, provided a presentation and a Staff/Council discussion took place regarding the 2014-2018 Financial Plan for Parks, Recreation and Culture.

# QUESTION PERIOD:

Mr. Ron Bolin

# 6. ADJOURNMENT:

It was moved and seconded at 10:33 a.m. that the meeting terminate. The motion carried unanimously.

CHAIR
CERTIFIED CORRECT:
CORPORATE OFFICER

#### **MINUTES**

# REGULAR COMMITTEE OF THE WHOLE MEETING SHAW AUDITORIUM, 80 COMMERCIAL STREET, MONDAY, 2013-NOV-25 AT 4:30 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor G. Anderson

Councillor W. L. Bestwick Councillor M. D. Brennan Councillor G. E. Greves Councillor D. K. Johnstone

Councillor J. A. Kipp

Councillor W. B. McKay (arrived 4:33 p.m.)

Councillor J. F. K. Pattje

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 and Organizational

Planning

B. E. Clemens, Director of Finance

D. Lindsay, Director of Community Development

R. J. Harding, Director of Parks, Environment & Recreation

P. Cooper, Communications Manager D. Blackwood, Client Support Specialist

G. Franssen, Manager of Sanitation, Recycling and Cemeteries

C. Richardson, Deputy Fire Chief Operations
G. Ferrero, Director of IT and Legislative Services

S. Snelgrove, Recording Secretary

#### 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) Agenda Item 7 (d) Council's Role in the Policy Group in an Emergency Response Add delegation Mr. Tim McGrath.
- (b) Agenda Item 8 (b) eTown Hall Event Nanaimo to Vancouver Passenger Ferry Service Add delegation Mr. David Marshall, Island Ferry Services Ltd.
- (c) Agenda Item 15 Procedural Motion Community Charter Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- (d) Remove Agenda Item 5 (a) Mayor Ruttan to present Mr. Russ Burke with a proclamation declaring November 17-23, 2013, Leadership Week in the City of Nanaimo.

### ADOPTION OF AGENDA:

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

#### 4. ADOPTION OF MINUTES:

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

- Minutes of the Regular Committee of the Whole Meeting held on Monday, 2013-NOV-04 at 4:30 p.m.
- Minutes of the Special Open Committee of the Whole Meeting held on Wednesday, 2013-NOV-06 at 9:00 a.m.
- Minutes of the Special Open Committee of the Whole Meeting held on Wednesday, 2013-NOV-13 at 9:02 a.m.
- Minutes of the Special Open Committee of the Whole Meeting held on Wednesday, 2013-NOV-20 at 9:12 a.m.

The motion carried unanimously.

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

#### 5. PRESENTATIONS:

(a) Mr. E. C. Swabey, City Manager, provided a presentation regarding the new City of Nanaimo organizational structure.

#### 6. COMMUNITY SAFETY AND DEVELOPMENT:

(a) Special Occasion Licence Application Process and Checklist

It was moved and seconded that Council endorse the amended Special Occasion Liquor Licence Application Process and Checklist, as outlined in the report. The motion carried unanimously.

(b) Liquor Licence Amendment (LA100) – Application for a Permanent Change to a Liquor Licence – Splitsville Entertainment – 171 Calder Road

It was moved and seconded that Council receive for information the report regarding Liquor Licence Amendment (LA100), Application for a Permanent Change to a Liquor Licence at 171 Calder Road, Splitsville Entertainment. The motion carried unanimously.

# (c) <u>December Downtown Parking Promotion</u>

It was moved and seconded that Council approve free daytime parking in the three main City of Nanaimo parkades for the three Saturdays preceding Christmas Day, 2013. The motion carried.

Opposed: Councillor McKay

### (d) Council's Role in the Policy Group in an Emergency Response

#### Delegation:

1. Mr. Tim McGrath

It was moved and seconded that Council receive for information the report regarding Council's role in the policy group in an emergency response. The motion carried unanimously.

It was moved and seconded that Agenda item 13 (a) delegation Ms. Sharon Gregson be brought forward to follow Agenda item 7 (d). The motion carried unanimously.

# 7. DELEGATIONS (not related to a report to Council):

(a) Ms. Sharon Gregson provided a presentation regarding the Community Plan for a Public System of Early Care & Learning, also known as the \$10/day Child Care Plan for BC.

#### 8. CORPORATE SERVICES:

(a) Nanaimo Economic Development Corporation (NEDC) Board Nominating Committee

It was moved and seconded that Council:

- 1. appoint Councillors Brennan, Pattje, Johnstone and Mr. Howard Houle, Director, Electoral Area B, Regional District of Nanaimo, to the 2014 Nanaimo Economic Development Corporation Nominating Committee; and,
- 2. authorize the Committee to select up to two members of the public to assist in the nomination process.

The motion carried.

Opposed: Councillor Bestwick

# (b) <u>eTown Hall Event – Nanaimo to Vancouver Passenger Ferry Service</u>

#### Delegation:

Mr. David Marshall, Island Ferry Services Ltd.

It was moved and seconded that Council direct Staff to host an eTown Hall event in early December to discuss the proposed Nanaimo to Vancouver passenger ferry service. The motion carried.

Opposed: Councillors Bestwick, Kipp

It was moved and seconded that Council direct Staff to prepare a report providing guidelines/policy for Council to use when considering scheduling an eTown Hall meeting.

The motion carried unanimously.

#### 9. COMMUNITY SERVICES:

(a) Packaging and Printed Paper – Multi-Material British Columbia (MMBC) and BFI Canada Waste Management Contracts

It was moved and seconded that Council:

- 1. authorize the Mayor and Corporate Officer to sign the Contract with Multi-Material British Columbia (MMBC) for the collection of residential packaging and printed paper as described in this report for a five year Term Service start date May 19, 2014; and,
- authorize a 4% fee increase to the BFI Canada (BFI) Curbside Recycling Service Contract as an adjustment to their service fee, covering the period May 19, 2014 to March 31, 2015; and,
- 3. authorize a one year extension of the BFI Curbside Recycling Service Contract covering the period, April 1, 2015 to March 31, 2016, and the associated 2% Fee increase that would apply for this period; and,
- 4. direct Staff to prepare an appropriate Addendum to the BFI Curbside Recycling Service Contract that recognizes items (2) and (3) above and contract adjustments related to the City and its Contractor providing Curbside Recycling collection services pursuant to the Agreement between the City and MMBC.

The motion carried.

<u>Opposed:</u> Councillor McKay

# 7. DELEGATIONS (not related to a Report to Council): Continued:

(b) Ms. Erin Hemmens, Project Manager, Nanaimo Division of Family Practice, spoke regarding an in depth review of the local primary care community as part of the GPforMe Initiative. This initiative will survey both the medical community as well as patients in Nanaimo and on Gabriola Island to determine how the current systems works, and where we can affect positive, lasting change to better meet the health needs of our community.

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#### 10. QUESTION PERIOD:

- Mr. Gord Fuller, re: eTown Hall Event
- Mr. Ron Bolin, re: eTown Hall Event
- Mr. Tim McGrath, re: Community Plan for a Public System of Early Care & Learning also know as the \$10/day Child Care Plan for BC
- Mr. Robert Fuller, re: eTown Hall Event
- Mr. Gord Fuller, re: eTown Hall Event
- Mr. Tom Bonner thanked Council for their hard work

#### 11. 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):

- litigation or potential litigation affecting the municipality; (g)
- the receipt of advice that is subject to solicitor-client privilege, including (i) communications necessary for that purpose; and,

# Community Charter Section 90(2):

the consideration of information received and held in confidence relating to (b) 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.

It was moved and seconded at 8:19 p.m. that the meeting terminate.	The motion
carried unanimously.	

Counc	cil moved out of "In Camera" at 8:19 p.m.
12.	ADJOURNMENT:
	It was moved and seconded at 8:19 p.m. that the meeting terminate. The motio carried unanimously.
CHA	IR
CERT	IFIED CORRECT:
CORF	PORATE OFFICER
CERT	TIFIED CORRECT:

# City of Nanaimo REPORT TO CITY COUNCIL

DATE OF MEETING: 2013-December 9

AUTHORED BY: Ted Greves, Chair, Governance Steering Committee

RE: Governance Review Recommendations

#### COMMITTEE RECOMMENDATION:

That Council approve implementation of the governance review recommendations as set out in Appendix "A" of this report.

# PURPOSE:

To obtain Council direction on the implementation of the Governance Review recommendations.

