

**AMENDED AGENDA**  
REGULAR COMMITTEE OF THE WHOLE MEETING  
SHAW AUDITORIUM, 80 COMMERCIAL STREET, NANAIMO, BC  
MONDAY, 2013-MAR-18, AT 4:30 P.M.

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CHAIR: MAYOR RUTTAN

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

2. **INTRODUCTION OF LATE ITEMS:**

- Add item 12 (a) E-Town Hall Meeting Update.

3. **ADOPTION OF AGENDA:**

4. **ADOPTION OF MINUTES:**

- (a) Minutes of the Regular Committee of the Whole Meeting held in the Shaw Auditorium, 80 Commercial Street, on Monday, 2013-MAR-04 at 4:30 p.m.

*Pg. 4-8*

5. **PRESENTATIONS:**

NONE

6. **ADMINISTRATION:**

NONE

7. **COMMUNITY SAFETY AND DEVELOPMENT:**

- (a) **Summary of Cash-In-Lieu of Park Land Dedication Reports Authorized by Council for 2012**

*Purpose: To summarize cash-in-lieu of park dedication reports reviewed by Council for the period of 2012-JAN-01 to 2012-DEC-31.*

Staff Recommendation: That Council receive the report regarding the summary of cash-in-lieu of park land dedication.

*Pg. 9-13*

8. **CORPORATE SERVICES:**

- (a) Delegations pertaining to the 2013-2017 Financial Plan.

(b) **2013 Reserves**

Mr. B. E. Clemens, Director of Finance, to provide a PowerPoint presentation regarding the 2013 Reserves.

*Purpose: To provide Council with information on reserves as background to the 2013 – 2017 Financial Plan.*

Staff Recommendation: That Council direct Staff to use \$2.5 million from the General Capital Reserve to partially fund the Colliery Dam project, reducing the amount of short term borrowing required.

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9. **COMMUNITY SERVICES:**

(a) **Minutes of the Transportation Advisory Committee Meeting held 2013-JAN-23**

To be introduced by Transportation Advisory Committee Chair, Councillor Anderson.

Committee Recommendation: That Council receive the Minutes of the Transportation Advisory Committee Meeting held 2013-Jan-23.

Pg. 22-26

(b) **Renaming of Laguna 2 Park to Ocean View Park**

To be introduced by PRCC Chair, Councillor Johnstone.

*Purpose: To rename Laguna 2 Park to Ocean View Park.*

Commission Recommendation: That Council approve a name change of Laguna 2 Park to Ocean View Park.

Pg. 27-31

(c) **Lane Improvements**

*Purpose: To provide background information regarding lane improvements for further Council discussion with respect to the 2013-2017 Financial Plan.*

Staff Recommendation: That Council receive the report regarding lane improvements.

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

NONE

11. **NOTICE OF MOTION:**

12. **OTHER BUSINESS:**

(a) **E-Town Hall Meeting Update**

Mayor Ruttan to announce information regarding the E-Town Hall Meeting to be held 2013-MAR-25.

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

- (a) Mr. Mike Oliver, regarding the Canadian Cancer Society Relay for Life Day. *Pg. 34*
- (b) Mr. Bill Carter, regarding the Nanaimo Port Authority Board and the Nanaimo Harbour Stakeholders Coalition. *Pg. 35*
- (c) Mr. Jim Taylor, regarding City policy as it relates to future hotel developers and operators within the City of Nanaimo. *Pg. 36*

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

15. **PROCEDURAL MOTION:**

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

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (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; and,
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public.

16. **ADJOURNMENT:**

**MINUTES**  
REGULAR COMMITTEE OF THE WHOLE MEETING  
SHAW AUDITORIUM, 80 COMMERCIAL STREET,  
MONDAY, 2013-MAR-04, AT 4:30 P.M.

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PRESENT: Mayor J. R. Ruttan, Chair

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

Absent: Councillor M. D. Brennan

Staff: A. C. Kenning, City Manager  
D. W. Holmes, Assistant City Manager and General Manager of  
Corporate Services  
E. C. Swabey, General Manager of Community Safety and Development  
T. M. Hickey, General Manager of Community Services  
I. Howat, Director of Strategic Relationships  
T. L. Hartley, Director of Human Resources and Organizational Planning  
B. E. Clemens, Director of Finance  
T. P. Seward, Director of Development  
A. J. Tucker, Director of Planning  
R. J. Harding, Director of Parks, Recreation and Culture  
P. Kristensen, Director of Information Technology  
P. Cooper, Communications Manager  
T. Samra, Manager of Legislative Services  
S. Snelgrove, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

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

2. INTRODUCTION OF LATE ITEMS:

- (a) Councillor Greves advised that he would be bringing forward a late item under Other Business regarding the Fire Plan.
- (b) Councillor McKay advised that he would be bringing forward a late item under Other Business regarding expense compensation.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Regular Committee of the Whole Meeting held in the Shaw Auditorium, 80 Commercial Street, Nanaimo, BC, on Monday, 2013-FEB-25 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS:

- (a) Mr. B. E. Clemens, Director of Finance, provided a presentation regarding Property Tax Policy.

6. ADMINISTRATION:

- (a) Draft Communication Plan

It was moved and seconded that Council direct Staff to make the draft communication plan available on the City's Website for public input. The motion carried unanimously.

7. COMMUNITY SAFETY AND DEVELOPMENT:

- (a) Provincial Liquor Licence Policy Changes

It was moved and seconded that Council receive the Provincial Liquor Licence Policy Changes report. The motion carried unanimously.

8. CORPORATE SERVICES:

- (a) Delegations pertaining to the 2013-2017 Financial Plan.

Councillor Anderson vacated the Shaw Auditorium at 5:17 p.m.  
Councillor Anderson returned to the Shaw Auditorium at 5:19 p.m.

- (1) Mr. Fred Taylor spoke regarding the Colliery Dams.
- (2) Mr. Ron Bolin spoke regarding industrial development growth in Nanaimo.
- (3) Mr. Gord Fuller spoke regarding the VICC Hotel's impact on the 2013-2017 Financial Plan.

(b) 2012 Departmental Activities and Accomplishments

It was moved and seconded that Council receive the compilation of activities and departmental accomplishments for the City of Nanaimo for 2012. The motion carried unanimously.

9. COMMUNITY SERVICES:

(a) 2013 Temporary Outdoor Public Art Selections

It was moved and seconded that Council approve the 2013 Temporary Outdoor Public Art selections, attached as schedule A to the report. The motion carried.  
Opposed: Councillor Bestwick

(b) Travel Assistance Grant – Nanaimo Eagles Hockey Team – Special Hockey International, Kitchener Ontario

It was moved and seconded that Council approve the application for a Travel Assistance Grant to the Nanaimo Eagles hockey team in the amount of \$1,500 for 15 players to attend the Special Hockey International being held in Kitchener, Ontario. The motion carried unanimously.

