

AMENDED

AGENDA FOR THE REGULAR COMMITTEE OF THE WHOLE MEETING TO BE HELD IN THE SHAW AUDITORIUM, 80 COMMERCIAL STREET, NANAIMO, BC ON MONDAY, 2012-DEC-10, COMMENCING AT 4:30 P.M.

CHAIR: COUNCILLOR BESTWICK

1. **CALL THE REGULAR COMMITTEE OF THE WHOLE MEETING TO ORDER:**
2. **INTRODUCTION OF LATE ITEMS:**
 - Add delegation to Item 5 (a) – Mr. Gordon Fuller, cost of video streaming of Committee of the Whole meetings.
 - Add Staff Report to Item 5 (a) 2013 - 2017 Financial Plan.
 - Add Item 11 (a) – Notice of Motion - Councillor Pattje.
3. **ADOPTION OF AGENDA: (Johnstone/Kipp)**
4. **ADOPTION OF MINUTES: (Johnstone/Kipp)**
 - (a) Minutes of the Regular Committee of the Whole Meeting held in the Shaw Auditorium, 80 Commercial Street, on Monday, 2012-NOV-26 at 4:30 p.m. *Pg. 3-7*
 - (b) Minutes of the Regular Meeting of the Parks, Recreation and Culture Commission held in the Bowen Park Complex Conference Room, on Wednesday, 2012-OCT-24 at 7:00 p.m. *Pg. 8-17*
5. **PRESENTATIONS:**
 - (a) Mr. Brian Clemens, Director of Finance, to provide a presentation regarding the 2013 - 2017 Financial Plan.

Delegation
 1. Mr. Gordon Fuller *Pg. 17.1*
Staff Report - 2013 – 2017 Financial Plan

Staff Recommendation: That Council receive the report for information; and review the 2013-2017 Financial Plan at upcoming Committee of the Whole meetings. *Pg. 17.2-17.8*
6. **ADMINISTRATION:**

NONE

7. **COMMUNITY SAFETY AND DEVELOPMENT:**

NONE

8. **CORPORATE SERVICES:**

(a) **2013 SAP Software Annual Maintenance**

Staff Recommendation: That Council award the 2013 SAP Software Annual Maintenance to Open Business Process Inc. at a cost of \$269,500.25.

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(b) **Assessment Roll Adjustments**

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

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9. **COMMUNITY SERVICES:**

(a) **Green Lake Area Water Mains**

Staff Recommendation: That Council award the replacement of the asbestos cement water mains on Lake Place, Lake View Crescent and Mt. View Road to Palladian Developments Inc. for the negotiated price of \$256,651.73 (excluding HST).

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(b) **2013 Sport Tournament Grant Requests**

To be introduced by PRCC Chair, Councillor Johnstone.

Commission Recommendation: That Council approve the expenditure of \$10,275.00 for the first intake of the 2013 Sport Tournament Grant allocations as set out in the report.

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(c) **Nanaimo Clippers Western Canada Cup Funding Application**

To be introduced by PRCC Chair, Councillor Johnstone.

Commission Recommendation: That Council approve a one-time increase to the Sport Tournament Grant fund to support the 2013 Nanaimo Clippers Western Canada Cup Tournament in the amount of \$5,000.00.

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(d) **Community Program Development Grant Application Cedar 4-h Sr. Advisory Council for Beban Park 4-H Barnyard**

To be introduced by PRCC Chair, Councillor Johnstone.

Commission Recommendation: That Council approve the Community Program Development Grant Application submitted by the Cedar 4-H Sr. Advisory Council in the amount of \$4,000 for the 2013 year.

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

NONE

11. **NOTICE OF MOTION:**

- (a) Councillor Pattje has advised of the following notice of motion for consideration at the 2012-JAN-21 Committee of the Whole Meeting.

WHEREAS the Council adopted a resolution on February 27, 2012 to relocate all Committee of the Whole meetings at the Shaw Auditorium for the remainder of 2012 or until such time as the Board Room in the new Annex Building has been completed; and

WHEREAS the Council adopted a resolution on April 23, 2012 that the Committee of the Whole meetings be video recorded and placed on the City Website; and

WHEREAS there is a significant cost to install video recording equipment in the new Service and Resource Centre Board Room and this equipment is already in the Shaw Auditorium;

BE IT RESOLVED THAT Council direct Staff to amend the Council Key Date Calendar 2013 to give notice that all future Committee of the Whole meetings will be held at the Shaw Auditorium and that such meetings continue to be video recorded and placed on the city website.

12. **OTHER BUSINESS:**

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

NONE

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

15. **ADJOURNMENT:**

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
HELD IN THE SHAW AUDITORIUM, 80 COMMERCIAL STREET, NANAIMO, BC
ON MONDAY, 2012-NOV-26 COMMENCING AT 4:30 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor G. Anderson
Councillor W. L. Bestwick
Councillor M. D. Brennan
Councillor G. E. Greves
Councillor D. K. Johnstone
Councillor J. A. Kipp
Councillor W. B. McKay
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
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
S. Clift, Director of Engineering and Public Works
P. Kristensen, Director of Information Technology
B. Prokopenko, Senior Manager of Engineering
P. Cooper, Communications Manager
B. Sims, Manager, Water Resources
E. Doherty, Manager, Labour Relations
C. Richardson, Deputy Fire Chief Operations
P. Cooper, Communications Manager
K. King, Acting 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:

It was moved and seconded that Mr. Laurie Gourlay of Mid Island Sustainability and Stewardship Initiative (MISSI) be permitted to address Council as a late delegation with a five-minute time limitation. The motion carried unanimously.

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, 2012-NOV-05 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

5. CORPORATE SERVICES:

(a) Appointment of Corporate Officer

It was moved and seconded that Council:

1. rescind the appointment of Kristin King as Corporate Officer for the City of Nanaimo, effective 2012-NOV-29.
2. appoint Tracy Samra as Corporate Officer for the City of Nanaimo, effective 2012-NOV-29.

The motion carried unanimously.