# BACKGROUND:

The Corporate Strategic Plan identifies "Taking Responsibility" as one of its strategic priorities. One of the initiatives relating to this priority is a Governance Policy, Structure and Processes Review and Audit (a "Governance Review"). On March 7, 2013, Council awarded Request for Proposal No. 1389 re the Governance Review to the consulting firm of WATSON.

After engaging in interviews with Council members and senior staff, WATSON prepared a report known as the "Governance Framework: Summary Report." On July 4, 2013, the governance consultant attended a meeting of the Governance Steering Committee to present the report and to respond to questions. A follow-up Steering Committee meeting was held on September 4, 2013 at which time the consultant facilitated discussion and decision-making in relation to the recommendations.

A spreadsheet was prepared by WATSON following the September 4, 2013 meeting with the Steering Committee. The spreadsheet contains a summary of recommendations along with their priority level (high, medium, low) and timing for completion (0-6 months, 0-12 months, 0-18 months, and in progress/ongoing).

The Steering Committee met again on November 19, 2013, to review staff recommendations for assigning responsibilities for the implementation of the Governance Review recommendations. In some cases, the Steering Committee considered consulting proposals for implementation by Watson and other external service providers.

Attached as Appendix "A" is a spreadsheet developed by WATSON and modified by staff that shows the recommended priority level, timing for completion and assignment of responsibility for implementing each of the governance consultant's recommendations. This attachment will also serve as the Executive Summary for this report.

Council
Committee of the Whole
Dopen Meeting
In-Camera Meeting
Meeting Date: 203-DEC-09

Report to Governance Committee - 2013-December 9 RE: Governance Review Recommendations

#### DISCUSSION:

#### **Code of Conduct**

Recommendations #37, 38, 44, 47 and 59 relate to the development, documentation and use of a Code of Conduct. The governance consultant suggests that Council consider whether WATSON should be involved in the process to establish agreed upon values and behaviours.

The Steering Committee considered a proposal from WATSON to facilitate a process to establish agreed upon values and behaviour and to develop a Code of Conduct for adoption by Council. The Steering Committee also considered a suggestion that the City Manager might engage Council in a Code of Conduct discussion without the presence of an external facilitator. The results of such a session would be translated by staff into a Code of Conduct for Council's review and approval.

The Steering Committee recommends that the City Manager facilitate the Code of Conduct session(s), and that staff create a draft document of the agreed-upon standards for Council's consideration. It is recommended that this project be given a high priority and that the time frame for completion be 0-6 months.

#### Council Committees/Delegated Authorities

There are 13 recommendations relating to Committee structure, membership, terms of reference, reporting relationship to Council and operating guidelines (#5, 6, 7, 8, 9, 29, 30, 31, 32, 33, 34, 35 and 36). The Steering Committee considered a proposal from WATSON to assist the City with the recommendations concerning the development of standard terms of reference for each Advisory Committee (#6), the creation of Advisory Committee Operating Guidelines (#31) and the development of a standardized form of Advisory Committee report to Council (#34 and #35).

A prerequisite to implementing recommendations concerning Advisory Committee Operating Guidelines is an assessment of whether or not the current committee structure remains relevant in the context of the Corporate Strategic Plan (#5) and a review of delegated authorities to ensure they are consistent with Council's overall governance framework (#29). As part of his organizational structure review, the City Manager has made preliminary recommendations on committee structure and delegated authorities. Once Council has made decisions in this regard, the Steering Committee believes the documentation of terms of reference, the creation of operating guidelines and the development of a standardized committee report format can be done in-house after research into municipal best practices in this area.

The Steering Committee recommends that the recommendations relating to Council Committees/Delegated Authorities be implemented by staff following a decision by Council on committee structure and delegated authorities. It is recommended that this be given a high priority and that completion occur within a 0-12 month time frame.

#### **Communication and Consultation**

The governance consultant recommends that Council adopt a consultation policy, showing its commitment to consultation as part of its accountability to stakeholders (#57), to develop a communications strategy that articulates guidelines for communication between Council members and the media and between Council members and staff (#39, 58) and to make changes to practices with respect to delegations (#20).

Report to Governance Committee - 2013-December 9 RE: Governance Review Recommendations

WATSON has provided a proposal in relation to recommendations #39 and #58, involving the development of a formal communications protocol for Councillors and staff that delineates what needs to be reported, when, by whom and to whom. As an alternative to the above, the Communications Manager, working in consultation with the Director, IT and Legislative Services, could be tasked with implementing the recommendations in this area. This would take advantage of the natural alignment between these recommendations and the goals in the City's Communication Plan.

The Steering Committee recommends that the governance review recommendations listed under Communications and Consultation be implemented by staff within 0-18 months and that the priority level be designated as high.

#### **Alignment on Vision and Goals**

Most of the recommendations in this area were contemplated as a follow-up to the development of the Corporate Strategic Plan but had not been implemented at the time of the Governance Report. WATSON proposes that Council revisit the Strategic Plan to ensure alignment (#14), to be sure Council has dedicated time for discussing and making decisions relating to the priority issues in the Strategic Plan (#15) and to review and establish key performance measures for the Strategic Plan, ensuring staff reports regularly on progress against those measures (#16).

Council has decided to hold a session for a one year update of the Corporate Strategic Plan. The intention at this session is to determine:

- 1. Whether the six strategic priorities identified continue to be the critical few areas that need attention and focus over the term of the plan, or whether other priorities have arisen that need to be added or substituted.
- 2. Whether the strategies and/or initiatives that are proposed to advance the priorities continue to be appropriate and whether others should be added or substituted.
- 3. The timing that is proposed for completion of each of the strategies and/or initiatives and whether or not this timing is in accordance with the wishes of Council.
- 4. Whether the performance measures established for each of the six priorities and pillars of sustainability meet Council's needs.

It is believed that the Corporate Strategic Plan review session will address the recommendations of the governance consultant in this area. The Steering Committee recommends that the priority level of this recommendation be listed as high and the time-frame for completion be indicated as in progress/ongoing.

#### **Organizational Performance Management**

There are a number of recommendations in the WATSON report relating to organizational performance management. This includes creating a formal requirement for quarterly reporting to Council on key financial and operational matters (#42 and 48), confirming organizational performance measures to ensure they are agreed as salient measures (#49), considering a dashboard for reporting (#50), and ensuring that reports on progress include recommendations for adjustments, or at least a discussion point, if key targets are not being met (#51).

Staff are in the process of creating quarterly financial reports for Council. In addition, the Finance Director is continuing to implement the remaining aspects of the Balanced Scorecard. Staff believes that the remainder of the work in this area (quarterly operational reporting, confirming performance measures, creating a dashboard for reporting, and ensuring progress reports include a discussion point if key targets for performance measures are not being met)

Report to Governance Committee - 2013-December 9° RE: Governance Review Recommendations

are most appropriately completed internally. It is expected that the implementation of these items will be dictated by staff capacity.

The Steering Committee recommends that the implementation of the recommendations in this area be given a high priority and that staff continue to be tasked with implementation on an in progress/ongoing basis.

### In-Camera Meetings and Agenda Reviews

WATSON recommends that the use of in camera meetings and agenda review meetings be examined to ensure compliance with applicable legislation and Ombudsperson guidance (#25 and 27). Further, it is suggested that Council discuss and decide its approach to in-camera meetings and to create an in-camera meeting policy (#26).

The Steering Committee believes that this work is appropriately undertaken by an external expert and has considered a proposal from Eli Mina in support of the recommendations in this area. Mr. Mina's approach to this work would be to conduct interviews with staff about practices relating to in-camera meetings, agenda reviews and other meetings, identify any legal issues that need to be addressed, lead discussions with Council and senior staff to establish best practices, and finally, to create a policy document on in-camera, agenda review and other private meetings. The professional fees that would be involved in this work would amount to \$2,250-\$2,625.

It is recommended by the Steering Committee that Eli Mina be engaged to implement the recommendations relating to in-camera meetings and agenda reviews, with professional fees being limited to \$2,625. It is further recommended that the priority level for this project be high and that the time frame be recorded as 0-12 months.

# Council Roles, Responsibilities and Relationships

The governance consultant recommends that a charter be created which explicitly sets out areas of Council responsibilities (#1), that the position description for Mayor and Council members be enhanced to provide more detailed guidance on individual responsibilities (#2 and 3) and that role descriptions and written guidelines be prepared to assist with constructive relationships (#10 and 11). It is also suggested that the Council Procedure Bylaw or another governance framework document outline more specifically the expected decorum of Council members and the role of the mayor in relation to presiding at meetings, including action to be taken when Council members break the rules of decorum (#17).