(c) Minutes of the Parks, Recreation and Culture Commission meeting held 2013-JAN-23

It was moved and seconded that Council receive the Minutes of the Parks, Recreation and Culture Commission meeting held 2013-JAN-23. The motion carried unanimously.

10. OTHER BUSINESS:

(a) Mayor Ruttan advised of a thank you to Mayor and Council for assisting St. Andrews Presbyterian Church students reach their goal of raising \$1000 for the Loaves and Fishes Food Bank.

(b) Councillor Greves - Fire Plan

It was moved and seconded that the review of the Fire Plan currently underway include an analysis of the services and costs related to paid on-call firefighters. The motion carried unanimously.

(c) Councillor McKay – Expense Compensation

Councillor McKay requested compensation for his expenses to serve as a judge for the 20 Under 40 Event in Courtenay, representing the City of Nanaimo in his capacity as a Councillor.

It was moved and seconded that Council direct Staff to reimburse Councillor McKay in the amount of \$335.24 for his expenses to serve as a judge for a 20 Under 40 event in Courtenay, representing the City of Nanaimo.

It was moved and seconded that the main motion be amended to read "That Council direct Staff to reimburse Councillor McKay in the amount of \$335.24 for his expenses to serve as a judge for a 20 Under 40 event in Courtenay, representing the City of Nanaimo but deduct \$75.00 for the event ticket, reducing the total reimbursement to \$260.24."

The vote was taken on the main motion as amended. The motioned carried.

Opposed: *Councillors Anderson and Greves*

Councillor McKay vacated the Shaw Auditorium at 6:21 p.m. on a conflict of interest as he has a pecuniary interest.

The vote was taken for a second time on the main motion as amended.

The motion carried.

Opposed: *Councillors Anderson, Greves, Pattje*

Councillor McKay returned to the Shaw Auditorium at 6:24 p.m.

11. QUESTION PERIOD:

- Mr. Fred Taylor, re: Fire Plan.

12. 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):

- (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;

The motion carried unanimously.

Council moved into "In Camera" at 6:32 p.m.

Council moved out of "In Camera" at 7:46 p.m.

13. ADJOURNMENT:

It was moved and seconded at 7:46 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER

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

DATE OF MEETING: 2013-MAR-18

AUTHORED BY: KRIS SILLEM, MANAGER OF SUBDIVISION APPROVALS  
& DEPUTY APPROVING OFFICER

RE: SUMMARY OF CASH-IN-LIEU OF PARK LAND DEDICATION REPORTS  
AUTHORIZED BY COUNCIL FOR 2012

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STAFF RECOMMENDATION:

That Council receive the report.

PURPOSE:

To summarize cash-in-lieu of park dedication reports reviewed by Council for the period of 2012-JAN-01 to 2012-DEC-31.

BACKGROUND:

At the Council Meeting held on 2012-DEC-13, resolution 75212 was moved and seconded that Council direct Staff to prepare a report every six months summarizing the cash-in-lieu contributions and the amounts provided. Staff has provided the requested information to include the calendar year of 2012-JAN-01 to 2012-DEC-31 and will provide updated reports in July of 2013 and January of 2014.

Park Dedication or the option to provide cash-in-lieu of Park Dedication is secured through the subdivision of land as statutorily required by Section 941 of the *Local Government Act*. The location of the required area of land to be dedicated as park land is guided by the "City of Nanaimo Official Community Plan" and the "City of Nanaimo Parks Master Plan" which have identified areas of preferred park land acquisition. The area of land to be dedicated as park or the option to provide cash-in-lieu is determined through the subdivision process prior to the approval of a Preliminary Layout Approval (PLA) document which identifies the statutory requirements to subdivide the land. As part of this review, the Parks, Recreation & Culture Department and the Approving Officer make recommendations with respect to whether the City should acquire park land, or take cash-in-lieu. In those cases when the City does not wish to obtain park land, subject to Council approval, the land owner must provide cash-in-lieu in an amount equal to 5% of the appraised market value of the lands being subdivided. These funds are then placed in a reserve for future acquisition of parks by the City.

The cash-in-lieu is not collected until such time as the subdivision has been constructed and the applicant is applying for the final approval of the subdivision which allows for registration of the individual lots with the "Land Titles Office". As such; Council may see several cash-in-lieu reports in one year, but the money will not necessarily be collected in the same year as the build out or construction phase of a subdivision can in some cases take several years.

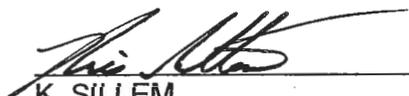
Council  
 Committee CAW  
 Open Meeting  
 In-Camera Meeting  
Meeting Date: 2013-MAR-18

DISCUSSION:

The attached tables represent the cash-in-lieu of park dedication reports presented to Council for approval in 2012, the actual cash-in-lieu fees collected in 2012 and the amount of land dedicated as park through subdivision in the same year.

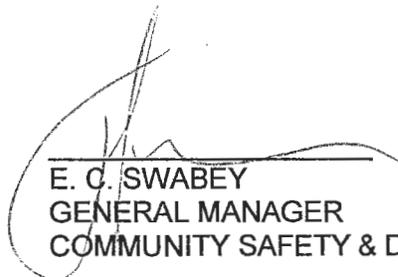
Ten cash-in-lieu of park reports for PLA were presented to and approved by Council in 2012, representing an overall area of .409 ha. Of the ten subdivisions that received PLA, three continued through to final subdivision approval and contributed \$42,350.00 to the parks acquisition fund. The total amount collected in 2012 from cash-in-lieu reports approved by Council in previous years is \$205,450.00 and the combined total of all cash-in-lieu contributed in 2012 totaled \$247,800.00. It is noteworthy that this total includes PLA's issued in previous years and is not just the 2012 year. The amount of land dedicated as park in the same period is 16.523 ha.

Respectfully Submitted,

  
K. SILLEM  
MANAGER  
SUBDIVISION APPROVALS

Concurrence by:

  
T. P. SEWARD  
DIRECTOR  
DEVELOPMENT

  
E. C. SWABEY  
GENERAL MANAGER  
COMMUNITY SAFETY & DEVELOPMENT

CITY MANAGER COMMENT:

I concur with the staff recommendation.