(b) Appointments to the Regional District of Nanaimo Board

It was moved and seconded that Council:

1. appoint the following seven Directors to the Regional District of Nanaimo Board: Mayor Ruttan, Councillor Bestwick, Councillor Brennan, Councillor Kipp, Councillor Anderson, Councillor Greves and Councillor Johnstone;
2. assign five votes to each of the following six Directors: Mayor Ruttan, Councillor Bestwick, Councillor Brennan, Councillor Kipp, Councillor Anderson and Councillor Greves;
3. assign four votes to Councillor Johnstone; and,
4. appoint and establish a schedule for Primary and Secondary Alternate Directors as follows:

Month	Primary Alternate Director	Secondary Alternate Director
January 2013	Councillor McKay	Councillor Pattje
February 2013	Councillor Pattje	Councillor McKay
March 2013	Councillor McKay	Councillor Pattje
April 2013	Councillor Pattje	Councillor McKay

May 2013	Councillor McKay	Councillor Pattje
June 2013	Councillor Pattje	Councillor McKay
July 2013	Councillor McKay	Councillor Pattje
August 2013	Councillor Pattje	Councillor McKay
September 2013	Councillor McKay	Councillor Pattje
October 2013	Councillor Pattje	Councillor McKay
November 2013	Councillor McKay	Councillor Pattje
December 2013	Councillor Pattje	Councillor McKay

The motion carried unanimously.

(c) Assessment Roll Adjustment

Staff Recommendation: That Council received the report regarding assessment roll adjustments. The motion carried unanimously.

6. COMMUNITY SERVICES:

(a) Water Treatment Plant – Award Of Construction Period Engineering Services

It was moved and seconded that Council award the third phase of construction period engineering services for the Water Treatment Plant to Associated Engineering Ltd. with the fees estimated to be \$4 million. The motion carried unanimously.

(b) Reservoir #1: Energy Recovery Facility And Interconnecting Pipelines – Award Of Construction Period Engineering Services

It was moved and seconded that Council award the construction period engineering services for the #1 Reservoir, Energy Recovery Facility and inter-connecting pipelines to Associated Engineering Ltd. With the fees estimated to be \$890,000. The motion carried.

Opposed: Councillors Bestwick, Kipp, McKay

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

- (a) Ms. Pat Portsmouth, Ms. Sandra Larocque, and Mr. Joel Canfield, spoke regarding a community petition requesting traffic lights at the junction of the Old Island Highway, Haliburton Street, and Old Victoria Road.
- (b) Mr. Jeff Solomon, spoke regarding the Colliery Dams removal.
- (c) Ms. Geraldine Collins, spoke regarding the Colliery Dams removal.
- (d) Mr. Craig Evans, and Mr. Bill Heathcote spoke regarding the Colliery Dams removal.

It was moved and seconded that Council direct Staff to invite the leaders of the Save the Dams initiative to attend a meeting with our Staff to review and discuss engineering and technical information about the dams as well as the inundation area, to discuss priorities for future remediation and improvements to Colliery Dams Park and to report back to Council at the earliest possible opportunity. The motion carried.

Opposed: Councillor Bestwick

- (e) Mr. Laurie Gourlay of Mid Island Sustainability and Stewardship Initiative (MISSI), regarding the proclamation of December 11 as “Our Common Future Day” and the review of the estuary management plan.

Mayor Ruttan vacated the Shaw Auditorium at 5:58 p.m.

Councillor McKay assumed the Chair.

Mayor Ruttan resumed the Chair at 6:00 p.m.

10. QUESTION PERIOD:

- (a) Mr. Cody Scott, re: Colliery Dams
- (b) Mr. Fred Taylor, re: Colliery Dams
- (c) Mr. Gord Fuller, re: Colliery Dams
- (d) Mr. Ron Bolin, re: Colliery Dams
- (e) Ms. Crystal Martin, re: Colliery Dams
- (f) Mr. Gary Chandler, re: Colliery Dams
- (g) Mr. Cody Scott, re: Colliery Dams
- (h) Mr. Robert Fuller, re: Colliery Dams
- (i) Mr. Gord Fuller, re: Colliery Dams

11. PROCEDURAL MOTION:

It was moved and seconded that Council move “In Camera” in order to deal with the following matters under the *Community Charter* Section 90(1):

- (c) labour relations or other employee relations;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

The motion carried unanimously.

Council moved into "In Camera" at 6:37 p.m.

Council moved out of "In Camera" at 8:05 p.m.

12. ADJOURNMENT:

It was moved and seconded at 8:05 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

**MINUTES OF THE REGULAR MEETING OF THE
PARKS, RECREATION AND CULTURE COMMISSION
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM
ON WEDNESDAY, 2012-OCT-24, COMMENCING AT 7:00 P.M.**

PRESENT: Commissioner D. Johnstone, Chair

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

Regrets: Commissioner L. Avis

Staff:	R. Harding	K. MacDonald
	S. Samborski	R. Tweed, recording
	J. Ritchie	

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 7:00 p.m.

2. INTRODUCTION OF LATE ITEMS:

- Add to Item 8.(a) - Late Delegation Request – Mr. Fred Taylor.
- Amend wording on Items 8.(a) - Staff report – “Children’s Science Centre” should read as, “Science and Nature Centre”.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

- (a) Minutes of the Regular Parks, Recreation and Culture Commission Meeting held Wednesday, 2012-SEP-19, at 7:00 p.m., in the Beban Park Social Centre Lounge.

It was moved and seconded that the Minutes be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS:

- (a) Ms. Heather Wong and Ms. Sharon Andruski-Collins of the Friends of Nanaimo Jazz Society, expressing their thanks and presenting Commission with a plaque in recognition of the support provided by the PRCC to the Society.

Ms. Wong and Ms. Kate Challenge presented a plaque in appreciation for the support of the Commission and provided an overview of the efforts of the children involved in the events and performances put on by the Friends of Nanaimo Jazz Society. Mr. Cameron Long, student of Wellington Secondary, spoke on behalf of the students involved and thanked the Commission.