In the past, the City has used external specialists to provide orientation and training on Mayor and Council roles and responsibilities. The Steering Committee believes that this is an area of governance that is appropriate to outsource and has reviewed proposals on the recommendations in this area.

Proposals were considered from two external consultants to implement recommendations #1, 2, 3, 10 and 11. One of these proposals was from Allison Habkirk. Ms. Habkirk is a former Mayor and Councillor who provides leadership training to local government elected officials and senior staff through the Local Government Leadership Academy. Council has worked with Ms. Habkirk previously in the area of roles and responsibilities.

In order to implement recommendations #1, 2 and 3, Ms. Habkirk would prepare documents outlining the overarching purpose and responsibilities of Council and the responsibilities and obligations of the Mayor. The documents would also provide guidance to Council members in

such areas as the delineation between Council members as governors versus the role of staff, conflicts of interest, standards of conduct in meetings, relations with staff, and preparation for and attendance at meetings. With respect to recommendations #10 and 11, Ms. Habkirk proposes to create documents that discuss the interrelationships between the Mayor, Councillors, City Manager and City staff, and which provides guidelines for how members of Council should interact with staff (including guidelines and protocols for how Councillors request information, raise issues and communicate concerns about staff). The consulting fees Ms. Habkirk would charge for implementing these recommendations would be in the range of \$7,225-\$8,500.

With respect to the implementation of recommendation #17, a proposal was submitted by Eli Mina. Mr. Mina is a Board Effective Consultant & Registered Parliamentarian whom Council has used as a consultant previously. He proposes to work with the City's Corporate Officer to review the Council Procedure Bylaw, identifying outdated and unenforceable provisions to be removed, exploring how the bylaw can be made easier to follow, highlighting fundamental principles, making the bylaw more usable, improving provisions relating to the meeting agenda and late agenda items, establishing procedures to suspend some procedural rules, proposing changes to the public participation options and creating a procedural summary document to be available to citizens. Mr. Mina would also propose a periodic review of procedures to help improve focus and efficiency at meetings. The professional fees that Mr. Mina would charge for this work would be \$7,500-\$9,000.

The Steering Committee recommends that the recommendations in this area be given a medium priority and that completion take place within a 0-12 month period. It is further recommended that Allison Habkirk be engaged to proceed with recommendations #1, 2, 3, 10 and 11, at a cost of up to \$8,500, and that Eli Mina be engaged to proceed with recommendation #17 at a cost of up to \$9,000.

#### **Councillor Information Requests**

The governance consultant recommends the development of written guidelines setting out the protocol for information requests by individual Council members (#12) and further, that consideration be given to designating an employee of Council whose job is to process such information requests (#13).

Since the Governance Review was conducted, there have been a number of changes designed to improve information sharing. A recent example is the report the City Manager has implemented to provide information to Councillors on items discussed at the weekly Mayor's meeting. The City Manager has also made adjustments to have the Communications Manager more available to Council members as a way of facilitating the exchange of information.

The Steering Committee recommends that the items in this section be given a medium priority and that sufficient time be taken to evaluate whether or not the information sharing changes that have been made are providing the desired results before taking specific action to implement the governance consultant's recommendations. If further changes are needed, it is recommended that these occur within 0-12 months.

# **Agendas and Reports**

The recommendations in this section include adopting a "forward" agenda so that annual events are calendarized and routinized (#18), ensuring the order of business on the agenda corresponds with dealing with the most important topics first (#19), making sure that materials

Report to Governance Committee - 2013-December 9 RE: Governance Review Recommendations

are provided sufficiently in advance in order for Councillors to review (#22) and suggestions relating to the format of reports (#21, 23 and 24).

As part of the organizational planning effort in 2010-2012, a working group was established to review the Council report format. The working group consisted of a current Councillor, a former Councillor and two staff members. This working group reviewed the report format and recommended changes that were subsequently adopted by Council. Although these format changes have now been implemented, it is evident from the WATSON recommendations that further improvements could be made. In particular, staff need to be more diligent about using an executive summary for lengthier materials and about black-lining copies of reports that have been revised following distribution.

Staff have been making greater efforts to ensure that reports are provided sufficiently in advance for Council to review the information. To move forward with this recommendation, the City Manager has implemented a practice whereby staff who wish to submit a late report are required to first discuss this with the City Manager and provide an explanation for the delay.

WATSON has provided a sample template for a "forward" agenda and it is expected that the implementation of this recommendation can be carried out by staff following the development of the governance framework (see below). Similarly, staff is already working on a project to ensure the implementation of recommendation #19 regarding the ordering of agenda items.

The Steering Committee recommends that the recommendations relating to agendas and reports be given a medium priority, that staff be given responsibility for implementing the required changes and that the necessary work be completed within 0-12 months.

#### **Governance Framework**

The governance consultants recommend the development of a comprehensive governance framework that incorporates the various recommendations set out in the WATSON report (#46). The framework would include an outline of Council's long-term approach to strategic planning (#40), an articulation of Council's responsibility for financial and operational stewardship and how Council exercises this responsibility (#41, 42 and 48) an outline for risk oversight that can be used by Council to support an annual review of the City's risk profile and risk mitigation strategies (#43) and a Council policy on stewardship of the City's human resources (#45).

The Steering Committee recommends that the governance framework be given a medium priority and that it be developed internally once the various components of the framework have been implemented. It is recommended that the time frame for implementation be listed as 0-18 months

#### **Audit Function**

The governance consultant recommends consideration of the establishment of an internal audit function (#55) and setting out in writing Council's involvement with the external and internal audit functions (#56).

At the November 18, 2013 City Council meeting, Council directed staff to engage an outside consultant to review the City's waterworks contract to determine whether it is providing good value to the taxpayers. This project will provide Council with the opportunity to see whether an external audit such as this produces the desired results and whether additional "value for money" or other types of audits, should be conducted.

Report to Governance Committee - 2013-December 9 RE: Governance Review Recommendations

The Steering Committee recommends that Council assess the effectiveness of the aforementioned approach to an audit function prior to consideration of the need for an internal auditor. It is further recommended that the audit function recommendations be designated as medium priority and that the time-frame for completion be listed as in progress/ongoing.

# **Seating Arrangements**

The governance consultant recommends that Council consider whether the seating arrangements in the Shaw Auditorium could be improved or whether an alternate venue for Council meetings should be considered (#28).

The Steering Committee recommends this work be designated as a medium priority and that Council direct staff to proceed with changing the seating layout in the Shaw Auditorium within a 0-12 month time frame and a cost of approximately \$8,000.

#### SUMMARY

Appendix "A" provides a summary of the recommended priority level, time-frame for completion and assignment of responsibility for implementing each of the Governance Review recommendations. The Steering Committee believes that most of the work can be performed in-house however, there are specific areas where it would be appropriate to use an external specialist. The areas in which the Steering Committee is recommending the use of external consultants and the associated professional fees are set out below:

- 1) Council Roles, Responsibilities and Relationships
  - Allison Habkirk: recommendation #1, 2, 3, 10 and 11 \$7,225-\$8,500
  - Eli Mina: recommendation #17 \$7,500-\$9,000
- 2) In-Camera Meetings and Agenda Reviews
  - Eli Mina: recommendation #25, 26 and 27 \$2,250-\$2,625

The Steering Committee has been advised that there are sufficient funds remaining from the Governance Review budget to fund the implementation of these recommendations.