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KS/lr

COUNCIL: 2013-MAR-18

## Cash-in-Lieu of Parks Reports Sent to Council in 2012

Address	Date Report Sent to Council	Final Approval Issued? Yes/No	Total Area (5% of parent parcel)
3198 Singleton Road	Feb 13, 2012	<b>YES</b> (Nov 12, 2012)	540m <sup>2</sup>
4295 Jingle Pot Road	Jan 23, 2012	NO	142m <sup>2</sup>
1743 & 1747 Extension Road	Jan 23, 2012	<b>YES</b> (Nov 29, 2012)	482m <sup>2</sup>
320 Ninth Street	Mar 26, 2012	NO	125m <sup>2</sup>
1711, 1721, 1725 Extension Road	Mar 26, 2012	<b>YES</b> (Nov 29, 2012)	430m <sup>2</sup>
5671 Turner Road	May 28, 2012	NO	258m <sup>2</sup>
3938/3900 Jingle Pot Road	Aug 13, 2012	NO	410m <sup>2</sup>
265 Howard Avenue /560 Third Street	Aug 13, 2012	NO	1,549m <sup>2</sup>
128 Lakeview Crescent	Dec 17, 2012	NO	151m <sup>2</sup>
1505 Extension Road	Dec 17, 2012	NO	1,394 m <sup>2</sup>
<b>TOTAL AREA</b>			<b>4,087m<sup>2</sup></b>

**Cash-In-Lieu Fees Collected in 2012**  
**(Final Approval Issued, Cash Collected)**

Address	Amount Received
3198 Singleton Road	\$14,850.00
190/192 Calder Road	\$12,150.00
1077 Douglas Avenue	\$37,500.00
5040 Hammond Bay Road	\$13,750.00
5825 Turner Road	\$15,750.00
5494 Godfrey Road	\$11,000.00
1543 Extension Road	\$12,000.00
6057 Doumont Road	\$18,500.00
6003 Nelson Road	\$800.00
1865 Bowen Road	\$84,000.00
1743 Extension Road	\$13,750.00
1711, 1721, & 1725 Extension Road	\$13,750.00
<b>TOTAL</b>	<b><u>\$247,800.00</u></b>

# Park Land Dedicated Through Subdivision In 2012

(Final Approval Issued, Park Land Registered)

Address	Area Dedicated (hectares)
4455 Hammond Bay Road	0.571 ha
5220 Metral Drive	0.102 ha
5300 Rutherford Road	2.71 ha
1099 Bruce Avenue	13.14 ha (Harewood Plains)
<b>TOTAL AREA</b>	<b><u>16.523 ha</u></b>

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

DATE OF MEETING: 2013-MAR-18  
AUTHORIZED BY: L. COATES, MANAGER, ACCOUNTING SERVICES  
RE: 2013 RESERVES

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STAFF RECOMMENDATION:

That Council direct Staff to use \$2.5 million from the General Capital Reserve to partially fund the Colliery Dam project, reducing the amount of short term borrowing required.

PURPOSE:

To provide Council with information on reserves as background to the 2013 – 2017 Financial Plan.

DISCUSSION:

In a local government, the term reserve refers to funds that are set aside in special accounts. In Nanaimo, these funds come from:

- Fees and charges collected for a specified purpose
- Collection of monies from developers – development cost charges, parking fees
- Sale of property
- Senior governments (gas tax agreement)
- Gifts to the City
- Allocations of surplus

There are two types of reserves, statutory reserve funds and reserve accounts.

Reserves created in accordance with the *Community Charter* are called statutory reserve funds. A statutory reserve fund is created when Council adopts a bylaw that will set out:

- the purpose of the reserve
- how the contributions will be determined
- what the funds can be spent on
- that interest earnings will be allocated to the reserve.

Once established, these funds require Ministerial approval to be transferred to another reserve.

Council  
 Committee CAW  
 Open Meeting  
 In-Camera Meeting  
Meeting Date: 2013-MAR-18

Reserve accounts are allocations of surplus and are not created with a bylaw. These reserves are often a fiscal tool used to carry forward budget funds from one year to the next for projects that are unfinished at year end. Reserve accounts can also be established as savings accounts for unforeseen events and estimates that are difficult to predict. Examples are the reserves for snow removal, uncollectible taxes and uninsured claims. The following are typical uses of reserves, both statutory reserve funds and reserve accounts:

- To carry forward funding from one year to the next for unfinished projects or expenditures.
- To act as a contingency for unforeseen circumstances, e.g. uninsured claims, snow removal.
- To accumulate funds for property/park acquisition.
- To accumulate funds for large projects that couldn't be financed in a single year, e.g. water treatment plant.
- To accumulate funds collected for a specific purpose, e.g. facility development fund.

Development Cost Charges are collected on the approval of a subdivision or the issuance of a building permit. These funds assist the City in the cost of development including constructing capital improvements, operating projects and the related debt servicing costs for projects listed in the relevant bylaw. They cannot be used for any other purpose. Developers have the option of paying installments so that the charge is paid over two years or they may choose to pay the full amount at the time of approval or issuance. The installments are secured by irrevocable standby letters of credit and/or cash on deposit. No interest is charged on these outstanding installments.

These are the reserve balances as at January 1, 2013:

Statutory Reserve Funds	\$ 19,827,120
Development Cost Charges	33,364,483
Reserve Accounts	<u>60,634,208</u>
Total Reserves	<u>\$ 113,825,811</u>

Appendix 1 is a listing of the reserves above. They have been categorized as follows:

Restricted (R) – These reserves have restrictions on the permitted use that come from a statute, bylaw or contractual agreement.

Justifiable (J) – The restrictions on these reserves come from the justifiable use of the funds as they were collected for a specific purpose. Changing the use of the funds may be considered a breach of the Public's trust.

Critical (C) – These reserves have been established for purposes that Staff consider critical to the City's operation. There is no legal restriction on an alternate use.

Allocated (A) – The balances in these reserves have been allocated to a specific project or purpose. There is no legal restriction on an alternate use. Reallocation of these reserves would impact the 2013 – 2017 Financial Plan.

Unallocated (U) – These reserves are available for alternate uses at the discretion of Council.

The listing also indicates which reserves have been identified as asset renewal funding sources in the Asset Management Update presented to Council in January.

These are the total reserve balances as at January 1, 2013 for each category:

	Total Reserves	Identified as Asset Renewal	Remainder
Restricted	\$ 52,390,278	\$ -	\$ 52,390,278
Justifiable	32,010,613	30,345,413	1,665,200
Critical	9,745,969	4,025,621	5,720,348
Allocated	15,020,886	8,511,437	6,509,449
Unallocated	<u>4,658,065</u>	<u>4,646,125</u>	<u>11,940</u>
Total Reserves	<u>\$ 113,825,811</u>	<u>\$ 47,528,596</u>	<u>\$ 66,297,215</u>

The General Capital Reserve has \$2.6 million in the unallocated category. Council was presented with several options for allocation of \$2.5 million of these funds at the March 11, 2013 meeting, leaving an unallocated balance of \$159,000. These funds could be used to reduce borrowing for the Colliery Dam remediation (Option 1) or to repay the internal borrowing from own reserves for the Service and Resource Centre Building (SARC) funding of \$1,600,000 and reduce external borrowing for the Colliery Dam remediation by \$900,000 (Option 2). The 2013 – 2017 Financial Plan has the internal borrowing (SARC) repaid equally over four years starting in 2013 and the external borrowing (Colliery Dam) principal repayments made equally over five years starting in 2014. So while the combined incremental changes in property taxes for 2013 and 2014 for the two options are virtually identical, it is the timing of the repayment that makes the difference when the reduction in property taxes happens.