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

- (b) Mr. Len Manuel and Mr. Ian Kalina, Boys and Girls Club Vancouver Island, presenting a general update on the Boys and Girls Club activities.

Mr. Kalina provided his written presentation in a handout to the Commission and gave a verbal overview of the activities of the Boys and Girls Club of Vancouver Island. He expressed that the Club would like to see a more formalized relationship with the City of Nanaimo.

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

6. CHAIR'S REPORT: None.

7. REPORTS OF ADVISORY BODIES:

- (a) Parks Committee. Commissioner Thorpe reported on the Parks Committee meeting held 2012-OCT-11.

Request for Ban of Training Collars in Dog Off-Leash Parks.

Delegations: (None.)

Correspondence: (None.)

Parks Committee's Recommendation: *That the Parks, Recreation and Culture Commission approve the addition of the wording on the signage of the enclosed dog off-leash parks, (the Beban Dog Park and the Northfield Dog Park), to contain the wording "all correction style choke collars must be removed before entering this enclosed dog off-leash park".*

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

- (b) Recreation Committee. Commissioner Greves reported on the Recreation Committee meeting held 2012-OCT-10.

The Committee has been charged with review of the PRC Bylaw – process started last meeting. Received a delegation that made some good points re the camping – will not make any recommendations until the camping is settled – will continue to review and will return to commission at a later date.

- (c) Cultural Committee. Commissioner Pattje reported on the Cultural Committee meeting held 2012-OCT-03.

Nothing to report of immediate concern to Commission. Fine tuning temporary public art, still reviewing poet laureate, Culture Plan Visioning Forum was well attended – the feedback will help form the draft. More public feedback opportunities will be coming.

- (d) Grants Advisory Committee. Commissioner Beaudoin-Lobb reported that no meetings have been held since 2012-SEP-19.

There had been a meeting scheduled for 2012-OCT-17; however, as no applications had been received, the meeting was cancelled.

- (e) Port Theatre. Monthly report for September, 2012.

- (f) Nanaimo Art Gallery. Monthly report for September, 2012.

- (g) Nanaimo District Museum. Monthly report for September / October, 2012.

It was moved and seconded that the Advisory Body reports be received. The motion carried unanimously.

8. STAFF REPORTS:

- (a) Update on Public Review Process and Next Steps for the Proposed Science and Nature Centre at Bowen Park

Presentation:

1. Mr. Richard Harding, Director, and Ms. Liz DeMattia, Nanaimo Science and Sustainability Society, provided Commission with a PowerPoint presentation review of the results of the data gathered from the summer and public input into the proposed science centre in Bowen Park.

Late Delegation:

1. Mr. Fred Taylor, 204 Emery Way, Nanaimo, BC, V9R 5Z8, provided the Commission a number of documents: a letter dated 1918-JUN-10 from G.W. Bowen, Western Fuel Company to the Mayor of Nanaimo; an Indenture dated April, 1919 between Western Fuel Company and the Corporation of the City of Nanaimo; the first page of a letter dated 1919-JUN-13 to the Honourable William Sloan, Minister of Mines (no additional pages therefore from unknown); and, a letter dated 1946-FEB-02 from H.J. Crane to the City Clerk, Nanaimo. Additionally, he

spoke regarding the history of Bowen Park and covenant restrictions regarding its use.

He does not believe the public has been properly informed. Ongoing problem with city parks for many years – for example - Westwood Lake, and Bowen Park. Mr. Taylor felt that there are conditions on title that restrict the use of Bowen Park. When the park was given to the City is was not inside the city limits.

For the record, Commissioner Pattje expressed thanks to Mr. Taylor for providing this information and raising it for Commission.

Correspondence: (None.)

Report introduced and recommendation read.

Staff Recommendation: *That the Parks, Recreation and Culture Commission recommend that Council:*

1. approve the concept in principle of a Science and Nature Centre being located at Bowen Park by the non-profit Society as illustrated (see attached Schedule A) and with the understanding that City's contribution to the centre would only be the land via a park lease agreement;
2. direct Staff to draft a lease agreement for Council's review and consideration that would include requirement of the Society and also the required public review process of leasing parkland; and,
3. agree that final approval to proceed to construction of the Centre would not occur until the Society had secured all capital and operating funding and presented same to Council for final approval.

Staff provided information regarding the process that any potential lease agreement must go through and explained the necessity of some security for the group in order that they can proceed with fund raising.

It was moved and seconded that the recommendation be adopted. The motion carried. **OPPOSED: Commissioner Houle.**

(b) Maffeo Sutton Park Improvement Plan Update.

Delegations: (None.)

Correspondence: (None.)

Staff's Recommendation: *That the Parks, Recreation and Culture Commission receive the report.*

Staff reviewed the planning and public process to date and the next steps for the improvement plan with Commission.

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

(c) Senior Manager of Parks & Civic Facilities. Monthly report for September, 2012.

- Looking at Caledonia Park Improvement Plan
- Continuing to look at Harewood Centennial Park Plan implementation
- Mansfield Park Playground and upper park
- Gyro phase 1
- Norasea Park VIP – the playground equipment has been installed.

Commissioner Houle – Has the tender gone out to artists for a permanent piece of art? *No it hasn't. Expected to go out in the fall – anticipated for late November.*

Commissioner Houle - How do people find out about it? *BC bids, then on a number of artists' networks, a group of artists has asked that they be notified, and it will also be posted in the paper.*

Commissioner Pattje to Jeff Ritchie – the ground at the off leash dog park at Northfield is gravel and difficult for dogs to run on – will surfacing be looked at? *Yes, either to sand or mulch – no definite date yet.*

Commissioner Pattje - thanks to Kirsty MacDonald for the great success of the Forest Drive Gyro Park grand re-opening.

Commissioner McPherson – Is hoping that the Cable Bay off-leash park can be included in the Animal Services Park Report in future. *Staff advised that it is an off leash park and that the parks that are patrolled are on-leash.*

Commissioner Johnstone - are dogs being dropped off at the off leash parks and left while people go to work? *Not that staff have heard. The expectation is that people will behave in a responsible manner.*

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

(d) Senior Manager of Recreation & Culture Services. Monthly report for September, 2012.

