

**AMENDED AGENDA**  
REGULAR COMMITTEE OF THE WHOLE MEETING  
SHAW AUDITORIUM, 80 COMMERCIAL STREET, NANAIMO, BC  
MONDAY, 2013-FEB-25, 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 8 (a) Delegations pertaining to the 2013-2017 Financial Plan.

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-FEB-04 at 4:30 p.m.

*Pg. 4-9*

5. **PRESENTATIONS:**

NONE

6. **ADMINISTRATION:**

NONE

7. **COMMUNITY SAFETY AND DEVELOPMENT:**

- (a) **Advisory Committee on Environmental Sustainability 2013 Work Plan**

*Purpose: To ask that Council endorse the Advisory Committee on Environmental Sustainability's 2013 work plan.*

Committee Recommendation: That Council endorse the Advisory Committee on Environmental Sustainability's 2013 work plan.

*Pg. 10-13*

- (b) **Appointment of Social Planning Advisory Committee Representative on the Grants Advisory Committee**

*Purpose: To recommend that Council appoint Val Alcock-Carter as Social Planning Advisory Committee's representative on the Grants Advisory Committee.*

Committee Recommendation: That Council appoint Val Alcock-Carter as the Social Planning Advisory Committee representative on the Grants Advisory Committee.

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8. **CORPORATE SERVICES:**

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

(b) **Debt Policy**

*Purpose: To provide Council with background information for 2013-2017 Financial Plan deliberations.*

Mr. Brian Clemens, Director of Finance, to provide a presentation regarding the debt policy.

Staff Recommendation: That Council receive the report regarding the debt policy.

Pg. 15-18

(c) **Assessment Roll Adjustments**

*Purpose: To inform Council of assessment value changes affecting current year tax collections.*

Staff Recommendation: That Council receive the report regarding Assessment Roll Adjustments.

Pg. 19-20

9. **COMMUNITY SERVICES:**

(a) **City Painting Services Contract**

*Purpose: To obtain Council approval to issue a Request for Proposals for a contract anticipated to be over \$250,000.*

Staff Recommendation: That Council approve issuing a Request for Proposals to select a primary contractor and up to two secondary contractors to provide painting services for City civic facilities and parks on an "as needed" basis for small painting capital projects (under \$25,000) for a three year term with an option to renew for two additional one year terms.

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

- (a) Letter dated 2013-FEB-05, from Mr. Michael Fougere, Mayor, City of Regina, inviting the City of Nanaimo to participate in the 2013 Mayor's Poetry City Challenge by asking a local poet to read a poem at the start of a March or April Council meeting. The purpose of this event is to recognize UNESCO's World Poetry Day on 2013-MAR-21 and April as National Poetry Month.

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11. **NOTICE OF MOTION:**

12. **OTHER BUSINESS:**

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

- (a) Mr. Robert Fuller, regarding City watchdogs and their cost to the taxpayer. Pg. 33

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):

- (g) litigation or potential litigation affecting the municipality; 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-FEB-04 COMMENCING AT 4:30 P.M.

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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  
Councillor J. F. K. Pattje

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  
L. Coates, Manager Accounting Services  
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  
N. Richardson, Manager Dev Supp Svs & Business Licence  
T. Samra, Manager of Legislative Services  
D. Smith, Steno  
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) Move Agenda Item 11 (a) Councillor Bestwick – re: Process for Release of “In Camera” Information to Agenda Item 12 (a) Other Business.
- (b) Move Agenda Item 11 (b) Councillor Bestwick – re: Release of “In Camera” Information to Agenda Item 12 (b) Other Business.
- (c) Add Agenda Item 12 (c) Governance Policy Structure Review.

3. 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 Minutes of the Regular Committee of the Whole Meeting held in the Shaw Auditorium, 80 Commercial Street, Nanaimo, BC, on Monday, 2013-JAN-21 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

5. COMMUNITY SAFETY AND DEVELOPMENT:

- (a) LA85 – Application for a Structural Change to an Existing Liquor Primary Licence – Vancouver Island University, 900 Fifth Street, Building #300

It was moved and seconded that Council recommend the Liquor Control and Licensing Branch approve the Vancouver Island University application to expand the liquor primary service area to include additional areas. The motion carried unanimously.

6. CORPORATE SERVICES:

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

- (1) Mr. Ron Bolin spoke regarding long term costs associated with the Diana Krall Plaza washroom.

7. COMMUNITY SERVICES:

- (a) Minutes of the Parks, Recreation and Culture Commission meeting held 2012-NOV-28

It was moved and seconded that Council receive the Minutes of the Parks, Recreation and Culture Commission meeting held 2012-NOV-28. The motion carried unanimously.

- (b) 2013 Arts, Culture and Festival Events Grants

It was moved and seconded that Council approve the following 2013 Arts, Culture and Festival Events Grants:

2013 Arts Cultural And Festival Events Grants	
African Heritage Society	800
Art Gallery Festival of Banners	2,000
Arts Council	1,378

Ballroom Dance Society	1,505
Blues Festival	1,270
BC Drama Association/Theatre BC	580
Child Development Centre	879
Canada Day	1,470
Crimson Coast Dance Festival	2,097
Empire Days Society	885
Friends of Nanaimo Jazz Society	1,840
Global Film Festival	645
Harbour City Jazz	855
In Other Words (combined applications)	1000
Francophone Maple Sugar Festival	2,662
Conservatory-Chamber Music Festival	1,280
Nanaimo Sings Choral Festival	1,370
Pacific Coast Stage Co. "Fringtastic"	1,882
VIEx Community Festival	1,070
Vancouver Island Symphony	2,105
TOTALS	27,573

and the following 2013 Cultural Operating Grants:

2013 Cultural Operating Grants	
A Capella Plus Choir Society	1,500
African Heritage Society	1,000
Arts Alive	2,506
Arts Council	10,300
Ballroom Dance Society	1,000
Blues Society	6,300
BC Boys Choir	2,000
Chamber Orchestra	3,100
Concert Band	5,500
Conservatory of Music	9,250
Crimson Coast Dance Society	15,000
Centre for the Arts	6,600
Empire Days	3,547
Island Consort Chamber Choir	350
Francophone Association	6,200
Malaspina Choir	2,500
Pacific Coast Stage Co.	4,750
Pacific Institute of Bagpipers	2,300

Tidesmen Barbershop Chorus	1,800
Western Edge Theatre	6,800
TheatreOne	28,000
Vancouver Island Symphony	85,000
TOTALS	205,303

The motion carried unanimously.