Both options reduce property taxes by about 0.5%. The difference is that the option 1 reduction occurs in 2014, when the first principal repayment is made and Option 2 takes effect in 2013.

While property tax impacts are not significantly different, reducing the external borrowing (Option 1) provides real cash savings for the organization. A third option would be to leave the funds in the reserve for a future project. In this case, there would be no impact on property taxes.

Staff are recommending that Council support Option 1 and use \$2.5 million from the general capital reserve account to partially fund the Colliery Dam project.

The 2013 – 2017 Financial Plan includes increases in property taxes and user fees specifically directed to asset renewal. The new reserves created for these increases are not reflected in this report as they did not have a balance as at January 1, 2013. The amounts to be collected in 2013 are:

- \$871,594 property taxes
- \$302,506 water user fees
- \$233,273 sewer user fees

During 2013, Staff will be reviewing reserves in conjunction with the City's asset management plans. This will involve drafting bylaws for Council's consideration to create statutory reserve funds for asset management. The bylaws will set out how funds will be contributed as well as how they will be used in the future.

Respectfully submitted,

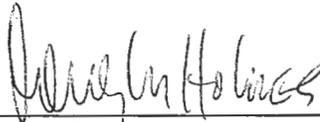


L. Coates  
Manager, Accounting Services

Concurrence by:



B. E. Clemens  
Director of Finance



D. W. Holmes  
Assistant City Manager / General  
Manager, Corporate Services

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2013-MAR-11  
LC/tw

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Category	Asset Renewal	Balance January 1, 2013	Reserve Name	Source of Funds	Permitted Use of Funds	Notes
<b>Statutory Reserve Funds related to General Fund Operations</b>						
R		509,488	Cemetery Care	Established under Cemetery Care Act. Revenue from plot sales & head stone installations	Investment income used to fund ongoing care of cemetery. May not be used for any other purpose.	Established by bylaw. Cemetery Act requirement.
U	✓	1,520,661	Local Improvement	Interest earnings, occasional contributions from general revenue and tax levies.	Used to fund small Local Improvement projects.	Little interest in local improvements in recent years. Established by bylaw. Consider obtaining Ministerial approval to transfer to asset renewal reserve
R		349,549	Parkland Dedication	Cash-in-lieu from subdivisions & interest earnings.	Parkland acquisition only.	Established by bylaw. Required by Community Charter
R		2,791,286	Property Sales	Revenue from sale of civic property & interest earnings.	Any capital project.	Established by bylaw. Required by Community Charter \$800k committed to purchase of 7 Port Drive
C	✓	2,363,153	Equipment Depreciation	Internal 'rental' of City fleet & interest earnings.	Replacement of fleet.	Established by bylaw. Net draw down of \$1.6 million committed in 2013-2017 plan
J	✓	280,557	Facility Development	Sale of PR&C land or facilities. Recreation fee surcharge (20%) & interest earnings.	Parks, Recreation & Culture land or facilities.	Established by bylaw. \$80k committed in 2013
R		11,488,367	Community Works Fund	Federal Gas Tax Revenue	Specified types of projects - "cleaner air, clearer water".	Fully allocated to water supply.
R		80,783	Old City Parking	Cash in lieu of parking spaces at development.	Is limited to the provision of new and existing off-street parking spaces.	Established by bylaw.
R		443,276	Knowles Estate	Bequest.	Used for park projects in defined area as specified in bequest.	Established by bylaw.
R		4,567,669	DCCs - Roads	DCCs & interest earnings.	May only be spent on projects identified in DCC bylaws.	Most significant project is Boxwood Connector \$6.4 million
R		12,033,713	DCCs - Storm Drain	DCCs & interest earnings.	May only be spent on projects identified in DCC bylaws.	Total of 3 DCC reserves.
R		974,233	DCCs - City Wide Parks	DCCs & interest earnings.	May only be spent on projects identified in DCC bylaws.	\$743k committed in 2013
<b>General Fund Reserve Accounts</b>						
A		1,507,115	RCMP Surplus	Difference between 2010 budget and amount invoiced by RCMP + \$500k surplus in 2011 and \$250k surplus in 2012	Reserved until billing from RCMP is confirmed and final. Potential costs for RCMP retro.	Once final billing is confirmed any unallocated will be transferred to General Capital
C	✓	1,862,468	Computer Upgrade	Internal charges to departments.	Used to purchase central computing resources.	Drawdown of \$1.4m in the 2013-2017 plan
A	✓	538,667	Storm Capital	Incomplete prior year projects	Used to fund storm drain projects.	Fully committed in 2013
A		225,000	Storm Capital	Incomplete prior year projects	Used to fund storm drain projects.	Available to cost share with developers
C		2,363,995	Uninsured Claims	Replenished from annual surplus when required.	Used to fund claims that are not covered by MIA, e.g. leaky condos	Total of reserve and accrual is \$3M.
A		22,150	Finance Capital	Created from unspent capital in a previous year.	Used to upgrade office furniture & equipment for Finance Dept.	Fully committed in 2013.
A	✓	209,117	Fire Department	Incomplete prior year projects	Used to fund Fire projects	\$160k committed in 2013
C		2,882,653	Uncollected Taxes	Replenished from annual surplus when required.	Used to fund shortfall when assessment appeals result in a reduction of the tax levy.	Total of reserve and accrual is \$3M.
A		2,693,298	Property Acquisition	Created from allocations of annual surplus.	Used to fund property acquisitions.	\$2.6 m committed to the purchase of 7 Port Drive