- Working with VIHA and VIU – healthy weights program.
- Junior B Buccaneers – averaging about 400 per game. per

Commissioner Pattje – will there be blue community signage? *Reusable water bottles will be used for education and as give away items at different events.*

Commissioner Pattje – was recently at a Chamber of Commerce meeting where there was a bottled water company trying to do business.

Commissioner Houle – blue communities people spoke at the RDN – but they were not endorsed.

Commissioner Houle - Will you be putting bottle filling dispensers in? *Yes – some retrofitting will be done.*

Commissioner Rinald - first year we haven't sent out the activity guide – has there been a significant impact in registration? *Spring – registration was up. Fall – registration is down. More of a flex program now for some classes – some fall programs can be registered for in the spring which may be the reason. Will provide an update at the end of November.*

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

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

- (a) Card of thanks received 2012-OCT-02 from the Nanaimo Youth Choir for the Travel Assistance Grant funding received – making it possible for the Choir to attend the Pacific International Children's Choir Festival in Eugene, Oregon.
- (b) Thank you card received by Commissioner Thorpe on 2012-OCT-04 from Mr. Saul Hilchey, Nanaimo Gyro Club member, expressing thanks to Commission for their support and attendance at the Forest Drive Gyro Park grand re-opening on Sunday, 2012-SEP-23.
- (c) Minutes of the Nanaimo Harbour City Seniors, Board of Directors meeting, held 2012-OCT-05.

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

10. NOTICE OF MOTION:

11. OTHER BUSINESS: None.

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

- (a) Mr. Bill Merilees and Mr. Mike Whately, Buttertubs Marsh Committee, c/o 3205 Granite Park, Nanaimo, BC, V9T 3C8, wishing to address the Parks, Recreation and Culture Commission regarding the Buttertubs Marsh Conservation Area and Flood Plain.

Mr. Merilees advised that they are an Ad Hoc Committee that does work out there and has fun. Extended congratulations and thanks to the City, Commission and Staff, on the purchase of Buttertubs West Marsh. Their purpose is to preserve habitat for wildlife and provide a place for quiet enjoyment of recreation and nature. Buttertubs Marsh is managed under a 99 year lease with the provincial government. The next Committee meeting is coming up in mid-November. There are various partners involved in Buttertubs Marsh – Nature Trust of BC; Province of BC; City of Nanaimo; and, Buttertubs Committee. Compliance and enforcement continue to be issues. They would like to see a common governance body for all the properties at Buttertubs, feel the management plan should be upgraded, that there should be an evaluation of the hydrology and flood plain – artificial ditches in west marsh; and, an evaluation of wildlife. The Committee feels that the City needs to include Buttertubs in their park management and planning. They asked if the City could please consider a jogging track as part of the Jingle Pot Sports facility, rather than having joggers using the trails at Buttertubs Marsh. The Committee feels that the zoning should not imply that no attention or funding is required, and asked why there does not appear to be anyone in PRC responsible for environment with an environment report tabled at the meeting?

Commissioner Thorpe – thanked the delegation for their presentation and also expressed thanks to the volunteers for working at Buttertubs. He's noticed there seems to be a really rapid growth of the weeds – is there a danger of them choking out the waterways? *Vegetation growth increase in west marsh is of a major concern – not so much at Buttertubs.*

Commissioner Pattje – who is charged with governance of the marsh, Ducks Unlimited? *It is a side agreement – they work with the Nature Trust to maintain water levels but they are not part of the formal management agreement.*

Commissioner Young - what is the significance of the name "Buttertubs"? *The name goes back to the Morrell family who donated the Morrell Nature Sanctuary. It was originally intended as the name for a real estate subdivision, the name was re-applied to the wetland when it was purchased for wildlife conservation. The name "Buttertubs" comes from the Yorkshire Dales where local farmers, who used to bring their dairy products to market, used limestone sinkholes to keep their butter and cheese cool during warm weather. More information on the history is available at www.buttertubsmarsh.com*

Commissioner Rinald – what is the impact of joggers? Environmental, or simply recreational? *Joggers eventually degrade the trails and interfere with the quiet enjoyment of others of nature in the area. As numbers increase there have been more comments and complaints.*

Commissioner Johnstone – what problems have you had with dumping? *People pitching garbage and dumping over personal property lines.*

Commissioner Johnstone expressed that she would like the Commission to have an opportunity to have Mr. Merilees provide PRCC with a tour. Staff felt that this may be possible as a fall tour.

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

- (b) Ms. Jennifer O'Rourke, 6108 Parkwood Drive, Nanaimo, BC, V9T 5Y7, wishing to address the Parks, Recreation and Culture Commission on inequities in admission arrangements for pass holders and non-pass holders participating in the swimming program at Nanaimo Aquatic Centre.

Ms. O'Rourke provided a PowerPoint presentation and a handout explaining the issue and provided a suggested recommendation.

Commissioner Greves – does PRC offer swim lessons? *Staff – Yes. Ms. O'Rourke - referring to private swim lessons. Certain people are offering lessons at certain times of day.*

Commissioner Greves – felt that if he was getting charged he would sign up for swim lessons with PRC. *Staff advised that participants in PRC lessons pay for lessons with PRC and do not use their Rec Pass. If someone was involved in Master's Swimming, they would pay the Master's swim fees, regular drop-in swimmers would pay per use. If you are a master swimmer you pay your fees, but do not need a pass, but many do because they also want to use the gym and other facilities. Ms. O'Rourke – The issue is that some are pay per use, some are Rec Passes. Payment for lane rental is offset by not having to pay admission.*

Commissioner Alden – is your Rec Pass a drop in? *No, it is a one-year pass.*

Commissioner Alden - can you use it as many times as you want? *Yes.*

Commissioner Alden – you have signed up for private swim lessons? *Yes.*

Commissioner Alden – do you need to use your Rec Pass to take the lesson? *No, I don't. Everyone in a swim lesson is paying for instructional cost. Those who would have paid to be admitted to the pool do not have to pay.*

Commissioner Rinald – Private lessons have rented that lane, and have exclusive use of the lane for the group - other users cannot use that lane.