(d) Cultural Plan Update and Emerging Cultural Issues

It was moved and seconded that Council include emerging cultural issues as part of Council's Integrated Cultural Planning Workshop discussion on 2013-FEB-12. The motion carried unanimously.

(e) Beban Park Artificial Turf Field Amenities

It was moved and seconded that Council approve the expenditure of \$150,400 towards amenities at the Beban Park Artificial Turf Fields that was secured as a community contribution from rezoning property at 5220 Metral Drive (Zoning Bylaw Amendment Bylaw 2009 No. 4000.467). The motion carried unanimously.

(f) Beach Drive Area Water and Sanitary Sewer

It was moved and seconded that Council receive the report regarding Beach Drive area water and sanitary sewer replacement. The motion carried unanimously.

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

It was moved and seconded that the Mayor write to Minister Bennett to reiterate the City's request to include local government representatives in any discussions or processes related to the issue of property taxation for BC Ferries. The motion carried.

Opposed: Councillor Pattje

- (a) Memorandum dated 2013-JAN-15, from Ms. Iris Hesketh-Boles, Executive Coordinator, AVICC (Association of Vancouver Island Coastal Communities), regarding the deadline of 2013-FEB-25, to receive AVICC resolutions and nominations.
- (b) Letter dated 2013-JAN-18, from Mr. Fred Jacklin, President, Board of Directors, The Port Theatre Society, regarding a proposed addition to the Port Theatre.
- (c) Letter dated 2013-JAN-23, from Mr. Bill Bennett, Minister of Community, Sport and Cultural Development, in response to the Mayor's letter of 2012-DEC-31, regarding the Assessment Appeal – BC Ferries Inc. Horseshoe Bay Ferry Terminal Properties.

9. OTHER BUSINESS:

(a) Councillor Bestwick – re: Process for Release of “In Camera” Information

At the Regular Meeting of the Committee of the Whole held 2013-JAN-21, Councillor Bestwick advised that he would be bringing forward the following motion for consideration at the Regular Meeting of the Committee of the Whole to be held 2013-FEB-04.

“That Council direct Staff to prepare a report with options that enables Council to release “In Camera” Minutes that are no longer sensitive or confidential.”

It was moved and seconded that Council direct Staff to prepare a report with options that enables Council to release “In Camera” Minutes that are no longer sensitive or confidential. The motion carried unanimously.

(b) Councillor Bestwick – re: Release of “In Camera” Information

At the Regular Meeting of the Committee of the Whole held 2013-JAN-21, Councillor Bestwick advised that he would be bringing forward the following motion for consideration at the Regular Meeting of the Committee of the Whole to be held 2013-FEB-04.

“That Council direct Staff to prepare a report on the release of “In Camera” Minutes for 2010, 2011 and 2012 for consideration by Council.”

Councillor Anderson vacated the Shaw Auditorium at 5:08 p.m.

Councillor Anderson returned to the Shaw Auditorium at 5:09 p.m.

It was moved and seconded that Council direct Staff to prepare a report on the release of “In Camera” Minutes that are no longer sensitive or confidential for 2010, 2011 and 2012 for consideration by Council. The motion carried unanimously.

(c) Governance Policy Structure Review

It was moved and seconded that Council appoint Councillors Anderson, Brennan and McKay to the Governance Steering Committee and expand membership from three to five Council members. The motion carried unanimously.

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

(a) Ms. Susan Allen, Chief Executive Officer, Greater Nanaimo Chamber of Commerce, regarding mobile business licences.

It was moved and seconded that Council direct Staff to investigate the feasibility of the mobile business licence system. The motion carried unanimously.

(b) Mr. Frank Moher, regarding the Nanaimo Centre Stage and the 2013-2017 Financial Plan.



Councillor Greves vacated the Shaw Auditorium at 5:58 p.m.

Councillor Greves returned to the Shaw Auditorium at 6:01 p.m.

- (c) Ms. Bonnie Catterson, Kismet Theatre Academy, regarding the Nanaimo Centre Stage.
- (d) Mr. Dean Chadwick regarding the Nanaimo Centre Stage.

11. QUESTION PERIOD:

- Mr. Fred Taylor, re: Beach Drive Area Sanitary Sewer.
- Mr. Gord Fuller, re: Nanaimo Centre Stage.
- Mr. Ron Bolin, re: 2013 Cultural Operating Grants, 2013 Arts, Culture and Festival Events Grants, 2013-2017 Financial 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 6:49 p.m.

Council moved out of "In Camera" at 7:52 p.m.

13. ADJOURNMENT:

It was moved and seconded at 7:52 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-FEB-25

AUTHORED BY: CHAIR, ADVISORY COMMITTEE ON ENVIRONMENTAL SUSTAINABILITY

RE: 2013 WORK PLAN

### COMMITTEE RECOMMENDATION:

That Council endorse the Advisory Committee on Environmental Sustainability's 2013 work plan.

### PURPOSE:

The purpose of this report is to ask that Council endorse the Advisory Committee on Environmental Sustainability's 2013 work plan.

### BACKGROUND:

The Advisory Committee on Environmental Sustainability (ACES) was created as an advisory committee to Council to examine the impacts of existing policies and practices regarding land use and development on our natural environment. The Committee makes recommendations to Council on how the City can improve its stewardship of the environment for the future.

<i>Report on 2012 Work Plan</i>			
<i>Project / Issue</i>	<i>Purpose / Definition</i>	<i>Outcomes</i>	<i>Priority</i>
<b>Climate Action / Sustainability Action Plan</b>	The City's Official Community Plan (planNanaimo) has identified sustainability as its guiding principle. The goals that make up the OCP reflect the sustainable approach the community wishes to strive toward.	<ul style="list-style-type: none"><li>Community Sustainability Action Plan received and endorsed by Council.</li></ul> <b>COMPLETE</b>	<b>High</b>
<b>Invasive Plant Management Strategy</b>	A variety of plant and animal species are considered invasive to Vancouver Island. These species often thrive due to the lack of natural predators and can easily out-compete local species. If these species are allowed to establish, they can greatly reduce local biodiversity, can cause personal injury and cause damage to property.	<ul style="list-style-type: none"><li>Complete an invasive plant management strategy and seek Council endorsement.</li></ul> <b>IN PROGRESS</b>	<b>Medium</b>

☐ Council  
☒ Committee *COL*  
☒ Open Meeting  
☐ Camera Meeting  
Date *2013-FEB-25*