Category	Asset Renewal	Balance January 1, 2013	Reserve Name	Source of Funds	Permitted Use of Funds	Notes
<b>General Fund Reserve Accounts</b>						
U		5,646	Public Education - Fire Safety	Unspent funds from smoke detector program.	Used to promote fire safety.	No commitments.
A	✓	727,004	Parks Maintenance	Incomplete 2012 projects and surplus from various projects.	Should be used for Parks related projects.	Fully committed in 2013-2017 plan.
J		9,554	Nanaimo Athletic Commission	Net proceeds from Nanaimo Athletic Commission activities.	Used to fund Nanaimo Athletic Commission activities, e.g. Hosting boxing matches sending commission members to annual conference, etc.	No commitments.
J	✓	31,851	Class E Licences	Profits from providing bar service at various events.	Restrictions re: physical area where money may be used. (i.e. in relation to where bar service was provided)	No commitments.
U	✓	284,791	Beban Area Property	Rent from Madill property. Created by Council resolution.	May be used for capital improvements at City Yard.	No commitments.
C		473,700	SAP Software	Unused annual capital allocation.	Used to fund annual updates and upgrades to the City's ERP system (finance, human resources, purchasing systems).	Allows for varying level of expenditures and major upgrades every five years. \$370k committed in 2013-2017 plan
J	✓	61,497	Brechin Boat Ramp	Net proceeds from parking lot.	For capital improvements at the ramp.	No commitments.
A		1,398	Arts & Culture Coordination	Unspent 2011 funding.	For 2012 Arts & Culture grants.	Fully committed in 2013.
A	✓	420,934	Engineering Capital	Incomplete prior year projects	To complete Engineering projects	Fully committed in 2013.
A	✓	159,684	Recreation Capital	Incomplete prior year projects	To complete Recreation projects	Fully committed in 2013.
A		500,000	Transportation	Created from unspent capital and incomplete prior year projects.	Future transportation projects.	Available to cost share with developers.
A	✓	1,655,730	Transportation	Created from unspent capital and incomplete prior year projects.	Future transportation projects.	Fully committed in 2013-2017 plan.
A		221,718	Economic Development	Incomplete 2011 projects.	To complete projects in 2013.	\$36k for visitor centre; \$95k unallocated; remainder to pay for past commitments.
A	✓	963,618	Police Capital Reserve	Traffic fine revenue received in 2011 and 2012.	Spreading the traffic fine revenue over future years to smooth the impact on taxation	Fully committed in 2013 and 2014
A		396,414	Firehall Improvements	Previous contributions from general revenue.	Reserved for upgrade of fire halls or new fire hall construction.	\$300K allocated in 2013 Re: Fire Station 6 (Hammond Bay)
A	✓	114,033	Public Works Equipment	Incomplete prior year projects	Future Public Works expenditures.	Fully allocated in 2013.
A		198,746	DSD Incomplete Projects	Incomplete 2012 projects and surplus from various projects.	Future Development Services projects.	\$163k allocated in 2013.
U		6,294	Emergency Measures	Incomplete 2010 projects.	EOC training.	No commitments.
J		12,778	Uncollected Parking Revenue	Offset account for old uncollected parking tickets.	Used to write off uncollectible tickets at year end.	
J	✓	504,980	General Parking	Funded from parking operations.	Used to subsidize parking operations and pay for capital improvements/debt.	No commitments.
U	✓	181,260	Local Improvements	Created from allocations of a previous year's surplus.	Used to fund design costs of local improvements that do not proceed to construction.	Unallocated. Consider transferring to an asset renewal reserve
J		142,868	Fitzwilliam St Parking	Paid in lieu of parking when former ARC building was purchased.	May only be used for upgrading the Prideaux Street Parking facility.	No commitments.

Category	Asset Renewal	Balance January 1, 2013	Reserve Name	Source of Funds	Permitted Use of Funds	Notes
<b>General Fund Reserve Accounts</b>						
A		25,458	Casino	Casino gaming revenue. Amounts that exceeded budget in previous year plus interest.	Used to offset possible shortfalls in future years.	Fully committed in 2013
A		400,000	Snow Removal	Allocation of previous years' surplus. May be topped up annually.	Used to cover costs in the event of a major snowfall.	
A	✓	453,682	VICC Capital	Annual contribution from general revenue.	Used to keep the conference centre functioning as a first class facility.	Unused portions will be carried forward into the future to fund major capital upgrades.
A		20,005	North Slope Stability	Allocation of previous year surplus.	Used for monitoring slope movement.	Fully committed in 2013.
A		50,000	Allowance for Bad Debts	Allocation of previous year surplus.	Used to cover bad debts from miscellaneous receivables.	Adjustments done at year end to keep reserve at an appropriate level.
R		488,224	E911 Reserve	E911 revenues.	Future E911 capital requirements only, by agreement with E911 partners.	
A	✓	900,000	General Capital	Created from allocations of annual surplus.	No restrictions.	\$900k allocated to the completion of the SARC and City Hall reno.
U	✓	2,659,413	General Capital	Created from allocations of annual surplus.	No restrictions.	Unallocated balance of the reserve. Consider allocating \$2.5m to reduce borrowing in 2013
A	✓	27,295	Arenas Capital	Incomplete prior year projects	Used for arena capital projects.	Fully allocated in 2013.
A		39,005	Human Resources Reserve	Incomplete prior year projects		Fully allocated in 2013.
A		89,473	Legislative Services Reserve	Incomplete 2010 project.		\$75k committed for governance review
20 A	✓	890,395	Priority Capital	Allocations of surplus.	No restrictions.	Fully allocated for Cellblock Renovation in 2013
R		2,874,822	Housing Legacy	Allocation of surplus approved by Council in 2008 plus annual allocation of \$165,000 and developer contributions.	Used to fund Housing First Strategy.	\$309k committed in 2013.
A	✓	144,435	Fire Training Centre	Net proceeds from Fire Training Centre.	Used for major maintenance and upgrades to fire training facility.	Building reserve for project not currently in 5 year plan.
A	✓	1,104,700	Sustainability Initiatives	Allocation of surplus approved by Council in 2008, contributions from general revenue and Climate Action Incentive program.	Used to fund capital improvements or consultants/studies that lead to lower GHGs, etc.	\$415k allocated in 2013.
A	✓	187,123	Photocopiers	Split off from computer reserve. Revenue from internal lease of photocopiers.	Funds photocopier purchases (similar to computer reserve).	Saves money by eliminating external lease expenses. \$178k allocated in 2013-2017 plan.
A	✓	15,020	Port Theatre Capital	Unspent portion of capital funding at end of 2012.	Future capital expenditures.	Will be spent in 2013.
A		100,000	PR&C Snow Removal Reserve	Allocation of 2010 surplus.	Used to cover costs in the event of a major snowfall.	
A		19,669	VI Fire Academy Reserve	Net proceeds from VI Fire Academy	net operating surplus from 2012 to be used to cover any revenue shortfalls in future years	

Category	Asset Renewal	Balance January 1, 2013	Reserve Name	Source of Funds	Permitted Use of Funds	Notes
<b>Statutory Reserve Funds related to Sewer Fund Operations</b>						
R		6,373,910	Sewer DCCs	DCCs & interest earnings.	May only be spent on sewer projects identified in DCC bylaws.	Total of 2 DCC reserves.
<b>Sewer Fund Reserve Accounts</b>						
J	✓	11,381,865	Sewer Reserve Account	Accumulation of surplus in the sewer fund including incomplete projects from prior years.	May be used for any sanitary sewer capital project.	\$8.2M committed in 2013-2017 plan
J		850,000	DCC Account - Sewer	Allocation of surplus in the sewer fund.	Required to fund the City's share of DCC projects and to fund DCC's payable on City projects.	
<b>Statutory Reserve Funds related to Water Fund Operations</b>						
R		6,001,640	Water Distribution DCCs	DCCs & interest earnings.	May only be spent on water distribution projects identified in DCC bylaws.	Total of 2 DCC reserves.
R		3,413,418	Water Supply DCCs	DCCs & interest earnings.	May only be spent on water supply projects identified in DCC bylaws.	
<b>Water Fund Reserve Accounts</b>						
J	✓	5,680,722	Water Reserve Account	Accumulation of surplus in the water fund including incomplete projects from prior years.	May be used for any water distribution capital project.	\$4.2M committed 2013-2017 plan
J	✓	99,661	Water Local Improvements	Allocation of surplus in water fund.	Used to fund design costs of local improvements that do not proceed to construction.	
J		400,000	DCC Account - Water	Allocation of surplus in the water fund.	Required to cover the City's share of DCC projects and to fund DCC's payable on City projects.	
J		250,000	Levelling Reserve	Allocation of surplus in the water fund.	Reserve to cover any revenue shortfall during a wet year.	
J	✓	12,304,280	Water Supply Reserve	Accumulation of surplus in the water fund including incomplete projects from prior years (water supply).	May be used for any water supply capital project.	\$11.8M committed 2013-2017 plan