Respectfully submitted,

Ted Greves

Chair, Governance Steering Committee

A. MUS	T DO, HIGH PRIORITY			
	Description	Related Documents	Estimated Timing to Complete	Responsibility
City Mana	ger Performance Management - HIGH			
	Revise the City Manager performance evaluation process to include the creation of annual goals and objectives for the City Manager.			
	Consider revising the City Manager performance evaluation process to include annual goals and objectives and an annual feedback and review process. Enhancements to the current process should be developed and agreed to by both Council and the City Manager.			
	Ensure that the City Manager performance management process incorporates the following elements:  a) An outline of the process, including clarity around the roles and responsibilities of parties			
	involved in the process b) A timeline outlining when key steps in the process are completed c) An opportunity for Council and the City Manager to set the City Manger's goals and objectives at the beginning of the period		0-6 months	
	d) A process to obtain objective feedback on the City Manager's performance against the agreed- upon goals e) A process for Councillors as a group to review the feedback and determine key messages to be delivered to the City Manager			
	d) A process for the City Manager to receive and respond to the evaluation feedback  If there is any concern about the process being managed internally (i.e., by the Human Resources Director), consider having the process managed externally.	Community Charter; City Manager Job Description; Officers Appointment and		City Manager to meet with Council to discuss (not
		Delegation Bylaw 2006 No.7031		listed in report)
Code of Co	onduct - HIGH			
37, 59	Adopt a Code of Conduct that incorporates the responsibilities regarding ethical conduct set out in the <i>Charter</i> and clearly articulates:  a) the conduct expected of individual Councillors; b) confidentiality provisions; c) conflict of interest guidelines; and d) the consequences of failing to abide by the Code of Conduct.	Community Charter; Conflict of Interest Guidelines	0-6 months	Staff
38	Ensure that each Councillor reads and signs an annual declaration acknowledging that he/she understands the content of the Code of Conduct and agrees to abide by it.		0-6 months	Staff
44	Ensure that the City's Code of Conduct addresses conduct that may cause potential reputational damage to the City.		0-6 months	Staff
47	Engage in a process to establish agreed-upon values and behaviours for Council and senior staff, together with a process to review and evaluate progress towards better functioning.		0-6 months	Staff

	Description	Related Documents	Estimated Timing to Complete	Responsibility
Council Co	ommittees/Delegated Authorities - HIGH			
5, 29	Review the Committee structure with a view to determining whether current Committees remain relevant to the City's current activities and Strategic Plan. Sunset those Committees that are no longer relevant.  Review delegated authorities and ensure they are consistent with Council's overall governance framework.	Strategic Plan; Advisory Committees Terms of Reference (Jan 2010); each Committee's Terms of Reference; individual Commission Bylaws; Bylaw No. 7148 A Bylaw to provide for the Delegation of Council Executive and Administrative Powers; Officers Appointment and Delegation Bylaw 2006 No. 7031	0-6 months	Staff
6, 30, 32, 33, 34, 35, 36	Reformat all Committee terms of reference to a standard format that addresses: purpose, composition and quorum, accountability, duties and responsibilities, meeting practices, reporting requirements and City staff support.  Ensure that those having delegated authority report regularly to Council so Council can effectively monitor their performance.  Ensure there is written guidance on the preparation and timing of delivery of pre-reading materials for Committees.  Consider adopting a standard template for minute-taking at Committee meetings and a standard protocol for approving minutes and providing them to Council.  For advisory Committees, consider implementing a standardized form of Committee reporting to Council, including: a) a summary of Committee meeting dates; b) issues addressed by the Committee since the last Committee report; c) submission to Council, if any; and d) issues to be addressed by the Committee in the future.  For Committees who have been delegated responsibility to make decisions, consider implementing a standardized form of Committee reporting to Council, including: a) a summary of Committee meeting dates; b) statistics appropriate to its mandate c) items of note - i.e., issues that may require Council attention from a strategic perspective; and d) policy recommendations - any policy recommendations arising from its decisions.  Where Committees are bringing forward items for decision by Council, ensure the information provided is in accordance with Council requirements.	Advisory Committees Terms of Reference (Jan 2010); each Committee's Terms of Reference; individual Commission Bylaws; Council Procedure Bylaw 2007 No. 7060; Report to Council	0-12 months	Staff

	Description	Related Documents	Estimated Timing to Complete	Responsibility
7	Within the overall governance framework for the City, include a Committee framework that identifies the various types of Committees that can be established by Council (along with Commissions and Boards) and how they relate to Council's decision-making authority.	Community Charter; Advisory Committees Terms of Reference (Jan 2010); each Committee's Terms of Reference; individual Commission Bylaws	0-12 months	Staff
8	Develop a process to govern the appointment of Committee members.	Advisory Committees Terms of Reference (Jan 2010); each Committee's Terms of Reference; individual Commission Bylaws	0-12 months	Staff
Council Co	ommittees/Delegated Authorities continued - HIGH			
9	Ensure all Committee members receive orientation and training around their role and their Committee's role in the context of City-wide governance.	Orientation Material	0-12 months	Staff
31	Consider creating separate Committee Operating Guidelines.	Advisory Committees Terms of Reference (Jan 2010); each Committee's Terms of Reference; individual Commission Bylaws; Council Procedure Bylaw 2007 No. 7060	0-12 months	Staff
Communi	cation and Consultation - HIGH			
20,57	Restrict the public question and answer period to interacting with media as contemplated by Section 20.1 of the Council Procedure Bylaw. In addition to the 10 minute limit for delegations to speak at Council meetings, develop guidelines for speakers at the public question and answer period.  Adopt a Consultation Policy, outlining Council's commitment to consultation as part of its accountability to stakeholders.	Council Procedure Bylaw 2007 No. 7060, [Communication Plan]	0-18 months	Staff
39, 58	Develop a communications strategy that articulates guidelines for communications between Councillors and the media and Councillors and staff.  Adopt a Communications Policy as part of Council's governance framework.	[Communication Plan]	0-18 months	Staff
Alignment	t on Vision and Goals - HIGH			
14	Revisit the Strategic Plan to ensure alignment between and among Councillors on key issues, and alignment between Council and City staff	Strategic Plan	In progress/Ongoing	Staff
15	To ensure progress against the Strategic Plan, ensure enough of Council's time is dedicated to discussing and making decisions relating to the priority issues in the Strategic Plan. Proactively schedule these items into future agendas (a "forward agenda") to ensure they receive the focus they deserve.	Strategic Plan; Council Procedure Bylaw 2007 No. 7060	In progress/Ongoing	Staff
16	Review and establish key performance measures for the Strategic Plan and ensure staff reports regularly on progress against those measures.	Strategic Plan; Council Procedure Bylaw 2007 No. 7060; Report to Council	In progress/Ongoing	Staff

	Description	Related Documents	Estimated Timing to Complete	Responsibility
Organizat	ional Performance Management - HIGH			
42	Consider introducing quarterly reporting to Council on financial and operational matters, using the balanced scorecard format.	Council Procedure Bylaw 2007 No. 7060	In progress/Ongoing (Also under "Governance Framework")	Staff
48	Incorporate in the City's governance framework a formal requirement for quarterly reporting to the Council on key performance measures.	Report to Council	0-18 months (Also under "Governance Framework")	Staff
49	Confirm the organizational performance measures (in both the Balanced Scorecard and Taking Responsibility) to ensure they are agreed to be the salient measures.	Strategic Plan	In progress/Ongoing	Staff
50	Consider a dashboard for reporting – so Councillors can see 'at a glance' what initiatives are on track and which are at risk.		In progress/Ongoing	Staff
Organizat	ional Performance Management continued - HIGH			
51	Ensure that reports on progress include recommendations for adjustments, or at least a discussion point, if key targets are not being met.	Report to Council	In progress/Ongoing	Staff
In-Camera	a Meetings and Agenda Reviews - HIGH			
25	Review the use of <i>in camera</i> meetings to ensure compliance with applicable legislation and guidance from the Ombudsperson.	Community Charter; "Open Meetings: Best Practices Guide for Local Governments", Special Report No. 34, September 2012, Ombudsperson, Province of British Columbia	0-12 months	Eli Mina
26	Discuss as a group and decide on how Council wants to approach in camera meetings and then create a written policy relating to in camera meetings.	Community Charter; "Open Meetings: Best Practices Guide for Local Governments", Special Report No. 34, September 2012, Ombudsperson, Province of British Columbia	0-12 months	Eli Mina
27	Review the use of agenda reviews to ensure compliance with applicable legislation and guidance from the Ombudsperson.	Community Charter; "Open Meetings: Best Practices Guide for Local Governments", Special Report No. 34, September 2012, Ombudsperson, Province of British Columbia	0-12 months	Eli Mina