Staff - PRC does provide swim lessons – majority are youth-related. Yes they are subsidized, as is the Rec Pass, and the facility itself. PRC has a role in the community

of providing royal life saving lessons to the community. You have chosen to take a private, speciality swim program, and you've chosen to purchase a Rec Pass.

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

- (c) Mr. Tim Paw, Nanaimo Tubber's Hockey Club, 1971 Cinnabar Drive, Nanaimo, BC, V9X 1B3, wishing to address the Parks, Recreation and Culture Commission with regard to liquor licences and rules, history of Tubber's Tournament, meeting minutes from user groups that host special events, and the news article on economic impact that the Tubber's Hockey Tournament has on the community.

Tim Paw thanks Commission for listening to their concerns and advised there would be a number of individuals speaking on behalf of Nanaimo Tubber's Hockey Club, the Nanaimo Coal Diggers, and other old timers' hockey clubs. He advised that the user groups use the profits from alcohol sales to keep the costs of putting on the tournaments down and provided some suggestions for the City to consider. Participants are 19-70 years of age. They obtain appropriate certification and check identification to ensure that all individuals drinking liquor of legal age. They also provide transportation to ensure that individuals are not driving in an impaired state.

Gary Colford – Nanaimo Coal Diggers – stays at the event personally to ensure the event is successful. Reviewed the costs of the event. Having a beer in the dressing room is a social and expected part of the game. LCB can license liquor in dressing rooms if approved by arena manager. If these tournaments are cancelled because the dressing rooms aren't licensed, there will be a significant loss of revenue to the City businesses.

Miles Parsons – Old Knights Tournaments – never had any problems and have always worked well with the staff. Lots of revenue for local businesses is generated through the tournaments. From revenues, they sponsor Boys & Girls Club and donate to the Canadian Cancer Society. Willing to spend hundreds of hours putting tournaments together, but need assistance of City.

Laurence Amy – referenced page 120 of the information on Special Occasion Licences.

Commissioner Greves - spoke in support of mature members of the community that want to come together and play hockey. He felt that there has to be some way to get around this issue to get these tournaments running again. Thinks we may have gone too far one way and should come back to the middle again. Doesn't agree with drinking in the dressing rooms, but, as of September that has changed – these groups are asking to sell their own beer, hold a tournament, and spend some money in Nanaimo.

Staff – we have options as to how we deal with liquor sales in our facilities. We have to work within liquor control licensing. Ice centre – we decided to stick with the primary license for a number of reasons. There are strengths and weaknesses with special occasion licences. The issue of drinking in the dressing room is another issue. Do we keep a primary license, or, do we cancel and only do Special Occasion License – which is great for tournaments, not for franchise teams. For example, lacrosse may require for more than 12 times a season for which a primary license is required.

Commissioner Houle - when this first came up he was very much in favour due to the problems; however, perhaps now we should consider a change.

Tim Paw – thinks that the city is in a good position to have a third party license and suspend the current primary and LCB can accept the SOL. This can happen as many times as the City sees fit.

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

Commission Alden asked what the policy was before and Staff provided the history and background.

Commissioner Thorpe - agrees with Commissioner Greves and would like to see PRCC do everything they can to support the teams. Feels all user groups should be brought together to ensure they are all on the same page.

Commissioner Young – can facilities have multiple licensing in effect at the same time? No.

It was moved and seconded that Parks, Recreation and Culture Commission host an information and input session to be held with all user groups and other interested stakeholders providing background and issues to liquor licenses, that this occur within the next three weeks, and that input from this session be included in a 2012-NOV-24 report to Commission. The motion carried unanimously.

13. UNFINISHED BUSINESS:

- (a) Overnight Camping in the Parks. *(Referred to the Recreation Committee on 2012-JUN-27 for review and report back to PRCC with recommendations.)*
- (b) Vancouver Island Military Museum – Veteran's Wall of Honour. *(Referred to Staff on 2012-JUL-25 for a Report to Commission and a Draft Memorandum of Agreement for review and consideration.)*
- (c) Request for Ban of Training Collars in Dog Off-Leash Parks. *(Referred to the Parks Committee on 2012-SEP-19 for further review and report back to Commission.)*

It was moved and seconded that Item 13.(c) be removed from Unfinished Business. The motion carried unanimously.

14. QUESTION PERIOD: (Agenda Items Only)

- Mr. Fred Taylor, re: Maffeo Sutton Park Improvements and connection of Swy-a-Lana to Bowen Park.

15. ADJOURNMENT:

It was moved and seconded at 9:46 p.m. that the meeting adjourn, with the next regular meetings as follows:

COMMISSION	Wednesday, 2012-NOV-28; 7:00 p.m. Bowen Park Complex Conference Room
Cultural Committee	Wednesday, 2012-NOV-07; 4:00 p.m. – if required Bowen Park Complex Conference Room
Recreation Committee	Wednesday, 2012-NOV-14; 3:00 p.m. – if required Bowen Park Complex Conference Room
Parks Committee	Thursday, 2012-NOV-08; 5:00 p.m. – if required Bowen Park Complex Conference Room

The motion carried unanimously.

CERTIFIED CORRECT:

*

*

D. Johnstone, Chair
Parks, Recreation and Culture Commission

R. Harding, Director
Parks, Recreation and Culture

2012-NOV-05
File: A2-4
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Delegation Request

Gordon W. Fuller has requested an appearance before council.

The requested date is Dec 10, 2012.

The requested meeting is:

FPCOW

Presenter's information

City: Nanaimo

Province: BC

Details of Presentation:

Wishing to speak to the continued Video Taping of Committee of the Whole meetings if they are moved to the new City Annex upon its completion.

A number of months ago Council stated they would review the costs of whether or not to continue video taping their COW meetings, once the City Annex was built, during discussions about the financial plan.