<p><b>Promoting City Environmental Programs / Policies</b></p>	<p>Promote City environmental programs and policies during community events and provide an opportunity for the public to meet City staff and Committee members to discuss environmental issues.</p> <p>Programs/policies to be promoted:</p> <ul style="list-style-type: none"> <li>• City Green Building Policy</li> <li>• Pesticide Use Bylaw</li> <li>• ESA Development Permit Area</li> <li>• Invasive Species Management</li> <li>• Addressing Climate Change</li> <li>• Sustainability Action Plan</li> <li>• Woodstove Change-out</li> <li>• Water Conservation</li> </ul>	<ul style="list-style-type: none"> <li>• City displays with City environmental information setup and staffed for the following events: <ul style="list-style-type: none"> <li>- 7<sup>th</sup> Annual Green Solutions Trade Show (March)</li> <li>- Earth Hour (March)</li> <li>- Earth Day (April)</li> <li>- Bike to Work Week / Clean Air Day Event (June)</li> <li>- National Tree Day / River's Day (September)</li> </ul> </li> </ul> <p><b>COMPLETE</b></p>	<p><b>High</b></p>
<p><b>Pesticide Education</b></p>	<p>Following up on the adoption of the City's Pesticide Use Bylaw (No.7102), the Committee continues to build on public awareness of gardening practices that avoid the use of cosmetic pesticides on lawns and gardens. Partner with the local retailers and community organizations in providing this information to the public.</p>	<ul style="list-style-type: none"> <li>• Work with community groups in hosting at least one event that demonstrates gardening without cosmetic pesticides to provide information on the City's Pesticide Use Bylaw. <b>INCOMPLETE</b></li> <li>• Have the <i>Pesticide Free</i> display loaned out to local nurseries over the spring / summer. <b>COMPLETE</b></li> <li>• Watersmart to promote the City Bylaw and pesticide free gardening techniques. <b>COMPLETE</b></li> <li>• Continue to monitor the progress of the Province's Special Committee on Cosmetic Pesticides and report back to ACES when recommendation known. <b>COMPLETE</b></li> </ul>	<p><b>Medium</b></p>
<p><b>Changes to the Federal Fisheries Act</b></p>	<p>The Federal Budget Omnibus Bill (Bill C-38) included significant changes to the <i>Fisheries Act of Canada</i> which narrowed the scope of habitat protection to major waterways, specific types of fish, along with a reduced focus on protection of fish habitat.</p>	<ul style="list-style-type: none"> <li>• Bring to Council's attention proposed changes to the <i>Fisheries Act of Canada</i> and how Nanaimo's local watercourse bylaws may be affected. <b>COMPLETE</b></li> <li>• Recommend that Council bring forward a resolution to the 2012 UBCM Conference regarding the changes to the <i>Fisheries Act</i>. <b>COMPLETE</b></li> </ul>	<p><b>Added to workplan</b></p>

<b>National Marine Conservation Area (NMCA)</b>	The Mid-Island Sustainability and Stewardship Initiative (MISSI) approached Council to seek support for an extension of the proposed National Marine Conservation Area (NMCA) Reserve for the Southern Strait of Georgia, currently being considered by the Government of Canada and the Province of British Columbia. ACES was asked to provide recommendations.	<ul style="list-style-type: none"> <li>• ACES provided Council with a background report on the NMCA process, along with recommendations not to support an expansion at this time and to continue to participate in the NMCA process, co-ordinated through Parks Canada. <b>COMPLETE</b></li> </ul>	<b>Added to Workplan</b>
<b>Watercourse / Riparian Health</b>	Watercourses and riparian areas are protected within the City of Nanaimo under Development Permit, the City's Zoning Bylaw and through provincial legislation ( <i>Riparian Areas Regulation</i> ). To complement this protection, more can be done to improve public awareness of the importance and values of our watercourses and riparian areas.	<ul style="list-style-type: none"> <li>• Identify how to improve and deliver information on current watercourse bylaws and habitat values to development applicants, residents, visitors and students. <b>INCOMPLETE</b></li> </ul>	<b>High</b>

<b>2013 Work Plan</b>			
<b>Project / Issue</b>	<b>Purpose / Definition</b>	<b>Outcomes</b>	<b>Priority</b>
<b>Watercourse / Riparian Health</b>	Watercourses and riparian areas are protected within the City of Nanaimo under Development Permit, the City's Zoning Bylaw and through provincial legislation ( <i>Riparian Areas Regulation</i> ). To complement this protection, more can be done to improve public awareness of the importance and values of our watercourses and riparian areas.	<ul style="list-style-type: none"> <li>• Provide advice as part of Council's motion from the 2012-DEC-17 meeting: "that Council request that the Planning Department review the riparian setback variation policy, in consultation with the Advisory Committee on Environmental Sustainability (ACES), the Development Process Review Committee (DPRC) and the development community, and forward any resulting recommendations for change for Council's consideration."</li> </ul>	<b>High</b>
<b>Invasive Plant Management Strategy</b>	A variety of plant and animal species are considered invasive to Vancouver Island. If these species are allowed to establish, they can greatly reduce local biodiversity, and can cause personal injury and damage property.	<ul style="list-style-type: none"> <li>• Complete an invasive plant management strategy and seek Council endorsement.</li> </ul>	<b>High</b>

<b>Green Nanaimo Awards</b>	The Green Nanaimo Awards recognize the achievements and activities of members of the community to enhance, preserve and protect the environment of Nanaimo	<ul style="list-style-type: none"> <li>• Coordinate the City's 2013 Green Nanaimo Awards.</li> <li>• Coordinate with other committees of Council to hold awards ceremony in May 2013.</li> </ul>	<b>High</b>
<b>Climate Action / Sustainability Action Plan</b>	The Community Sustainability Action Plan (CSAP) was adopted by Council in December 2012. The City's Official Community Plan (planNanaimo) has identified sustainability as its guiding principle. The goals that make up the OCP reflect the sustainable approach the community wishes to strive toward.	<ul style="list-style-type: none"> <li>• Coordinate and facilitate the implementation of the Community Sustainability Action Plan as needed.</li> </ul>	<b>Ongoing</b>
<b>Implementation and Promotion of Environmental Programs / Policies</b>	<p>Promote City environmental programs and policies during community events and provide an opportunity for the public to meet City staff and Committee members to discuss environmental issues.</p> <p>Programs/policies to be promoted:</p> <ul style="list-style-type: none"> <li>• Community Sustainability Action Plan</li> <li>• City Green Building Policy</li> <li>• Pesticide Use Bylaw</li> <li>• ESAs and Habitat Protection</li> <li>• Woodstove Change-out</li> <li>• Water Conservation</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate with Staff assigned to develop an urban agriculture and food security strategy and offer support and input as needed.</li> <li>• Staff /Committee members will participate in the following events: <ul style="list-style-type: none"> <li>- 8<sup>th</sup> Annual Green Solutions Trade Show (March)</li> <li>- Earth Hour (March)</li> <li>- Earth Day (April)</li> <li>- Bike to Work Week and Clean Air Day Event (June)</li> <li>- River's Day (September)</li> </ul> </li> </ul>	<b>Ongoing</b>