MINUTES OF THE REGULAR MEETING OF THE TRANSPORTATION ADVISORY COMMITTEE,  
HELD IN THE BOARD ROOM, 1st FLOOR, SERVICE AND RESOURCE CENTRE, ON  
WEDNESDAY, 2013-JAN-23, COMMENCING AT 3:30 P.M.

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PRESENT: Councillor George Anderson, Chair  
Councillor Ted Greves  
Councillor Bill McKay  
Jim Routledge  
David Murchie

Absent: Councillor Bill Bestwick  
Michele Patterson  
David Grey

Staff: Susan Cliff  
Bob Prokopenko  
Bruce Labelle  
Jamie Slater  
Andrew Tucker  
Rod Davidson  
Gordon Foy  
Amir Freund  
Jodi Wilson

1. CALL MEETING TO ORDER:

The meeting was called to order at 3:35 p.m.

2. REPORT FROM THE CHAIR:

a) BC Coastal Ferries Consultation and Engagement Response Letter

The letter that the TAC recommended Mayor Ruttan and Council submit to the Minister of Transportation and Infrastructure expressing the City's concerns related to the coastal ferry system and its impacts on Nanaimo and other Vancouver Island communities.

The letter was reviewed and was well received by the Transportation Advisory Committee (TAC) members.

3. INTRODUCTIONS:

Rod Davidson, Manager, Parking Services, Bylaw was introduced.

4. APPROVAL OF AGENDA AND LATE ITEMS:

Agenda was approved with the addition of one late item.

a) DC Fast Charging Stations – Bruce Labelle/Jamie Slater

The City of Nanaimo has been selected by BC Hydro as one of 13 communities across the Province to locate a Level 3 DC Fast Charge Station. The total cost of a fast charge station is approximately \$100,000 - \$130,000, covered by BC Hydro. Several potential

sites were provided to BC Hydro for consideration. Two preferred sites, at the Bastion Street Parkade and the Port Theatre Parkade have been identified and one of these locations will be the future home of the DC Charge Station.

The chargers have large power requirements and access to existing electrical infrastructure is a key consideration for selection of sites.

A DC Charger will charge a battery to 80% in approximately 20 minutes.

Battery technology is also improving;

- a 2012 Nissan Leaf will take 4+ hours to charge versus
- a 2011 Nissan Leaf will take 7+ hours to charge

This time last year the Vancouver Electric Vehicle Association reported there were 310 electric vehicles registered in the Province of BC. It is important to provide the infrastructure as the needs arise.

This BC Hydro project is part of the West Coast Green Highway. The Goal is to be able to drive an Electric Vehicle (EV) with a 100km range from San Diego, California to Whistler. One of the options being they come over to Vancouver Island first and then take the ferry to Horseshoe Bay continuing on to Squamish and Whistler where charge stations are also installed.

Who is paying for the electricity?

The CoN is responsible for paying for the electricity. Hydro will set the parking/charging rates and the idea is that the electricity cost should be offset by the charging/parking revenues.

The average cost per charge is approximately \$2.00.

Councillor Anderson expressed his thanks to the staff that worked so diligently towards the success of the new DC Charge installation in Nanaimo.

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

5. ADOPTION OF MINUTES:

- a) *It was moved and seconded that the 2012-Dec-12<sup>th</sup> minutes be adopted. The motion carried unanimously.*

6. DELEGATIONS:

No delegations were present.

7. PRESENTATIONS/REPORTS:

a) Transportation Master Plan – Phase 1 Consultation Summary Report – Gordon Foy

*Discussion*

Gordon explained the document layout and the additional information that is included in the appendices.

Should any of this material be taken to Council? If yes, when?

*It was moved and seconded that staff provide a presentation to update the public and Council on the Transportation Master Plan, after the Transportation Advisory Committee has met with Urban Systems in February. The motion carried unanimously.*

Currently, the document is not public. It was requested that the report be received and made public by putting it on the CoN website.

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

Councillor Anderson feels that there are some valid points that will be important to reference when the TAC Terms of Reference Review is being done; it will help us determine where the future of this committee is going.

There is a lot of material, possibly enough for two presentations. We will talk with Urban Systems and get help packaging the information to include just the key points to help keep the interest of the audience.

Councillor Anderson suggested he would like to see Council set a target to challenge Victoria in becoming the most bike friendly place on Vancouver Island. The TAC will have to discuss what they think would make Nanaimo a bike friendly city.

The Cycling Network Budget for Engineering Services is \$35,000.

b) Transportation Master Plan – Gordon Foy

*Presentation*

Gordon reviewed the Travel Diary Survey Summary Results. See attached presentation.

In April, 2012 the Trip Diary was completed. The area covered was north of Lantzville to south of Nanaimo Airport / YCD. Approximately 1500 households were surveyed; approximately 3.5% of all households in the study area. It was a telephone survey that recorded all travel within the household in the last 24 hours.

Results are further divided into 14 Superzones. The City is divided into 12 Superzones and another two for Cedar and Lantzville. Each Superzone surveyed approximately 100 households or 250 people.

On an average weekday in the Spring of 2012, there was just over 250,000 trips made by residents of the City. This works out to a little less than three trips per person or seven trips per household. The definition of trip, is a one-way trip, for example, the following series of trips would be considered to be three trips:

- home to work
- work to groceries
- groceries to home

The average trip length is just under 6km which equates to 1.5 million km per day which is equivalent to the moon and back twice!

- 90% of walked trips are less than 2km in length
- 90% of cycling trips are less than 4km in length
- 36% of vehicle trips are within the walking band and 60% of vehicle trips are within the cycling band.

On average, residents of more rural RDN Areas A & C made in excess of 24km per day while the lowest trip-km per person per day was made by the residents of the Divers Lake Area.

David Murchie commented – Most everything is within walking/cycling distance from Divers Lake.