☐ Council
☒ Committee... COW...
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: 2012-DEC-10

City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2012-DEC-10

AUTHORED BY: B. E. CLEMENS, DIRECTOR OF FINANCE

RE: 2013 – 2017 FINANCIAL PLAN

STAFF RECOMMENDATION:

That Council:

1. receive this report for information; and,
2. review the 2013 – 2017 Financial Plan at upcoming Committee of the Whole meetings.

PURPOSE:

To introduce the 2013-2017 Financial Plan.

SUMMARY:

The 2013 – 2017 Financial Plan being presented by Staff proposes property tax increases for 2013 as follows:

	<u>Base budget</u>	<u>Asset Mgmt</u>	<u>Total</u>
Blended	1.6%	1.0%	2.6%
Residential	2.3%	1.0%	3.3%
Commercial	1.6%	1.0%	2.6%
Industrial	-17.4%	1.0%	-16.4%

There is also a proposed annual increase of 7.5% to water fees (5% for water supply and treatment plus 2.5% for asset management), a 5% annual increase to sewer fees (for asset management); and 3.9% to garbage/recycling fees in 2013 for operational cost increases.

This is mainly a status quo budget with one major exception, which is to increase funding annually to deal with long term infrastructure issues. The budget for similar service levels requires a 1.6% increase in 2013. The residential rate is slightly higher due to the completion of the shift from industrial to residential property taxes.

Council has an opportunity to receive input from the public and make changes to the Financial Plan before adopting it in February. Staff will be providing additional reports and presentations prior to adoption. There will be further opportunities to discuss and amend the Plan in March and April before the final budget and tax rates bylaws are required to be adopted in mid-May.

☐ Council
☒ Committee...C.O.W...
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: 2012-DEC-10

DISCUSSION:

The 2013 – 2017 Financial Plan (also known as “the Budget”) is being presented tonight for Council’s information. The current timetable for adoption is as follows:

January 14	Regular Council – Asset Management presentation
January 21	Committee of the Whole
January 28	Regular Council meeting (first three readings of bylaw)
February 18	Regular Council meeting (adoption of bylaw)

Time will be set aside at every Council and Committee of the Whole meeting between now and adoption for members of the public to address Council with their concerns about the budget. Staff will advertise in the local papers in order to solicit public input at these meetings. Additional meetings may be scheduled if so directed by Council.

Council’s review of the budget can be conducted at any level of detail as desired by Council. Various levels of detail have been tried in previous years, ranging from very high level to line-by-line. Staff is suggesting that this year’s review be conducted during open meetings of the Committee of the Whole.

There is flexibility in the schedule, but Staff recommends that Council pass the Financial Plan Bylaw as soon as possible in the new year. At the latest, Council must adopt the new Financial Plan before the annual Tax Rates Bylaw is approved in May. This year, Staff proposes to introduce the 2013 – 2017 Financial Plan Bylaw at the Regular Meeting of Council to be held January 28th. Until the new plan is adopted, City expenditures will be governed by the plan adopted by Council last May. The new financial plan has changes from the previous year and adopting it as soon as possible will authorize these changes.

The community will have additional opportunities to address Council in April and May, and Council will be able to review and amend the Plan before the Tax Rates Bylaw is finally adopted in May.

Complete budget packages, including information on current and recommended higher service levels, as well as the 2013 – 2017 capital budget, have been provided separately to Council and are available to the public at City Hall. Draft budget information will also be available on the City’s website. In the past, Staff set up a question and answer forum on the City’s website. This forum had a limited audience and it will be replaced this year with a list of commonly asked questions about the budget. This list will be amended whenever Staff receive a question that would be of interest to a broad audience.

Highlights of the proposed 2013 Budget are as follows:

- Estimated \$1,200,000 in tax revenue from new growth (compared to \$1,388,000 in 2012)
- Average property tax increase of 2.6% for all assessment classes in 2013 (1.6% increase plus 1% for asset management)
 - 3.3% residential
 - 2.6% commercial and other classes
 - -16.4% decrease in major industry
- User fees:
 - 5% increase for sewer rates for asset management
 - 5% increase in water rates to fund costs of water supply infrastructure, plus a 2.5% for asset management for a total of 7.5%
 - 3.9% increase in garbage and recycling fees for operational reasons

Asset Management

City Staff have been developing asset management plans for the community's inventory of fixed assets including water mains, sanitary sewer, storm drains, transportation, buildings, parks amenities, vehicles and information technology. A preliminary report was provided to Council in 2010. Council will be receiving a detailed presentation on asset management on 2013-JAN-14. This report will indicate that there is a gap between the current level of funding for replacement of infrastructure compared to the amount required to replace all of our assets over time. This gap will need to be closed over a period of years through a combination of increased funding and service level adjustments. There will need to be an examination of service levels to determine whether all of our assets have to be replaced, or if some should be retired or disposed of, or if alternative service levels or new technology could reduce our long term costs.

Staff have prepared long term forecasting models to determine what funding will be required to close the gap. For the most part, infrastructure is in good shape in the short term and the focus is to build reserves to replace infrastructure as it wears out. As with any long term financial program, it is important to start early in order to reduce the magnitude of future increases.

The 2013 – 2017 Financial Plan has been prepared with the following increases that are specific to asset management:

- a 1% increase to property taxes in each year of the plan to build reserves for transportation, storm drainage, facilities, parks amenities and major technology.
- a 5% increase to sewer fees in each year of the plan (plus a 4% annual increase for 5 additional years). Note that there has not been an increase in sewer rates since 1998 – in fact the sewer rate has decreased twice since then.
- a 2.5% increase in water fees in each year of the plan (in addition to the 5% increase already planned) and for three years beyond this financial plan.
- These three increases will raise an additional \$1.4 million in revenue for asset management.

Staff will provide Council with a report during the budget discussion to show how user rates in Nanaimo compare to other similar size municipalities and to neighbouring communities.

Staff will continue to work on long term financial planning and it is likely that these increases will be adjusted over time as the models are improved. However it is clear that additional funding will be required and the sooner that the City begins to build these reserves, the better prepared we will be to replace our community's infrastructure.