	Description	Related Documents	Estimated Timing to Complete	Responsibility
B. MU	ST DO, MEDIUM PRIORITY			
Council R	oles, Responsibilities & Relationships - MEDIUM		•	
1, 10	Create a charter that sets out explicitly the areas of Council responsibility. The charter should include Council responsibilities set out in the Charter together with Council's general responsibilities to ensure a sound, sustainable organization.  Ensure the role descriptions for individual Councillors, the Mayor and the City Manager identify applicable working relationships and emphasize the importance of constructive relationships.	Community Charter	0-12 months	Allison Habkirk
2	Enhance the position description for the Mayor's position to provide more detailed guidance on the Mayor's responsibilities.	Community Charter; Conflict of Interest Guidelines	0-12 months	Allison Habkirk
3, 11	Enhance the position description for the Councillor position to provide guidance for individual Councillors on their individual roles and responsibilities.  Prepare written guidelines that provide guidance on the appropriate level of interaction between Councillors and individual staff members. The guidelines should provide guidance on how Councillors should handle concerns about the City Manager or staff performance.	Community Charter; Conflict of Interest Guidelines; City Manager Job Description	0-12 months	Allison Habkirk
17	Enhance the Council Procedure Bylaw (or establish another governance framework document) to outline more specifically the expected decorum of Councillors and the role of the Mayor in relation to presiding at meetings, including action to be taken when Councillors break the rules of decorum.	Council Procedure Bylaw 2007 No. 7060	0-12 months	Eli Mina
Councillo	r Information Requests - MEDIUM			
12	Prepare written guidelines that set out the protocol for information requests by individual Councillors (e.g., through the City Manager, by request at a Council meeting).		0-12 months	Staff
13	Consider designating an employee of Council whose job is to process information requests from Councillors. While the employee works with the City Manager to process requests, the employee answers to Council, rather than the City Manager. [Note: there is a Mayor and Council's secretary consider adding to this job description]	[Mayor and Council Secretary Job Description]	0-12 months	Staff
Agendas a	and Reports - MEDIUM		•	
18	For the annual agenda of topics, consider adopting a "forward agenda".	Council Procedure Bylaw 2007 No. 7060	0-12 months	Staff
19	For the regular agenda, ensure that the order of business corresponds with the most important topics, placing those that are most significant at the beginning when Councillors are fresh and leaving routine reports to later.	Council Procedure Bylaw 2007 No. 7060	0-12 months	Staff
21	Review forms of City staff reports and consider revising the standardized form of reporting to Council.	Report to Council	0-12 months	Staff
22	Ensure that materials are provided sufficiently in advance in order for Councillors to prepare.		0-12 months	Staff
23	For lengthier materials, ensure there is an executive summary that outlines the key items referenced above.		0-12 months	Staff

	Description	Related Documents	Estimated Timing to Complete	Responsibility
24	If Councillors have seen previous copies of materials, provide Councillors with black lined copies so they can easily find the revisions to the materials.		0-12 months	Staff
Governan	e Framework - MEDIUM			
40	As part of the overall governance framework, articulate a strategic planning framework that outlines Council's long-term approach to strategic planning.	Strategic Plan; planNanaimo; Nanaimo Cultural Plan; Communication Plan; Transportation Master Plan; Budget	0-18 months	Staff
41	As part of the overall governance framework, articulate Council's responsibility for financial and operational stewardship and outline how Council exercises this responsibility.		0-18 months	Staff
42	Consider introducing quarterly reporting to Council on financial and operational matters, using the balanced scorecard format.	Council Procedure Bylaw 2007 No. 7060	In progress/Ongoing (Also under "Organizational Performance Management")	Staff
43	Create a framework for risk oversight that can be used at the Council level to support an annual review of the City's risk profile and risk mitigation strategies.	·	0-18 months	Staff
45	As part of the governance framework, establish a Council policy on stewardship of the City's human resources, including Council's role in ensuring the City has an appropriate approach to managing human resources, planning for leadership succession and ensuring potential future leaders are identified and developed.		0-18 months	Staff
46, 48	Create a comprehensive governance framework, incorporating the various recommendations set out in this report.		0-18 months / #48 (Also under "Organizational Performance Management")	Staff
Audit Fun	ction - MEDIUM			
55	Consider establishing an internal audit function within the City.		In progress/Ongoing	Staff
56	Set out in writing Council's involvement with the external and internal audit functions.		In progress/Ongoing	Staff
Seating A	rangements - MEDIUM			
28	Consider whether the seating arrangements in the Shaw Auditorium can be changed so that Councillors are not perceived to be debating with City staff. Alternatively, consider an alternate venue for Council meetings.	,	0-12 months	Staff

# City of Nanaimo

# REPORT TO COUNCIL

DATE OF MEETING:

2013-DEC-09

**AUTHORED BY:** 

GUILLERMO FERRERO - DIRECTOR OF INFORMATION

**TECHNOLOGY & LEGISLATIVE SERVICES** 

RE:

2014 SAP SOFTWARE ANNUAL MAINTENANCE

#### STAFF RECOMMENDATION:

That Council award the 2014 SAP Software Annual Maintenance to Open Business Process Inc. at a cost of \$275,226.78.

#### PURPOSE:

The City's Purchasing Policy requires Council authorization for contracts valued over \$250,000. This report seeks that authorization.

#### BACKGROUND:

SAP is our Enterprise Resource Management Software that provides Financials, Human Resources, Plant Maintenance and now Budget Planning, and was first implemented in 2002. The City pays its annual software maintenance via SAP's sole reseller in Western Canada. Open Business Process Inc. is sole provider of SAP software maintenance for the City of Nanaimo.

Our existing agreement with Open Business Process Inc. includes an evergreen clause that extends the contract every year. For the coming year, our software maintenance rose above the \$250,000 limit requiring Council authorization.

Software maintenance is essential to keep software up-to-date and supported by SAP.

The following activities are included in software maintenance:

- Adaptive modifying the system to cope with changes in the software environment
- Perfective implementing new or changed user requirements which concern functional enhancements to the software
- Corrective diagnosing and fixing errors
- Preventive increasing software maintainability or reliability to prevent problems in the future

Respectfully submitted,

Guillermo Ferrero DIRECTOR of Information Technology & Legislative Services

Concurrence by.

Ian Howat GENERAL MANAGER

Corporate Services

☐ Council

Committee of the whole

Open Meeting

☐ In-Camera Meeting Meeting Date: 2013-DEC-09

# REPORT TO COUNCIL

DATE OF MEETING: 2013-DEC-09

**GUILLERMO FERRERO AUTHORED BY:** 

ACTING MANAGER OF LEGISLATIVE SERVICES

2014 AVICC RESOLUTIONS RE:

# STAFF RECOMMENDATION:

#### That Council:

- 1. identify any topics on which Council wishes Staff to draft resolutions; and,
- direct Staff to present such resolutions to the 2014-JAN-13 Regular Council Meeting for 2. consideration of adoption and submission to the Association of Vancouver Island and Coastal Communities for consideration at the 2014 Annual General Meeting.

#### **PURPOSE:**

To request that Council identify any topics on which it wishes Staff to draft resolutions for consideration of adoption and submission to the Association of Vancouver Island and Coastal Communities (AVICC) for consideration at the 2014 Annual General Meeting.

#### **BACKGROUND:**

The attached correspondence from the AVICC states that 2014-FEB-24 is the deadline for receipt of resolutions to be considered at its 2014 Annual General Meeting (see Attachment A).

Staff will present any requested resolutions to Council for consideration at the 2014-JAN-13 Regular Council Meeting.

Respectfully submitted, Concurrence by: Guillermo Ferrero, Acting Manager Ian Howat General Manager of Corporate Services Legislative Services

#### CITY MANAGER COMMENT:

I concur with the Staff recommendation.

Drafted: 2013-NOV-22

☐ Council

12 Committee of the whole

2 Open Meeting

in-Camera Meeting Jeeting Date: 2013-DEC-09



# MEMORANDUM

TO:

Mayors and Councils, Chairs and Boards

Chief Administrative Officers, Corporate Officers

FRO辦: President Larry Cross

DATE: November 1, 2013

RE:

RESOLUTIONS NOTICE/REQUEST FOR SUBMISSIONS CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

Attached is the Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive. Please note that this year's resolution and nomination deadline is **Monday**, **February 24**, **2014**.

Both AVICC and UBCM members strongly believe in the value of resolutions debate. Both organizations continually seek ways to improve the process. AVICC strives to mirror and complement UBCM's processes in order to develop efficiency and ease of understanding for delegates. Twice each year, following both the AVICC AGM & Convention and the UBCM Convention, AVICC Executive reviews the resolutions process to see if there are any opportunities for improvement.