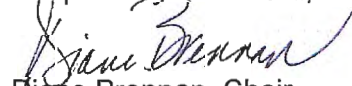
In addition, the Committee recognizes, that in addition to this workplan, additional topics that fall under the Committee's mandate may come up that require Council's attention or may be referred by Council for the Committee to consider.

#### DISCUSSION:

#### ***Strategic Plan Considerations***

The ACES work plan builds on the ongoing commitment toward sustainability (under environmental responsibility) and the strategic priority of Community Building Partnerships.

Respectfully submitted,



Diane Brennan, Chair  
Advisory Committee on Environmental Sustainability

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

DATE OF MEETING: 2013-FEB-25

AUTHORED BY: CHAIR, SOCIAL PLANNING ADVISORY COMMITTEE

RE: APPOINTMENT OF SOCIAL PLANNING ADVISORY COMMITTEE  
REPRESENTATIVE ON THE GRANTS ADVISORY COMMITTEE

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**COMMITTEE RECOMMENDATION:**

That Council appoint Val Alcock-Carter as the Social Planning Advisory Committee (SPAC) representative on the Grants Advisory Committee.

**PURPOSE:**

The purpose of this report is to recommend that Council appoint Val Alcock-Carter as SPAC's representative on the Grants Advisory Committee.

**BACKGROUND:**

SPAC was created as an advisory committee to Council to be a resource to Council and Staff in providing a broad-based social perspective on community issues or in response to specific matters of a social nature. In addition, SPAC assists Council in setting priorities amidst competing objectives. In order to keep Council informed of issues in the community, the Committee acts as a liaison with community groups, agencies, the public and other government sectors.

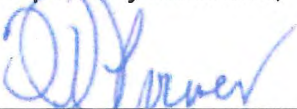
As per SPAC's Mandate & Objectives, SPAC advises Council, through participation on the Grants Advisory Committee, on the allocation of grants and other monies.

The previous SPAC representative on the Grants Advisory Committee, John Neville, tendered his resignation to SPAC in December, 2012. At the SPAC meeting held 2013-Feb-05, SPAC nominated Val Alcock-Carter as the Committee's representative on the Grants Advisory Committee, to replace Mr. Neville.

**Strategic Plan Considerations**

The SPAC work plan furthers the goals of the *Social Equity* Pillar of the Strategic Plan.

Respectfully submitted,



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Terre Flower, Chair  
Social Planning Advisory Committee

/ch  
g:\complan\admin\2013\SPAC Rep on Grants Adv Com  
Council Date: 2013-FEB-25

☐ Council  
☒ Committee COV  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2013-Feb-25

# City of Nanaimo

## REPORT TO COUNCIL

DATE OF MEETING: 2013-FEB-25

AUTHORIZED BY: L. COATES, MANAGER, ACCOUNTING SERVICES

RE: DEBT POLICY

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### STAFF RECOMMENDATION:

That Council receive the report for information.

### PURPOSE:

Background information for the 2013 – 2017 Financial Plan deliberations.

### DISCUSSION:

Part of preparing a financial plan is determining how to fund the various components. Borrowing is a financing option available to the local governments for capital investment only; it cannot be used to fund operating expenses. There are some factors that Council must consider when deciding to use debt as a funding source:

- the term of the borrowing. If the term is 5 years or longer (classified as long term borrowing), both elector and ministerial approval will be required. Elector approval can be done by referendum or Alternate Approval Process. Borrowing for less than 5 years does not require the same approvals;
- the debt servicing costs of the new borrowing. The Province has set a limit of 25% on the amount of revenue a local government can commit to the costs of borrowing. These liability servicing costs include the debt servicing costs for both short and long term borrowing, the costs related to loan guarantees, contingent capital commitments related to the capital component of a partnering agreement (the average annualized cost) and the cost of capital leases. The City of Nanaimo is currently at about 3.1% and,
- the lender. In British Columbia, local governments must borrow from the Municipal Finance Authority (MFA) for any debenture debt of more than 5 years.

An alternative to borrowing for long lived asset investment is the concept of pay-as-you-go. Pay-as-you-go is based on the fundamental goal of paying for capital works through cash on hand as opposed to borrowing for works and repaying the debt over time. While the financial reality is that borrowing is almost always more expensive, pay as you go does not address the cross generational equity issue. Should past and current tax payers pay the price for the capital works needed today or should current and future taxpayers pay a portion of the bill as they will benefit from the capital works? Another consideration is that using pay-as-you-go as the only financing strategy can lead to poor asset management decisions if there is a shortfall in funding. Using a combination of pay as you go and borrowing can achieve a balance between the two approaches. This is a Council policy decision.

A strategy to minimize the cost of borrowing is to shorten the number of years it takes to repay the debt as the interest costs will be reduced. While it would be imprudent to borrow for a time frame that exceeds the expected useful life of the asset, borrowing on a compressed time frame will lower the overall costs. This strategy must be evaluated in terms of the affordability of the payments and the impact on property taxes and user fees. The MFA offers terms of 5, 10, 15, 20, 25 and 30 years. In recent years, the City has borrowed with a 20 year repayment period. The interest rate is set for either 5 or 10 years on the initial lending and is usually reset every 5 years after that. At the rate reset date, if the term is more than 10 years, the City could make an additional principal repayment at that time (i.e., pay down the debt). Current projected borrowing rates for the spring 2013 issue are 2.4% for 5 years and 3.4% for 10 years.

The strategic plan adopted by Council in 2012 has identified asset management – the stewardship of current infrastructure and facilities – as a priority item. A Council policy confirming when borrowing for assets is the preferred funding option will give staff a tool to use in long term financial planning process. Research on best practices and development of the policy framework is underway and a recommendation will be brought to Council later this year.