Council has referred repair work at 25 Victoria Road for discussion during this budget review. The 1% increase in property taxes would provide funding for this kind of work, subject to Council's determination of which projects should have the highest priority for use of the funds.

There are many projects included in the current Financial Plan that could be thought of as "asset management" projects, including the replacement of the City Annex and the retirement of the Colliery Dams. Much of the 2013 – 2017 capital plan is for replacement, maintenance or upgrade of existing projects, except for water supply. Where new infrastructure is constructed, it is usually funded from development cost charges.

Industrial Tax Shift

As noted above, there are different increases for some of the property tax classes. This is the fifth and final year of a multi-year initiative by Council to reduce the major industry tax rate to be equal to the commercial rate. Previously, Council's policy was to keep the industrial tax rate at the average of all BC municipalities. Major industry has been a large taxpayer in this community for a long time. This is changing as two sawmills closed in 2006 and one of the City's largest taxpayers was under protection from creditors for part of 2008. Reducing tax levels for the major industry class serves two purposes: it provides some relief to the remaining industrial taxpayers; and it helps to reduce the City's dependence on this revenue source. In 2012, the City's industrial tax rate was 35% lower than the average of BC municipalities that have industrial assessment.

Colliery Dams

The budget was prepared using Council's direction to remove the Lower and Middle Colliery Dam and to re-naturalize the area. Because of the urgency to begin a course of action to protect the downstream properties, the budget for this project was developed without a detailed plan and is subject to revision. The amount included in the budget for the complete project is \$7.0 million, which will be funded through short term borrowing. As per Council's direction, Staff are continuing to explore options for using existing reserves to fund a portion of this project and will report back as part of the budget process.

The borrowing is expected to take place in 2013. The largest impact on the budget will be in 2014 when the first annual principal repayment takes place. The impact on the budget in 2013 is about 0.1% of property taxes. In 2014 it will be about 1.6% of taxes.

BC Ferries

BC Ferries have appealed the assessed value of their terminal in Horseshoe Bay and have been successful in effectively reducing the value of the property to zero. This ruling is currently being challenged; however, if it stands and BC Ferries expands their appeal to include Nanaimo, it will cost the City of Nanaimo approximately \$660,000 every year in lost property taxes. This raises the question of how to deal with this risk as part of the Financial Plan.

Staff are proposing that the City not make any adjustments for this in 2013. The appeal should be resolved in the next few months and there is the potential for a legislative solution to the problem. The City maintains a reserve for uncollected taxes of about \$3 million and could use this to fund the shortfall if no property taxes are received from BC Ferries in 2013. Staff would not recommend extending this for any further years – if the ruling stands and no other solution is found, then taxes would have to rise by about 0.7% in 2014 to cover the lost revenue.

Strategic Plan

During 2012, the City of Nanaimo undertook a planning process that resulted in the completion of the 2012 – 2015 Strategic Plan. This plan identified six strategic priorities:

- Asset Management
- Community Building Partnerships
- Taking Responsibility
- Transportation and Mobility
- Water
- Waterfront Enhancement

Within each of these priorities, work plans are being developed to implement various strategies. In many cases these plans can be put into place within existing budgets. Others will require additional funding.

Asset Management: The costs of preparing asset management plans are largely staffing and can be accommodated within existing budgets. The costs of implementing asset management plans were discussed earlier in this report and will be the subject of future reports to Council.

Community Building Partnerships: Many of these costs are staff related and can be accommodated by revising existing priorities. The Financial Plan contains a Higher Service Level request to fund the review and update of the Social Development Strategy. This is not being recommended by the City Manager solely for financial reasons.

Taking Responsibility: The 2013 initiatives can generally be accomplished within existing budgets. The Governance Review is funded in 2012 and the other initiatives, for example, the Communications Strategy and the Current Service Summary can be done by Staff.

Transportation and Mobility: The Transportation Master Plan was included in last year's version of the Financial Plan. Other initiatives, such as the review of development cost charges, can be done by staff within existing budgets.

Water: Water supply and treatment initiatives have been in progress for some time and make up a large part of the City's capital budget. Other initiatives such as doing rate comparisons and improving conservation awareness can be done by staff.

Waterfront Initiatives: The budget contains two Higher Service Level requests for studies of waterfront areas. Both of these are recommended by the City Manager to be funded from payments in lieu of taxes from the Port of Nanaimo. The Departure Bay walkway project is in the budget, pending approval of a grant from Western Economic Diversification. Some of the outcomes desired under "Waterfront Enhancement" are likely to require property acquisition at a significant cost and that level of funding is not currently in place.

RCMP Contract Policing Budget

The largest single expenditure in the City's operating budget is the policing contract for the RCMP. Under the terms of the agreement, the federal government pays for 10% of the cost and the City of Nanaimo pays for 90%. For many years, the actual cost of the contract was consistently under budget due to long term absences (e.g. disability, parental leave) and delays in receiving additional complement and replacement members. As a result of this, the budget for the RCMP was reduced to 94% of the City's share to reduce the surpluses that were being regularly generated. In recent years the RCMP have been filling vacancies more promptly and the budget has been increased to 96% and may need to be increased again.

Council has previously agreed to the hiring of 24 additional general duty members and 10 additional support staff over a five year period. Of these 34 positions there are 9 members and 4 support positions remaining to be filled.

The budget for this contract in 2012 was \$19.1 million for 140 members. The RCMP have provided us with a budget estimate for 2013 of \$20.5 million – an increase of about \$1.4 million or 7.3% for the same level of service.

Given this increase, the City Manager is not recommending moving ahead with the previous plan to hire additional general duty members and 2 support staff in 2013. The budget has been prepared based on a deferral in fulfilling this commitment as follows:

2013 0 general duty members; 1 support staff
2014 3 general duty members; 1 support staff
2015 3 general duty members; 1 support staff
2016 3 general duty members; 1 support staff

That completes the original staffing plan by extending for two years. This would bring the number of general duty members to the 2008 level recommended by the RCMP.