#### Review of the 2013 Resolutions Process

Debating of Resolutions by the Area Association in Advance of Submission to UBCM Last year, we asked for members' assistance in bringing forward resolutions for consideration at the Area Association rather than submitting them directly to UBCM. We appreciated that you responded and that we improved by having 78% of resolutions considered by the Area Association in advance (as compared to last year with only 39%). Thank you—let's continue to strive to improve that statistic.

#### Number of Resolutions

Fewer resolutions overall were received by UBCM this past year (156 in comparison to 203 in 2012). AVICC submitted the highest number of the 5 area associations (45). Last year, we heard from delegates during the AVICC Resolutions Sessions that some of the resolutions being considered were too general. Other delegates noted that bringing forward too many resolutions detracted from debate on the most importance issues and might not be to the benefit of local government because other levels of government could get side tracked on issues that are of lesser importance. Executive encourages members to focus the resolutions submissions on important new issues or on topics that the policy direction needs changing.

#### Late Resolutions

Last year, AVICC received four resolutions after the regular resolutions deadline of February 25. Only two were recooadmitted for debate as a result of meeting the late resolutions criteria. At the recent UBCM Convention, AVICC members submitted five resolutions after UBCM's June 30 deadline. Only two were admitted for debate as a result of meeting the late resolutions criteria.

#### Request of Our Members:

All three issues noted above will continue to be improved by implementing the following two recommendations:

- Forward your resolutions for debate first to our AVICC AGM & Convention by the regular resolutions deadline of Monday, February 24, 2014.
- Focus resolutions on new issues of provincial or AVICC-wide interest avoiding repeat resolutions by checking the UBÇM Resolutions database available though the website at www.ubcm.ca. Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

Included with the Resolutions Notice are guidelines for preparing and submitting resolutions. We appreciate all efforts to expedite and facilitate the debate among members.



# 2014 AGM & CONVENTION

# RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

### **DEADLINE FOR RESOLUTIONS**

All resolutions must be received in the AVICC office by:

**FEBRUARY 24, 2014** 

#### SUBMISSION REQUIREMENTS

Resolutions submitted to the AVICC for consideration shall be received as follows:

 One copy of the resolution by regular mail to: AVICC 525 Government Street Victoria, BC V8V 0A8

#### AND

- 2. One copy submitted electronically either through the online submission form or by email (submitting the resolution in MS Word is preferred):
  - a) Online Submission: (http://www.formstack.com/forms/ubcm-avicc\_2014\_resolutions)
  - b) Email to avicc@ubcm.ca(Word version of the resolution itself preferred)
- · . The resolution should not contain more than two "whereas" clauses; and
- Background documentation must accompany each resolution submitted.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

### LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is April 9, 2014.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

AVICC AGM & Convention - April 11-13, 2014 - Qualicum Beach & Parksville

# UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on http://www.ubcm.ca.

#### **UBCM RESOLUTIONS PROCESS**

- 1. Members submit their resolutions to their Area Association for debate.
- 2. The Area Association submits the endorsed resolutions of provincial interest to UBCM.
- 3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
- 4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
- Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

# **GUIDELINES FOR PREPARING RESOLUTIONS**

#### The Construction of a Resolution:

All resolutions contain a preamble and enactment clause. The preamble describes the issue and the enactment clause outlines the action being requested. A resolution should answer the following three questions:

- What is the problem?
- · What is causing the problem?
- What is the best way to solve the problem?

#### Preamble:

The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more-than-two-preliminary-clauses, then-provide-supporting-documents to describe the problem more fully. Do not add extra clauses.

#### **Enactment Clause:**

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

#### How to Draft a Resolution:

#### Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand guickly.

2. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

#### 3. Provide factual background information.

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

#### 4. Construct a brief, descriptive title.

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

#### 5. Check legislative references for accuracy.

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

#### 6. Focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

#### 7. Avoid repeat resolutions.

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available though the website at <a href="https://www.ubcm.ca">www.ubcm.ca</a>. Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

8. Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.

### **UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS**

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

- 1. Resolution must be properly titled.
- 2. Resolution must employ clear, simple language.
- 3. Resolution must clearly identify problem, reason and solution.
- 4. Resolution must have two or fewer recital (WHEREAS) clauses.
- 5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
- 6. Resolution must focus on a single subject, must be of local government concern provincewide and must address an issue that constitutes new policy for UBCM.
- 7. Resolution must include appropriate references to policy, legislation and regulation.
- 8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at rtagami@ubcm.ca or by calling 604-270-8226 (extension 115).

MODEL RESOLUTION		
SHORT TITLE:		
Sponsor's Name		
WHEREAS		
AND WHEREAS		
THEREFORE BE IT RESOLVED that		
(Note: A second resolve clause if it is absolutely required should start as follows:)		
AND BE IT FURTHER RESOLVED that		
AVICC		
525 Government Street		

525 Government Street Victoria, BC V8V 0A8 Telephone: 250-356-5122 Fax: 250-356-5119

Email: avicc@ubcm.ca

AVICC AGM & Convention - April 11-13, 2014 - Qualicum Beach & Parksville



# 2014 AGM & CONVENTION

# CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River and the Central Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

# 1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

President

Director at Large (3 positions)

First Vice-President

Electoral Area Representative

Second Vice-President

#### 2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at www.avicc.ca.

A nomination and consent form should be used for all nominations (also available by calling the AVICC Office or on the website at www.avicc.ca).

The Chair of the 2014 Nominating Committee will be Past President Joe Stanhope, Chair of the Nanaimo Regional District.

# 3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

To Be Included In *The Report on Nominations*, Nominations Must Be Received By FEBRUARY 24, 2014

AVICC AGM & Convention - April 11-13, 2014 - QUALICUM BEACH and PARKSVILLE



# 4. FINAL COMMENTS

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

# 5. FURTHER INFORMATION

Copies of the "consent form" or duties of Executive members are available from the AVICC office or on the website at www.avicc.ca.

All other inquiries should be directed to:

Past President Joe Stanhope, Chair 2014 Nominating Committee c/o AVICC 525 Government Street Victoria, BC V8V 0A8

> Phone: (250) 356-5122 Fax: (250) 356-5119 Email: avicc@ubcm.ca

# **NOMINATIONS FOR THE 2014-15 AVICC EXECUTIVE**

We are qualified under the AVICC Constitution to nominate <sup>1</sup> a candidate and we nominate:		
Name:		
Local Gov't Position (Mayor/Councillor/Director):		
Municipality or Regional District Represented:		
AVICC Executive Office Nominated For:		
Printed Name:	Printed Name:	
Position:	Position:	
Muni/RD:	Muni/RD:	
Signature:	Signature:	
<ul> <li>Bíographical information.         If the information provided required. A copy in Word f         Printed Name:         Position:         Muni/RD:         Signature:     </li> </ul>	It should be sent to avicc@ubcm.ca.  The maximum length of such information shall be 300 words.  I is in excess, the Nominating Committee Chair shall edit as format should be sent to avicc@ubcm.ca.	
Date:		
•	officials of members of the Association.	

Return To: Past President Joe Stanhope, Chair, Nominating Committee, AVICC 525 Government Street, Victoria, BC V8V 0A8 or Fax: 250-356-5119

AVICC AGM & Convention - April 11-13, 2014 - QUALICUM BEACH and PARKSVILLE

All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must hold the appropriate office.

# City of Nanaimo

# REPORT TO COUNCIL

DATE OF MEETING: 2013-DEC-09

AUTHORED BY: POUL ROSEN, P.ENG., MANAGER, ENGINEERING PROJECTS

RE: GREEN LAKE SANITARY SEWER CONNECTION STATUS UPDATE

## STAFF RECOMMENDATION:

That Council receive this report for information

#### **PURPOSE:**

This report provides background and updated information that supports Council discussion on enforcing the mandatory connection provision of the Sewer Regulation and Charge Bylaw 1982 No. 2496 (Bylaw 1982) in Green Lake.

#### BACKGROUND:

At the regular council meeting on June 13, 2011, Council adopted several resolutions related to sanitary sewer in the Green Lake area. Two of those resolutions are:

- That Council enforce the mandatory connection provision of Bylaw 1982 for properties in the Green Lake area.
- 2) That Council waive all of the \$1,800 connection fee for those property owners connecting to the sewer system within the twelve month period from the date it is available, to provide incentive to connect.

The City has completed construction of the sanitary sewer system in Green Lake area and it has been available for connection since February 7<sup>th</sup>, 2013. The connection fee has been waived for all Green Lake connections made until February 28<sup>th</sup>, 2014.