*It was moved and seconded that Travel Diary results be presented at an Open Council meeting, prior to the Urban Systems presentation. The motion carried unanimously.*

8. NEW BUSINESS:

a) Transportation Advisory Committee – Terms of Reference Review

Councillor Anderson advised he would like the Committee to review its mandate and determine what roles it would like to see the Committee take on. This is an opportunity to send an updated version of the mandate to Council, before the start of the governance review.

Councillor Anderson asked that the committee members bring their comments to the February TAC meeting for discussion prior to sending them to Council. It is important that it reflects the priorities of the Strategic Plan.

Why are trails excluded from the Committee mandate?

The Committee mandate identifies the Committees' role in providing policy advice for all modes of transportation as opposed to different pieces of infrastructure. In the case of trails, they could be used by cyclists or pedestrians, two modes of transportation addressed in the Committee mandate.

All Council appointed committees are able to make recommendations to Council based on issues that they see within their own mandate.

9. CORRESPONDENCE:

No correspondence submitted.

10. UNFINISHED BUSINESS:

Greyhound Bus Services is submitting an application to reduce their service on Vancouver Island. In turn, Tofino Bus Services is submitting an application to increase their service and take over some of Greyhound's runs. Their intention is to make Nanaimo their hub for both North/South and East/West travel. If their application is approved, they will be looking for a home. Should we be making recommendations to Council regarding this item? Yes, it is important for the committee to review this and make any comments they feel are important.

Will there be bicycle racks on the Tofino Buses? Councillor McKay will look into this and report back to the committee.

11. NEXT MEETING:

To be determined.

12. ADJOURNMENT:

*It was moved and seconded at 5:00 p.m. that the meeting adjourn. The motion carried unanimously.*

  
CHAIR

# City of Nanaimo

## REPORT TO COUNCIL

DATE OF MEETING: 2013-MAR-18

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

RE: RENAMING OF LAGUNA 2 PARK TO OCEAN VIEW PARK

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### RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council approve a name change of Laguna 2 Park to Ocean View Park.

### BACKGROUND:

At their meeting of 2013-FEB-27, the Parks, Recreation and Culture Commission passed a motion supporting the recommendation that Council approve the name change of Laguna 2 Park to Ocean View Park.

The designated park area is located at the corner of Laguna Way and Jacob's Lane, just above Hammond Bay Road in North Nanaimo. Initially the park was named Laguna 2 Park to differentiate it from Laguna Park to the east of this site.

The neighbourhood has formally requested that the park be renamed "Ocean View Park" consistent with the name of the community and reflective of the park's panoramic view.

The Parks, Recreation and Culture Commission Policy Statement, "Naming Parks and Facilities" is attached (Schedule A) for Council's information. Included in the Policy are previous examples of naming requests.

Respectfully submitted,



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Diana Johnstone  
CHAIR  
PARKS, RECREATION AND CULTURE COMMISSION

### ATTACHMENT

2013-MAR-11

File: A4-1-2 / A2-4 / D1-2-67

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Council  
 Committee  
 Open Meeting  
 In-Camera Meeting  
Meeting Date: 2013-MAR-18

SCHEDULE A



PARKS, RECREATION AND CULTURE COMMISSION

## COMMISSION POLICY STATEMENT

Pages: 1 of 1

Approval Date: 2007-OCT-24

**SECTION: PARKS, RECREATION AND CULTURE**  
**ADMINISTRATION SUBJECT: Naming Parks and Facilities**

The City has reserved the right to name parks and facilities based on contributions, either financial or otherwise to the community, from individuals or non-profit societies and organizations. Requests for naming are presented to the Parks Recreation and Culture Commission for consideration and then forwarded to Council.

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

Previous Revision/s: None

Reference List: Appendix A – City of Nanaimo Park and Facility Naming Examples - Attached.



**PARKS, RECREATION AND CULTURE  
COMMISSION  
APPENDIX A**

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

Park or Facility Name	Origin of Park/Facility Name
Piper Park	Piper Park was named after former alderman Philip J. Piper who was born in Nanaimo in 1891. Mr. Piper was instrumental in the purchase of Beban Park
Loudon Park	Named after Bill Loudon. Following WW I, Mr. Loudon purchased 700 acres of land in the Wellington area from the Dunsmuir's and he homesteaded and mined the land. The park was part of his land as was the Pioneer Cemetery off Wellington Road. Mr. Loudon gifted this land to the Wellington Improvement District and it became part of the City of Nanaimo's park system with the 1975 amalgamation.
Pioneer Square Park	<p>The Vancouver Coal Company gave the land to the City of Nanaimo in 1895 for a new fire hall. Once the hall was relocated in the 1960s, the park use expanded and the road intersections were redesigned. The park was landscaped in the 1980s.</p> <p>Pioneer Square was dedicated by the Nanaimo Pioneer's society on July 25, 1938</p> <p>A cairn was placed on this site stating "Erected to the Memory of our Pioneers 1938"</p>
Jack Point	The point is named after Jack Dolholt who resided on the point for 40 years (1819-1905).
Saxer Park	Named after the Saxer family who were long time residents of the Dover Road area. The grand opening of the park took place on Thursday, 2005-APR-14, 1:30 pm with Anna Saxer in attendance. She passed away shortly after.
Pipers Lagoon Park	<p>Pipers Lagoon was originally known as Page's Lagoon after landowner Louis Page. The Piper family came to Nanaimo and bought the 57 hectares of waterfront in 1917 from Louis Page.</p> <p>The Piper's used the property for a sheep farm but had to shut it down because cougars were eating the livestock. Hence the name "Cougar Headland" off the lagoon and spit.</p> <p>Parts of the lagoon were rented out in the 1930s for rustic cabins. Between 1948 and 1952, a sawmill also operated on the Pipers' land and a whaling station was across the bay (near what is now the Charlene Boat ramp).</p>
Molly's Marsh	The property was a gift to the City from the owner, far in excess of the 5% subdivision development required, and named after his ill daughter, Molly.

Park or Facility Name	Origin of Park/Facility Name
Elaine Hamilton Park	Renamed from Trofton Park to Elaine Hamilton Park in 2006 to honour Elaine Hamilton for her many years of community volunteer service, involvement with sports leagues (especially softball) and serving on the Parks, Recreation and Culture Commission.
Maffeo Sutton Park	Named for two individuals - Pete Maffeo and Joe Sutton. Pete Maffeo was a popular mayor and ice cream shop owner who was admired for community service and sport involvement. Joe Sutton was the caretaker of Deverill Square Park for many years.
McGregor Park	Dedicated to the McGregor family and Scottish pioneers who first settled in Nanaimo and operated the coal mines. McGregor was the first trained engineer to relocate to Nanaimo and work in the mines.
Beban Park	Named after the Beban family who lived on the 160 acres of land in the Beban Park area from the 1930s -1950s. Beban house was their home for over 20 years.
Bowen Park	Named after the Bowen brothers who managed the Western Fuel Company. Mayor McKenzie accepted the parkland from the Canadian Western Fuel Company in 1918.
Lion's Sport Pavilion	The field house at Beban Park was named the Lion's Sport Pavilion in July 2002, in recognition of the Hub City Lions Club who coordinated fundraising of almost \$100,000 in cash and in-kind for this project; in addition to applying for and receiving a Community Partners Provincial Grant in the amount of \$137,000
Deverill Square	Deverill was the man who first surveyed Nanaimo. He designed the radial street pattern downtown and laid the street grid in the old city and south end.