Although there is no formal policy, past practice has been to borrow for major asset investment that provide long term benefits to citizens, such as these projects:

- Nanaimo Aquatic Centre
- Bastion Street Parkade (debt repaid by the downtown businesses)
- Harbourfront Parkade
- Port of Nanaimo Centre
- Fire Station #4
- Duke Point watermain
- South Fork watermain duplication
- North Nanaimo reservoir

As well, for several years, local improvements (roads, sidewalks, lighting, etc) were financed as an equitable way to provide services to a specific neighbourhood. This program has not been accessed recently but a specified area levy could be a way to provide new services that benefit a limited number of citizens.

Many local governments use a parcel tax for asset investment where the benefit per parcel can be considered equal to all taxpayers. Using this type of taxation rather than an assessment based property tax means that each parcel pays the same amount and property value is not a consideration. A parcel tax is frequently used for sewer and water infrastructure construction.

In the 2013 – 2017 Financial Plan, borrowing is funding source for several projects:

- |                            |                      |         |                      |
|----------------------------|----------------------|---------|----------------------|
| • Colliery Dam remediation | short term borrowing | 2013    | \$ 7.0 million       |
| • Water treatment plant    | long term borrowing  | 2013/14 | up to \$22.5 million |
| • New fire hall            | long term borrowing  | 2014    | \$ 2.2 million       |
| • Police station expansion | long term borrowing  | 2015    | \$ 8.5 million       |

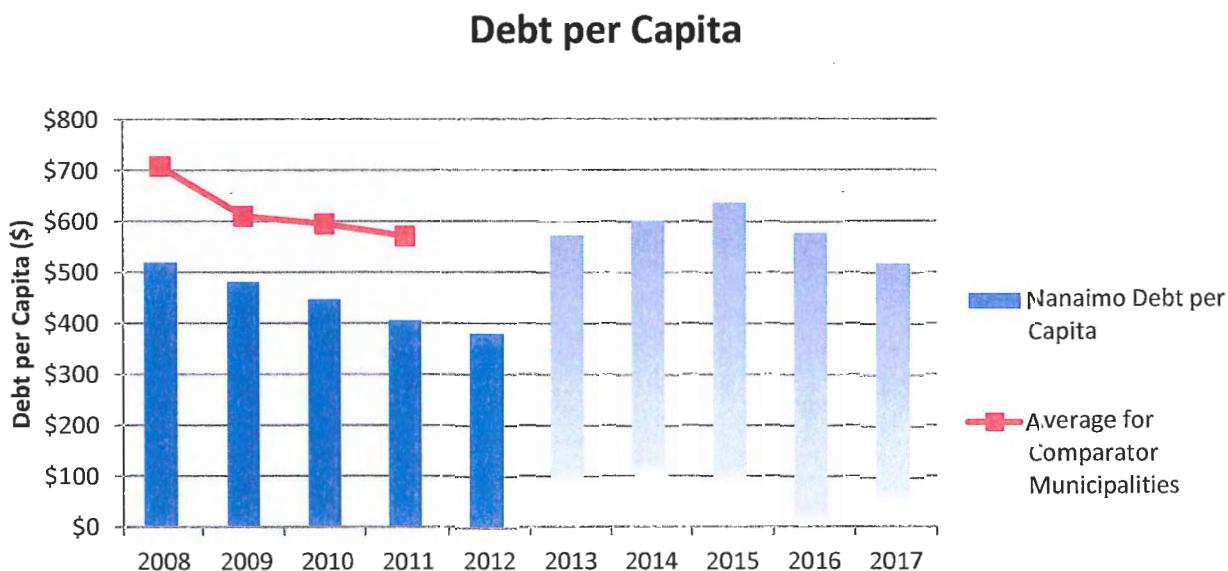
Long term borrowing (5 years or longer) requires elector assent. This assent has already been received for the water treatment plant but not for the new fire hall or the police station expansion.



Municipalities make different choices about the use of long term debt. This chart shows the twelve municipalities closest to Nanaimo in population. It illustrates that there is a wide variety in practices. The data is from 2011 – the most recent year available for all municipalities.

Municipality	Debt per capita	Total debt	Debt servicing costs	Debt servicing costs as % of revenue – 25% is the limit
Chilliwack	133.60	10,540,545	647,068	0.7%
Delta	116.81	11,692,061	6,143,697	3.4%
Kamloops	1,057.17	92,665,057	11,132,247	7.6%
Kelowna	1,251.57	152,498,230	19,337,399	7.8%
Langley (District)	467.54	49,441,000	12,057,776	8.0%
Maple Ridge	497.78	38,529,137	4,171,773	4.2%
New Westminster	385.04	26,136,503	5,173,810	3.5%
North Vancouver (District)	250.67	22,228,988	6,987,124	4.6%
Port Coquitlam	417.91	24,090,665	1,512,449	1.9%
Prince George	1,355.66	102,797,000	16,048,000	11.9%
Saanich	220.95	25,188,475	2,897,609	2.0%
Victoria	688.46	57,852,226	7,018,416	3.7%
Average of above	570.26	51,138,324	7,760,614	4.9%
Nanaimo	404.70	35,193,419	4,047,010	3.1%

The following chart shows how the debt servicing costs per capita are projected to change over the 2013-2017 financial plan timeframe.



Data after 2012 is forecasted based on the financial plan.

This report is provided to Council as background to the 2013 – 2017 Financial Plan. No decision is needed from Council at this time.

The City's Revenue Policy, which forms part of the Five Year Financial Plan Bylaw contains the following statement on debt:

"Borrowing will be considered when determining the funding sources of large capital projects that provide benefits to taxpayers over a long period of time (20 years or more). Council will consider a policy to identify an appropriate level of debt for the community."


As noted, Staff are working on a more comprehensive policy related to borrowing that will be brought to Council later this year.

Respectfully submitted,

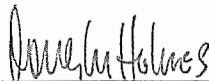


L. Coates  
Manager, Accounting Services

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-FEB-18  
LC/tw

City of Nanaimo  
REPORT TO COUNCIL

DATE OF MEETING: 2013-FEB-25  
AUTHORED BY: L. MERCER, MANAGER, REVENUE SERVICES  
RE: ASSESSMENT ROLL ADJUSTMENTS

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STAFF RECOMMENDATION:

That Council receive the report.

DISCUSSION:

We are now in receipt of additional assessment roll adjustments from BC Assessment processed as "2011 Supplementary 18"; "2012 Supplementary 10"; and "2012 Supplementary 11" which were received in late 2012 and January 2013.