#### DISCUSSION:

As part of the council resolution to enforce the mandatory connection provision of Bylaw 1982, staff are monitoring the number of connections.

As of November 29<sup>th</sup>, 2013 **50** connections have been made and an additional **17** permits issued but not yet finalized. That makes a total of **67** out of **98** (68%) possible connections completed or in progress.

The cost of the private work to connect has been in the range of \$6,500 to \$10,000. The cost varies depending on the distance from the road, if there is bedrock, required electrical upgrades and other options chosen by the homeowner.

A reminder letter was sent out to residents in August.

Some residents have commented to staff that they are not able to afford the cost of making the connection and that it would impose a financial hardship. Some residents have claimed they have adequately functioning septic systems and do not plan to connect.

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Open Meeting

In-Camera Meeting 2013-DEC-09

RE: Additional Position in Engineering & Public Works

There has been some development interest in Green Lake since the sewer was installed. Two PLAs have been issued and 6 other properties have expressed interest in subdividing. So far, no subdivisions have actually been carried out.

It is anticipated that there will be some homes unconnected at the end of the 1 year period. Following the mandatory connection provision of the Bylaw 1982, at the end of the 1 year period, notices would be sent out requiring connection within 180 days. If connection is not made within the 180 days, the City may undertake the connection and recover costs from the owner.

Respectfully submitted,

Concurrence by:

Poul Rosen P. Eng.

Manager,

Engineering Design

Bob Prokopenko Acting Director,

Bholiopelia

Engineering & Public Works

Tom Hickey

General Manager, Community Services

Lon Thicky

# CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2013-November-27

g:\admin\council reports\2013\Green Lake Connections Update

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# City of Nanaimo REPORT TO COUNCIL

DATE OF MEETING: 2013-DEC-09

AUTHORED BY: DIANA JOHNSTONE, CHAIR

PARKS, RECREATION AND CULTURE COMMISSION

RE: CREATIVE CITY SUMMIT APPLICATION

#### RECOMMENDATION:

That Council support the Creative City Summit Application to host either the 2017 or 2018 Creative City Summit in Nanaimo.

## PURPOSE:

To obtain Council support for the City of Nanaimo bid to host the 2017 or 2018 Creative City Summit.

# **BACKGROUND:**

The Creative City Network of Canada (CCNC) is a national non-profit organization that operates as a knowledge sharing, research, public education, and professional development resource in the field of local culture policy, planning and practice. The organization hosts an annual summit for up to 250 delegates.

Staff, working with the Vancouver Island Conference Centre and Nanaimo Economic Development Corporation (Tourism Nanaimo), submitted a Letter of Intent to the Creative City Network of Canada indicating the City's desire to host the 2017 or 2018 Creative City Summit.

The CCNC has followed up with staff and invited the City of Nanaimo to submit a bid to host either the 2017 or 2018 Creative City Summit (Appendix A). Hosting the Creative City Summit puts the host municipality in the spotlight that year and raises the profile of our community across Canada by encouraging people to visit and experience the community's cultural resources. The summit can also strengthen supports for culture within the community through bringing expertise in local cultural development to the community and shining a spotlight on local achievements.

The host city is responsible to organize and fund two core-programming elements: (1) host city welcome reception and (2) local study tours. The host city will also help with the logistical coordination and additional local activities for the delegates. If the City of Nanaimo's bid is approved, it could cost \$10,000 to host the Creative City Summit. If the bid were successful, Staff would return with a report outlining funding options.

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An integral part of the application is to secure a letter of support from City Council, as well as a financial and in-kind commitment from the host municipality.

Many communities across Canada are competing to host the Creative City Summits. The successful host cities will be announced in the spring of 2014.

### STRATEGIC PLAN CONSIDERATIONS:

<u>Community Building Partnerships:</u> City of Nanaimo staff are working with our community partners, the Vancouver Island Conference Centre, Tourism Nanaimo and the Nanaimo Museum on the bid preparation. If Nanaimo is chosen to host the cultural community will be called upon to assist with building a successful summit and an outstanding experience for summit delegates.

Respectfully submitted,

Orana Opolastone

Diana Johnstone

CHAIR

PARKS, RECREATION AND CULTURE COMMISSION

2013-DEC-02

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# **APPENDIX A**

Dear Liz,

Thank you for submitting your Letter of Intent to host a Creative City Summit in 2017 or 2018.

We were excited to receive a total of 21 submissions representing municipalities from across the country. The Host Bid Selection Committee met last week to review the submissions and I'm pleased to invite the City of Nanaimo to submit a full application.

The deadline for full applications is **January 16, 2014**. The application guidelines can be found on our website at www.creativecity.ca/get-involved/call-for-host-bids-2015-2018.php

An Evaluation Check List can be found on page 11 of the application guideline to assist you with your proposal.

Please feel free to contact me with any questions regarding the full application process.

I look forward to receiving your application package in the new year.

Best wishes, Jennifer

General Manager
Creative City Network of Canada
Suite 415 - 402 West Pender Street
Vancouver, BC V6B 1T6
www.creativecity.ca

#### FIND US ON SOCIAL MEDIA

Facebook: https://www.facebook.com/pages/Creative-City-Network-of-Canada/82389803945

Twitter: twitter.com/creativecity

Linkedin: http://www.linkedin.com/company/creative-city-network-of-canada

# City of Nanaimo

# REPORT TO COUNCIL

DATE OF MEETING: 2013-DEC-09

AUTHORED BY: DIANA JOHNSTONE, CHAIR

PARKS, RECREATION AND CULTURE COMMISSION

RE: 2014 SPORT TOURNAMENT GRANTS - FIRST INTAKE

# RECOMMENDATION:

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		2014	2014
		REQUESTED	RECOMMENDED
1.	Nanaimo Aboriginal Centre Society Xmulmuxw Huwilum S'qupthut 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 2013	\$1,000	\$750
8.	Nanaimo White Rapids Swim Club Nanaimo Invitational Swim Meet	\$1,500	\$1,100
TOTAL: \$16,000   \$9,52			\$9,525

# PURPOSE:

To obtain Council approval for the sport tournament funding to provide support to recreation organizations in hosting a variety of tournaments that have positive social and economic value to the community.

Council Committee of the whole

Open Meeting
In-Camera Meeting

Meeting Date: 2013-DEC-09

#### BACKGROUND:

At their meeting held 2013-NOV-13, the Recreation Committee reviewed the Sport Tournament Grant Applications and allocation of funds for the first intake of 2014 applications. The allocation of Sport Tournament Grants occurs bi-annually.

Funds available for the first intake of 2014 Applicants:

2014 Budget Total	\$26,158.31
Less: Approved Grants-first intake	\$ 9,525.00
Remaining 2014 Budget	\$16,633.31

The following Sport Tournament Grant criterion is applied when reviewing applications:

- Applicants must be able to demonstrate a broad community participation or significant potential audience.
- Evidence of benefit to the community.
- Demonstration of community support for the tournament as measured by volunteer participation, membership, and/or audience participation.
- Secured commitment from other funding sources.
- Involvement from other community partners.
- Evidence of management and fiscal responsibility (e.g. business and marketing plan, sound financial controls and performance).
- · Level of event profile and media exposure.
- Potential financial impact (e.g. number of visitor days created and how this information might be tracked).

At their meeting held 2013-NOV-27, the Parks, Recreation and Culture Commission passed a motion supporting the recommendation that Council approve the expenditure of \$9,525 in funding for the first intake of the 2014 Sport Tournament Grants.

The remaining balance will be rolled over to the second intake of the 2014 Sport Tournament Grants.

## STRATEGIC PLAN CONSIDERATIONS:

<u>Community Building Partnerships:</u> The City of Nanaimo wants to work with community groups to attract visitors to our city. Sport Tourism is a major economic generator for Nanaimo. The City of Nanaimo's most effective role in the sport and recreation tourism initiative is one of facilitation. By working together with existing community groups, we can encourage visitors to stay longer in Nanaimo.

Orana O Godnetone

Respectfully submitted,

Diana Johnstone **CHAIR** 

PARKS, RECREATION AND CULTURE COMMISSION

2013-DEC-02

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# City of Nanaimo

# REPORT TO COUNCIL

DATE OF MEETING: 2013-DEC-09

AUTHORED BY: DIANA JOHNSTONE, CHAIR

PARKS, RECREATION AND CULTURE COMMISSION

RE: COMMUNITY PROGRAM DEVELOPMENT GRANT -

CEDAR 4-H SENIOR ADVISORY COUNCIL

#### RECOMMENDATION:

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.