2007-OCT-18

File: C9

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# City of Nanaimo

## REPORT TO COUNCIL

DATE OF MEETING: 2013-MAR-18

AUTHORED BY: TOM HICKEY, GENERAL MANAGER OF COMMUNITY SERVICES

RE: LANE IMPROVEMENTS

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STAFF'S RECOMMENDATION: That Council receive this report.

PURPOSE:

On 2012-AUG-13, City Council passed a motion that the issue of laneway improvements be referred to the 2013 budget process for discussion. This report provides background information to support further Council discussion.

BACKGROUND:

This matter originally came to Council's attention as a result of Rezoning Application RA295 for the property located at 2021 Northfield Road. That rezoning bylaw was adopted on 2012-Dec-03 (Bylaw 4500.026). The Development Permit application is currently in the review process, including matters related to the laneway located to the south of the property. The lane is in poor condition with potholes and drainage issues.

DISCUSSION

The City of Nanaimo has an inventory of 285 developed lanes with a total length of 33 km. Approximately 23 km are paved, with the remaining being gravel or dirt. The majority of the City's roads and lanes are located on dedicated road right-of-ways.

Lanes provide direct access to the rear of properties for residents, utilities and services particularly in the older parts of Nanaimo where small and narrow lots make access from the major road difficult. An example is the lane that runs parallel to Nicol Street.

During recent consultation for the Harewood Neighbourhood Plan residents identified lanes as a practical and comfortable way to move through their neighbourhood and a key asset they wished to see protected and enhanced. Recently updated zoning bylaw (4500) encourages the development of new lanes and grid street patterns to support neighbourhood walkability. Streets with lanes provide access at the back of parcels and can reduce large portions of frontage being covered by driveways; particularly in areas with small lot sizes. Lanes have been used in the Hawthorne neighbourhood to provide for detached laneway housing and any of the small lot subdivisions which have narrower lots (10 m frontage) to allow for improved access and better on-street parking. A new subdivision at Ninth and Park, currently under construction, makes use of a combination of roads and laneways and routing for services (sanitary sewer and water).

As noted lanes are either gravel, chip sealed or asphalt. The property owners adjacent to a lane are responsible for the construction and maintenance of fencing. The City provides brush cutting or vegetation removal in these areas once per year. Because lanes carry low volumes of traffic operating at slow speeds, these areas are a low priority for asphalt repaving and replacement versus the overall road network. Patching or grading of lanes is done on an as-needed basis. Lanes are only upgraded through development by "Works and Services" charges. Lanes are not included in the City's snow removal program.

The City budgets \$50,000 each year for lane maintenance.

The City also owns road right-of-ways that are undeveloped. If the road dedication is unused and not expected to provide service, the City looks for opportunities to sell road right-of-ways. Some examples of recent right-of-ways that have been sold include on Calinda Street adjacent to Nanaimo Seniors Village, on Highland Boulevard adjacent to Brooks Landing, on Hecate Street adjacent to Hecate Lodge, and on Meredith Road adjacent to the Nanaimo Church of Christ, 680 Montague and 651 Second Street.

Respectfully submitted,



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Tom Hickey, General Manager,  
Community Services

CITY MANAGER COMMENT:

I concur with the staff recommendation.

TH/fg  
COW: 2013-Mar-18  
g:\admin\council reports\2013\Lane\_improvements

Delegation Request

Mike Oliver has requested an appearance before council.

The requested date is Mar 18, 2013.

The requested meeting is:

Cow

Presenter's information

City: Nanaimo

Province: BC

Details of Presentation:

Would request that 14 June 2013 be designated Canadian Cancer Society Relay for Life Day in Nanaimo in order to aid our largest Cancer Cancer Society fundraiser in Nanaimo. A very brief oral presentation on the Relay for Life would be presented.

Council                      Agenda Item                        
 Committee *LOW*..... Delegation                        
 Open Meeting                      Proclamation                        
 In-Camera Meeting                      Correspondence                        
Meeting Date: 2013-MAR-18

**RECEIVED**  
MAR 06 2013  
MAYOR'S OFFICE

**REQUEST TO APPEAR AS A DELEGATION**

ON 2013 - 03 - 11  
year month day

- COUNCIL**  
*(at 7:00 p.m. in the Shaw Auditorium, 80 Commercial Street)*
- COMMITTEE OF THE WHOLE**  
*(at 4:30 p.m. in the Shaw Auditorium, 80 Commercial Street)*

**NAME OF PERSON MAKING PRESENTATION:** Bill Carter Print

**ADDRESS:** \_\_\_\_\_ Nanaimo BC \_\_\_\_\_  
street address City Province Postal Code

**PHONE:** \_\_\_\_\_ home business **FAX:** \_\_\_\_\_

**NAME OF APPLICANT IF OTHER THAN ABOVE:** \_\_\_\_\_

**DETAILS OF PRESENTATION:**

Present motion passed at Nanaimo Harbor Stakeholders Coalition, that asks Mayor & Council to concider removal of City appointed NPA Board Director for cause.

200 citizens voted to this motion Mar 4/2013

**PLEASE NOTE**

- Audio/Visual presentations must be provided on a CD or by e-mail no later than 12:00 noon on the Friday preceding a Meeting.
- Please submit a written copy of your presentation to the Recording Secretary either at, or prior to, the Meeting.
- Multiple speakers on a single issue or topic shall be given 5 minutes each to make their presentations as per Section 18 of the Council Procedure Bylaw.

Legislative Services Department  
455 Wallace Street, Nanaimo BC V9R 5J6

<input type="checkbox"/> Council	Agenda Item	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Committee of the Whole	Delegation	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Open Meeting	Proclamation	<input type="checkbox"/>
<input type="checkbox"/> In-Camera Meeting	Correspondence	<input type="checkbox"/>

Meeting Date: 2013-MAR-15

Phone: (250) 755-4405  
Fax: (250) 755-4435  
legislativeservices.office@nanaimo.ca

Delegation Request

Jim Taylor has requested an appearance before council.

The requested date is Mar 18, 2013.

The requested meeting is:  
FPCOW

Presenter's information

City: Nanaimo  
Province: BC

Details of Presentation:

To address city policy as it relates to the concessions the city of Nanaimo is willing to make to future hotel developers/operators in the city of Nanaimo.