The attached schedule summarizes the assessment adjustments and the impact on property taxation levies.

The impact of these 2011 & 2012 assessment adjustments processed in 2013 is to decrease gross taxation by \$65,287.32, which includes a decrease in the municipal portion of \$39,767.71.

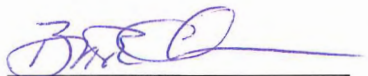
Two significant items that make up this reduction are the Provincial wide retirement home reassessment (\$16,185.08 Total Taxes); (\$9,947.13 City Portion) and Costco reassessment (\$37,935.89 Total Taxes); (\$23,105.75 City Portion).

Respectfully submitted,



L. MERCER  
Manager, Revenue 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.

CITY OF NANAIMO

2013 ASSESSMENT ADJUSTMENT SCHEDULE

YEAR	SUPPLEMENTARY	GENERAL, DEBT, AND LIBRARY	OTHER AGENCIES	TOTAL ADJUSTMENTS
2011	18	(\$10,943.85)	(\$7,597.51)	(\$18,541.36)
2012	10	(\$5,718.11)	(\$3,091.96)	(\$8,810.07)
2012	11	(\$23,105.75)	(\$14,830.14)	(\$37,935.89)
Total Adjustments		(\$39,767.71)	(\$25,519.61)	(\$65,287.32)

# City of Nanaimo

## REPORT TO COUNCIL

DATE OF MEETING: 2013-FEB-25

AUTHORED BY: MARK DEMECHA, MANAGER OF CIVIC FACILITIES

RE: CITY PAINTING SERVICES CONTRACT

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### STAFF RECOMMENDATION:

That Council approve issuing a Request for Proposal to select a primary contractor and up to two secondary contractors to provide painting services for City civic facilities and parks on an "as needed" basis for small painting capital projects (under \$25,000) for a three (3) year term with an option to renew for two (2) additional one (1) year terms.

### PURPOSE:

To obtain Council approval to issue a Request for Proposals for a contract anticipated to be over \$250,000.

### BACKGROUND:

The City's current 4 year painting services contract for painting services expires on 2013-FEB-28 with no further renewal options.

Historical costs for the City of Nanaimo painting services are:

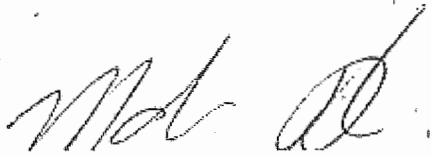
2012	\$ 182,754
2011	\$ 155,862
2010	\$ 112,394
2009	\$ 123,096

Given the value of the contract and to be compliant with Council's Purchasing Policy, staff is seeking approval to issue a Request for Proposal for these services.

Publicly issuing a Request for Proposal is the recommended approach as staff want to evaluate contractors on criteria other than lowest price to ensure the successful contractor will be able to service an account the size of the City of Nanaimo's. Other selection criteria that will be considered, but not limited to, are company qualifications and experience, staff qualifications and experience, pricing, warranty, references, and service response times.

Common painting services required are park amenities; room improvements; facility shutdown painting; benches; as well as small capital projects. The contract services will be on an "as needed basis".

Respectfully submitted,



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Mark Demecha  
MANAGER, OF CIVIC FACILITIES  
PARKS, RECREATION AND CULTURE

Concurrence by:



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RICHARD HARDING  
DIRECTOR  
PARKS, RECREATION AND CULTURE



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TOM HICKEY  
GENERAL MANAGER  
COMMUNITY SERVICES

CITY MANAGER COMMENT:

I concur with the staff recommendation

Drafted: 2013-FEB-07  
File: A4-1-2 / A10-3 / F2-13  
G:\Admin\STAFF REPORTS TO COUNCIL\2013\RPT130225CityPaintingServicesContract.docx

February 5<sup>th</sup>, 2013

LEGISLATIVE SERVICES

Dear Mayor,

**RE: Mayor's Poetry City Challenge: A Celebration of Poetry, Writing and Publishing**

Like Regina, your community is known for its support of culture and the arts. In 2012, the Mayor's office issued the Mayor's Poetry City Challenge to many communities across Canada. The challenge is for participating communities to have a poet from your community read a poem at the start of your Council meeting in March or April. Thirty communities from Victoria to Cornerbrook took part in the first Challenge.

As Regina's new Mayor, I invite you to participate in the 2013 Mayor's Poetry City Challenge. Like last year, you are asked to have a local poet read a poem at the start of your March or April Council meeting. The purpose is to recognize UNESCO's World Poetry Day on March 21 and National Poetry Month, which is celebrated in April in both Canada and the United States. This initiative is a celebration of poetry, writing, small presses and the contribution of poets and all writers to the cultural life in our communities. It also celebrates libraries and the work of so many of you to promote literacy and reading.

This project is a partnership between the City of Regina, the Saskatchewan Writers' Guild (SWG), and the League of Canadian Poets (LCP).

Participating Poetry City communities will be promoted in the media, in writing networks in Canada and the United States, and in communications with UNESCO. More information is provided in the attached information package.

Please confirm your intent to participate with my office by completing the attached contact information page to assist Saskatchewan Writers' Guild and the League of Canadian Poets in the management of the project.

A list of communities invited to participate in the challenge is provided in the package. Other cities are certainly welcome to join, but yours is one of those identified as a strong supporter of culture and the arts through our research.

Sincerely,

Michael Fougere  
Mayor

<input type="checkbox"/> Council	Agenda Item	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Committee <u>COW</u>	Delegation	<input type="checkbox"/>
<input checked="" type="checkbox"/> Open Meeting	Proclamation	<input type="checkbox"/>
<input type="checkbox"/> In-Camera Meeting	Correspondence	<input checked="" type="checkbox"/>
Meeting Date: <u>2013-FEB-25</u>		

## POETRY CITY – INVITED MAYORS AND COMMUNITIES

### **British Columbia**

Mayor Bruce Banman, Abbotsford  
Mayor Richard Stewart, Coquitlam  
Mayor Mike Bernier, Dawson Creek  
Mayor Walter Gray, Kelowna  
Mayor John Ruttan, Nanaimo  
Mayor John Dooley, Nelson  
Mayor Wayne Wright, New Westminster  
Mayor Dave Formosa, Powell River  
Mayor Dianne Watts, Surrey  
Mayor Gregor Robertson, Vancouver  
Mayor Dean Fortin, Victoria  
Mayor Nancy Wilhelm-Morden, Whistler