#### PURPOSE:

To obtain Council approval for the Community Program Development Grant application to assist in the operation of the Cedar 4-H Barnyard at Beban Park for the 2014 season.

### BACKGROUND:

At their meeting held 2013-NOV-13, the Recreation Committee reviewed the application submitted by the Cedar 4-H Sr. Advisory Council for the Community Program Development Grant. At that meeting, a motion was passed recommending the approval of the grant in the amount of \$4,375.

The allocation of the Community Program Development Grant occurs bi-annually, based on applications received.

The following criterion is applied when reviewing applications:

- The program fills a void in the community and provides experiential opportunities for participants.
- The program targets specific community benefit and measures the success of the endeavor by using submitted evaluation criteria and tools.
- Preference will be given to programs that will be ongoing and have potential as a good longterm investment for the City and are able to demonstrate a plan to sustain the program in the long-term through fees, alternative funding and/or partners. This grant is designed specifically to assist community groups to enhance the lives and experiences of fellow residents.
- The program must be sustainable and produce long-term benefit in the community.

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In-Camera Meeting
Meeting Date: 2013-DEC 09

- Has potential to offer short-term employment for student youth.
- Any organizations receiving operational funds from the City of Nanaimo will not qualify for Community Program seed funding.
- Preference will be given to new applications. Applications for the same project or program funding in consecutive years will be considered where there is clearly identified change or expansion of the project or program, or, where there is proven need to sustain the program
- This grant is designed specifically to assist events and festivals that utilize services and facilities within the City of Nanaimo.
- The applicant must adhere to sound standards of corporate governance where applicable.

At their meeting of 2013-NOV-27, the Parks, Recreation and Culture Commission passed a motion supporting the recommendation that Council approve the Community Program Development Grant Application submitted by the Cedar 4-H Sr. Advisory Council in the amount of \$4,375 for the 2014 year.

# STRATEGIC PLAN CONSIDERATIONS:

<u>Community Building Partnerships:</u> The City of Nanaimo wants to work with community groups who provide experiential opportunities for residents. The Cedar 4-H Senior Advisory Council Barnyard offers a unique experience for residents as well as youth volunteer opportunities.

R Respectfully submitted,

Orana O Golastone

Diana Johnstone

**CHAIR** 

PARKS, RECREATION AND CULTURE COMMISSION

2013-DEC-02

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#### MINUTES

# REGULAR MEETING OF THE PARKS, RECREATION AND CULTURE COMMISSION SERVICE AND RESOURCE CENTRE BOARD ROOM WEDNESDAY, 2013-OCT-23, AT 7:00 P.M.

PRESENT: Commissioner D. Johnstone, Chair

Members: Commissioner T. Greves

Commissioner F. Pattje Commissioner K. Alden

Commissioner M. Beaudoin-Lobb

Commissioner H. Houle (departed at 8:10 p.m.)

Commissioner A. McPherson Commissioner G. Savage Commissioner I. Thorpe

Commissioner M. Young (arrived at 7:07 p.m.)

Regrets: Commissioner L. Avis

Commissioner D. Rinald

Staff: R. Harding, Director, Parks, Recreation and Culture

S. Samborski, Senior Manager, Recreation and Culture Services

K. MacDonald, Parks and Open Space Planner

J. Farrell, Recording Secretary

# 1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 7:01 p.m.

# 2. ADOPTION OF AGENDA:

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

#### ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Regular Parks, Recreation and Culture Commission Meeting held Wednesday, 2013-SEP-25 at 6:00 p.m. in the Beacon House, Protection Island, be adopted as circulated. The motion carried unanimously.

#### 4. PRESENTATIONS:

(a) Heather Wong, on behalf of the Friends of Nanaimo Jazz Society, presented a plaque thanking Commission for their support of the Jazz Affair LA 2013. Members of the Jazz Society played "Sea Jam Blues" for the Commission.

(b) Damon Johnston, Recreation Coordinator, gave a presentation on two new programs, "Central Island Healthy Weights Shapedown BC" and "MEND," that make up the "Nanaimo Healthy Weights" program.

# 5. CHAIR'S REPORT:

The Chair, D. Johnstone, gave a summary of activity at the recent Council meetings.

#### REPORTS OF ADVISORY BODIES:

- (a) <u>Parks Committee:</u> Commissioner Thorpe gave a verbal report on the Parks Committee meeting held 2013-OCT-10.
- (b) Recreation Committee: No meeting held.
- (c) <u>Cultural Committee:</u> Commissioner Pattje gave a verbal report on the Cultural Committee meeting held 2013-OCT-04.
- (d) Grants Advisory Committee: No meeting held.
- (e) Port Theatre: Monthly report for September 2013.
- (f) Nanaimo Art Gallery: Monthly report for September 2013.
- (g) Nanaimo District Museum: Monthly report for September 2013.

## 7. STAFF REPORTS:

(a) Veterans Wall of Honour Project

#### Delegations:

1. Roger Bird and Brian McFadden, representing the Vancouver Island Military Museum, gave a presentation on the "Veterans Wall of Honour" Project proposed for the Centennial Building at Piper Park.

It was moved and seconded that the Parks, Recreation and Culture Commission refer the concept of the Vancouver Island Military Museum's Veterans Wall of Honour to the Parks Committee for review and report back to the Commission with a recommendation. The motion carried unanimously.

# (b) Key Date Calendar for 2014

It was moved and seconded that the Parks, Recreation and Culture Commission adopt the Key Date Calendar for 2014 as presented. The motion carried unanimously.

# (c) BC Summer Games Update

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

(d) <u>Department Activity Monthly Report:</u> Monthly report for September 2013.

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

- 8. <u>CORRESPONDENCE:</u> (not related to a Report to Commission)
  - (a) Minutes of the Nanaimo Harbour City Seniors Board of Directors Meeting held 2013-OCT-04.

It was moved and seconded that the Correspondence be received. The motion carried unanimously.

- 9. DELEGATIONS (not related to a Report to Commission):
  - (a) Drew Cooper, representing PacificSport, presented an overview of the organization's activities and the work in the community on developing Physical Literacy.

It was moved and seconded to receive the delegation. The motion carried unanimously.

(b) Lesley Coultish and Laura Kandall, representing the Nanaimo Equestrian Association, presented an overview of the group's activities of the past few years and their proposed plans for the leased grounds at Beban Park.

It was moved and seconded to receive the delegation. The motion carried unanimously.

#### 10. ADJOURNMENT:

It was moved and seconded at 8:28 p.m. that the meeting adjourn. The motion carried unanimously.

CERTIFIED CORRECT:

D. Johnstone, Chair Parks, Recreation and Culture Commission

Orana Todrestone

R. Harding, Director
Parks, Recreation and Culture

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Neil Mulligan has requested an appearance before council. The request is made on behalf of Stop Telus Tower Hammond Bay Community.

The requested date is Dec 04, 2013.

The requested meeting is: Council

Presenter's information

City: Nanaimo Province: BC

Bringing a presentation: Yes

Details of Presentation:

We ask again to decline the proposed tower which has being atrociously planned for repeatedly, in the same Hammond Bay community.

Council Committee.Co. Open Meeting In-Camera Meeti Meeting Date:	Proclamation  One Correspondence
	THE RESERVE THE PERSON NAMED IN COLUMN 2 IS NOT THE OWNER.

Kevin Annett has requested an appearance before Council.

The requested date is Oct 21, 2013.

The requested meeting is:

**FPCOW** 

Presenter's information

Province: BC

Details of Presentation:

To speak regarding Bylaw Enforcement Bylaw 1984 No. 2700

The request is made on behalf of Phyllis Argue.

The requested date is DEC 9, 2013.

The requested meeting is: Committee of the Whole

Presenter's information

City: Nanaimo Province: BC

Details of Presentation:

To present Mayor and Council with a certificate and share a few words of thanks for the support to Red Cross for permissive tax exemption. She will also share a few words about the work in the community.

Dr. Fred Dowe has requested an appearance before council.

The requested date is Dec 04, 2013.

The requested meeting is: FPCOW

Presenter's information

City: Nanaimo Province: BC

Details of Presentation:

Health concerns re: cell tower close to residences and schools. Thanks.

Dr. Fred Dowe