### **Alberta**

Mayor Martin Shields, Brooks  
Mayor Naheed Nenshi, Calgary  
Mayor Stephen Mandel, Edmonton  
Mayor Bill Given, Grand Prairie  
Mayor Richard Ireland, Jasper  
Mayor Rajko Dodic, Lethbridge  
Mayor Jeff Mulligan, Lloydminster  
Mayor Norm Boucher, Medicine Hat  
Mayor Morris Flewwelling, Red Deer

### **Saskatchewan**

Mayor Roy Ludwig, Estevan  
Mayor Thomas Sierzycki, Town of La Ronge  
Mayor Réal Forest, Town of Gravelbourg  
Mayor Deb Higgins, Moose Jaw  
Mayor Ian Hamilton, North Battleford  
Mayor Jim Scarrow, Prince Albert  
Mayor Donald J. Atchison, Saskatoon  
Mayor Jerrod Schafer, Swift Current  
Mayor Debra Button, Weyburn  
Mayor Bob Maloney, Yorkton  
Mayor Bruce Fidler, Town of Creighton

### **Manitoba**

Mayor Shari Decter Hirst, Brandon  
Mayor Ken Wiebe, Morden  
Mayor Sam Katz, Winnipeg  
Mayor Eric Irwin, City of Dauphin  
Mayor George Fontaine, City of Flin Flon  
Mayor Earl Porter, City of Portage la Prairie

### **Ontario**

Mayor Jeff Lehman, Barrie  
Mayor Chris Friel, Brantford  
Mayor Gil Brocanier, Cobourg  
Mayor Karen Farbridge, Guelph  
Mayor Bob Bratina, Hamilton



Mayor Mark Gerretsen, Kingston  
Mayor Karl Zehr, Kitchner  
Mayor Brenda Halloran, Waterloo  
Mayor Joe Fontana, London  
Gary Burroughs, Chair of Niagara Region  
Mayor John Henry, Oshawa  
Mayor Jim Watson, Ottawa  
Mayor Debora Haswell, Owen Sound  
Mayor Daryl Bennett, Peterborough  
Mayor Marianne Matichuk, Greater Sudbury  
Mayor Rob Ford, Toronto  
Mayor Keith Hobbs, Thunderbay  
Mayor Eddie Francis, Windsor

#### **Québec**

Michael Applebaum, maire, Montréal  
M. Régis Labeaume, maire, Québec  
M. Jean Tremblay, maire, Ville de Saguenay  
M. Bernard Sevigny, maire, Sherbrooke  
Yves Lévesque, maire, Trois-Rivière

#### **New Brunswick**

Mayor Kevin J. Haché, Caraquet  
Mayor Brad Woodside, Fredericton  
Mayor George LeBlanc, Moncton  
Mayor Bob Berry, Sackville  
Mayor Mel K. Norton, Saint John

#### **Nova Scotia**

Mayor Mike Savage, Halifax Regional Municipality  
Mayor Rob Small, Town of Amherst  
Mayor W.R. Wills, Town of Truro  
Mayor Kevin Saccary, Cape Breton Regional Municipality  
Mayor Barrie MacMillan, Town of New Glasgow

#### **Prince Edward Island**

Mayor Clifford J. Lee, Charlottetown  
Mayor Basil Stewart, City of Summerside

#### **Newfoundland and Labrador**

Mayor Dennis O'Keefe, St. John's  
Mayor Neville Greeley, Corner Brook  
Mayor Philip Wood, Town of Bay Roberts  
Mayor Woodrow French, Town of Conception Bay South  
Mayor Claude Elliot, Town of Gander  
Mayor Walwin Blackmore, Town of Grand Falls-Windsor  
Mayor Ralph Wiseman, Town of Paradise  
Mayor Leo Abbass, Town of Happy Valley-Goose Bay  
Mayor Janice Barnes, Town of Labrador City

#### **Nunavut**

Mayor John Graham, City of Iqaluit

#### **Yukon**

Mayor Dan Curtis, Whitehorse

**MAYOR'S POETRY CITY CHALLENGE**  
**Confirmation of Participation and Contact Information**

Name of Mayor: \_\_\_\_\_

City/Community: \_\_\_\_\_

Mayor's Contact Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ My community will be participating in the Mayor's Poetry City Challenge

\_\_\_\_\_ Decline

Administration Contact Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When do you expect the Poetry City reading to be held:

\_\_\_\_\_ March

\_\_\_\_\_ April

\_\_\_\_\_ To be determined

**Return Confirmation to:**

Mayor's Poetry City Challenge

Office of the Mayor

City of Regina

PO Box 1790

REGINA SK S4P 3C8

or email to: [pmartin@regina.ca](mailto:pmartin@regina.ca)

or fax to: 306-777-6823

## **MAYOR'S POETRY CITY CHALLENGE PROJECT MANAGEMENT INFORMATION**

Contact information for The League of Canadian Poets and the Saskatchewan Writers' Guild is attached. Both organizations can assist you with any further details on the Poetry City project. Contact information is also provided for other provincial writers organizations. They have been advised of the project. In addition, Saskatchewan Writers' Guild has created a Facebook page for the project, entitled "Mayor's Poetry City Challenge," which everyone is welcome to join.

### **Poetry City Project Management:**

#### **Saskatchewan Writers' Guild**

Founded in 1969, the Saskatchewan Writers' Guild is a provincial cultural organization that represents writers in all disciplines and at all levels of achievement. It fosters excellence in Saskatchewan writing and promotes public awareness of our literature. It acts as an advocate for Saskatchewan writers, encourages the development of writers of all ages and levels, and strives to improve public access to Saskatchewan writers and their work. Membership is open to writers and those interested in Saskatchewan writing.

The Saskatchewan Writers' Guild works to create an environment where writers and all forms of writing flourish. We do this by supporting writers and by raising public awareness of the value of the work of Saskatchewan writers. The SWG objectives are:

- to work on behalf of writers and to improve their economic status
- to foster a sense of community
- to foster excellence in writing
- to make writers and their work accessible to the public
- to make writing and literature accessible at all levels of education

#### **Contact info:**

Tracy Hamon  
Program Manager, SWG  
PO Box 3986  
Regina, SK S4P 3R9  
Phone: 306.791.7743  
programs@skwriter.com

#### **League of Canadian Poets**

The League of Canadian Poets is the professional organization for established and emerging Canadian poets. Founded by six poets in 1966 to nurture the community of poets and the craft of poetry, it now represents some 700 members nationally. The League serves the poetry community and promotes a high level of professional achievement through events, networking, projects, publications, mentoring, and awards; administers programs and funds for governments and private donors; and encourages an appreciative readership and audience through educational

partnerships and presentations to diverse groups. As the recognized voice of Canadian poets, it represents their concerns to governments, publishers, and the larger society, and maintains connections with similar organizations at home and abroad. The League strives to promote equal opportunities for poets from every literary tradition and cultural and demographic background.

National Poetry Month in April is one of the highest profiled programs of the The League of Canadian Poets. During the month, the League distributes posters and resource kits across Canada. It supports readings in schools, libraries, cafes, and many other venues. Its website is accessed by teachers and others. Your "Poetry City" will be recognized during National Poetry Month Activities and on the League's Website. Poetry Cities will be acknowledged in a media release, and at the April launch of National Poetry Month in Toronto, at 10:00 a.m. on April 2 at Q Space (382 College Street).

**Contact info:**

Joanna Poblocka  
The League of Canadian Poets  
312 – 192 Spadina Avenue  
Toronto, ON M5T 2C2  
Phone: 416.504.1657  
Joanna@poets.ca

## GUIDELINES FOR POETRY CITY COMMUNITIES

1. Be sure to provide the contact information for the person in your Administration who will be the lead for this project.
2. Choose a poet from your community to read a poem at your Council meeting in March or April 2013.
3. The Saskatchewan Writers' Guild or the League of Canadian Poets can suggest poets from their membership. A list of provincial writing organizations is also attached. These organizations have been advised of the project and can also help you to select your poet.
4. Please provide us with the contact information for your poet as soon as one is selected.
5. The objective is to have a poem entered into the formal minutes of your proceedings as a permanent record of the event. We suggest a minimum reading time of five minutes.
6. In order to support the Status of the Artist, all communities participating in the 2013 Mayor's Poetry City Challenge are encouraged to compensate the writer for their reading. This is similar to other payments to artists. For example, City of Regina will pay a fee of \$125 to the poet reading at their Council meeting, which will cover preparation and travel, in addition to the reading itself.
7. Under provincial Status of the Artist Legislation, Saskatchewan communities should have an agreement with the artist. An example is attached.
8. Poets will be invited to post their poems on-line on the League of Canadian Poets website and on "Mayor's Poetry City Challenge" Facebook page created by the Saskatchewan Writers' Guild.
9. Participating communities will be identified in media releases and other promotions.
10. Please feel free to promote this event through your schools and other forums. The poems and teaching resources can be found on-line on the League of Canadian Poets National Poetry Month webpage in April at <http://poets.ca>. Information and activities for Young Poets Week from April 8-14, 2013 can be found on the same page.

## PROVINCIAL WRITERS' ORGANIZATIONS

The following provincial writers organizations can assist you in identifying a local poet to participate in the Mayors' Poetry City Challenge, or you may already have a Poet Laureate or a poet who is a Writer-in-Residence in your community.

### **The Federation of British Columbia Writers**

PO Box 3887 Stn Terminal  
Vancouver, BC V6B 2Z3  
Phone: 1.604.683.2057  
Email: [info@bcwriters.ca](mailto:info@bcwriters.ca)

### **Writers' Guild of Alberta**

11759 Groat Road  
Edmonton, AB T5M 3K6  
Phone: (780) 422.8174  
Toll Free: 1.800.665.5354  
Email: [mail@writersguild.ab.ca](mailto:mail@writersguild.ab.ca)

### **Manitoba Writers' Guild**

218-100 Arthur Street  
Winnipeg, Manitoba R3B 1H3  
Phone: 204.944.8013  
Email: [info@mbwriter.mb.ca](mailto:info@mbwriter.mb.ca)

### **Saskatchewan Writers' Guild**

PO Box 3986  
Regina, SK S4P 3R9  
Phone: 306.791.7743  
Email: [programs@skwriter.com](mailto:programs@skwriter.com)

### **The League of Canadian Poets**

312 – 192 Spadina Avenue  
**Toronto, ON M5T 2C2**  
Phone: 416.504.1657  
[Joanna@poets.ca](mailto:Joanna@poets.ca)

### **Quebec Writers' Association**

1200 Atwater Ave  
Westmount, QC H3Z 1X4  
Phone: 514.933.0878  
Email: [admin@QWF.org](mailto:admin@QWF.org)

**Writers' Federation of Nova Scotia**

1113 Marginal Road,  
Halifax, NS B3H 4P7  
Phone: 902.423.8116  
Email: [director@writers.ns.ca](mailto:director@writers.ns.ca)

**Writers' Federation of New Brunswick**

PO Box 306  
Moncton, NB E1C 8L4  
Phone: 506.459.7228  
Email: [info@wfnb.ca](mailto:info@wfnb.ca)

**Writers' Alliance of Newfoundland and Labrador**

202-223 Duckworth Street  
St. John's, NL A1C 6N1  
Phone: 709.739.5215  
Email: [wanlassist@nf.aibn.com](mailto:wanlassist@nf.aibn.com)

**PEI Writers' Guild**

c/o Volunteer Resource Centre (VRC)  
81 Prince Street  
Charlottetown, PE C1A 4R3  
Email: [peiwritersguild@gmail.com](mailto:peiwritersguild@gmail.com)

**SASKATCHEWAN ARTISTS AGREEMENT**

**Draft**

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**{Contractor}**

**AND**

**{Poet's Name }**

*Address, etc. here*

*City and Province, postal code here*

**(Hereinafter called the "Poet")**

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between the Contractor and \_\_\_\_\_ {Name of person/client} regarding the reading of one poem during a Council Meeting on \_\_\_\_\_ {date}. The poem will be entered into the minutes of the Council Meeting.

1. **Payment.** In consideration of the Poet's performance of these services, the Contractor agrees to pay \$125 {e.g. on receipt of an invoice—up to each contractor how to go about payment}.

This Memorandum of Understanding is made on the \_\_\_\_ day of \_\_\_\_\_ {month}, {year} at \_\_\_\_\_ {city/town}, Saskatchewan {Province}.

Agreed to and accepted by:

\_\_\_\_\_  
*The Client*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Contractor staff person & position*

\_\_\_\_\_  
Date



Delegation Request

Robert Fuller has requested an appearance before council.

The requested date is Feb 25, 2013.

The requested meeting is:  
FPCOW

Presenter's information

City: Nanaimo  
Province: British Columbia

Details of Presentation:

City Watchdogs and their cost to the taxpayer