Changes from previous budget

The previous (2012 – 2016) Financial Plan anticipated that there would be a 2.2% blended property tax increase in 2013 (2.9% for residential).

In many regards, the 2013 budget is a status quo budget. With a few notable exceptions, the budget has been prepared with the assumption that the City will provide its citizens with the same level of service that was delivered in the previous year.

There are numerous items that vary from year to year. Some of the more significant changes from 2012 are:

• One additional support staff at Police Services	\$93,400
• Increased RCMP costs	1,439,300
• Asset management (taxes and user rates)	1,407,373
• Increased VICC subsidy	234,000
• Vancouver Island Regional Library requisition	217,900
• Decreased casino revenue	200,000
• Increased Building Inspection fees	(153,000)
• Higher Service Levels (none funded from taxes)	200,000

1% of taxes equates to \$871,600 for 2013.

Higher Service Level Requests

In recognition of current conditions and perceived community expectations, Staff submitted very few requests for higher services this year. The City Manager is recommending two Higher Service Levels to be included in the budget. Both are funded by payments in lieu of taxes from the Port of Nanaimo and have no impact on tax rates:

- South Waterfront Master Plan (\$100,000)
- Waterfront Enhancement Strategy (\$100,000)

Council may add or delete items as desired. Any change may have an impact on property taxation.

Five Year Property Tax Increases

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Base budget	1.6%	3.7%	2.5%	3.0%	2.9%
Asset Mgmt.	1.0%	1.0%	1.0%	1.0%	1.0%
Total	2.6%	4.7%	3.5%	4.0%	3.9%

Impact on a typical single family residential property:

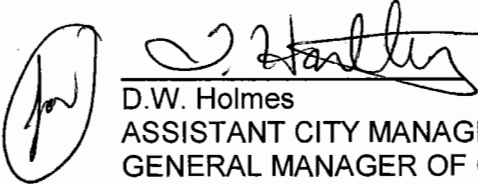
For the sake of illustration, Staff has used \$350,000 as a typical assessed value for a single family home in 2013. The impact of the property tax increase for this home in 2013 is estimated at \$62.32, plus an additional \$24.93 for the increase in water rates, \$4.85 for sewer rates and \$4.75 for garbage rates. That makes the total impact of the proposed budget \$96.85 or 4.0%. This does not include any other taxing agency (school, hospital, Regional District of Nanaimo), as these increases are not known at this time. The impact of asset management is just over \$32.00 (\$18.88 taxes, \$8.31 water rates and \$4.85 sewer rates) included in this amount.

Respectfully submitted,



B.E. Clemens
DIRECTOR,
FINANCE

Concurrence by:



D.W. Holmes
ASSISTANT CITY MANAGER /
GENERAL MANAGER OF CORPORATE SERVICES

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2012-DEC-10
BC/tw

City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2012-DEC-10

AUTHORED BY: Guillermo Ferrero – Manager Business Applications and ERP Systems

RE: 2013 SAP Software Annual Maintenance

STAFF RECOMMENDATION:

That Council award the 2013 SAP Software Annual Maintenance to Open Business Process Inc. at a cost of \$269,500.25

PURPOSE:

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

BACKGROUND:

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

The City's existing agreement with Open Business Process Inc. includes an evergreen clause that extends the contract every year. For the coming year, the software maintenance is above the \$250,000 limit requiring Council authorization due, primarily, to the new Budget Planning Module deployed early in 2012.

In 2012, the Budget Planning module maintenance was billed separately, after the annual 2012 SAP maintenance had been paid. The value for SAP maintenance in 2012 is as follows: \$185,878.76 for SAP maintenance plus \$78,078.33 for the Budget module maintenance.

For 2013 we have a combined invoice for SAP maintenance that totals \$269,500.25 which includes \$191,421.92 for SAP maintenance and \$78,078.33 for Budget Planning Module maintenance. The increase over 2012 maintenance is 2.1%.

Council approved the purchase of this Budget Module and its maintenance in March 05, 2012.

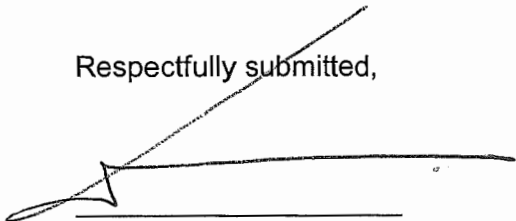
☐ Council
☒ Committee LOW
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: 2012-DEC-10

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

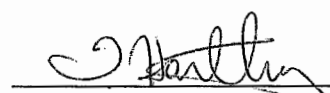
The following activities are included in software maintenance:

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

Respectfully submitted,


Guillermo Ferrero
Manager of Business Applications
and ERP Systems
Information Technology

Concurrence by:


Per Kristensen
Director,
Information Technology
Doug Homes
Assistant City Manager/
General Manager, Corporate Services

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2012-DEC-04

PK/jdk

City of Nanaimo
REPORT TO COUNCIL

DATE OF MEETING: 2012-DEC-10

AUTHORED BY: L. MERCER, MANAGER, REVENUE SERVICES

RE: ASSESSMENT ROLL ADJUSTMENTS

STAFF RECOMMENDATION:

That Council receive the report.

DISCUSSION:

We are now in receipt of an additional assessment roll adjustment from BC Assessment processed as "2012 Supplementary 9 which was received in 2012.

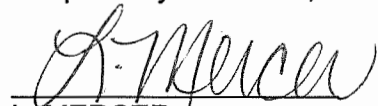
The attached schedule summarizes this assessment adjustment and the impact on property taxation levies.

The impact of this assessment adjustment for 2012 is to decrease gross taxation by \$95,634.92, which includes a decrease in the municipal portion of \$58,272.17.

The impact of all 2010, 2011 & 2012 assessment adjustment received in 2012 is to decrease gross taxation by \$256,402.47, which includes a decrease in the municipal portion of \$154,801.06.

Three significant items that make up this reduction are for Port Place Shopping Centre (\$36,729.63 total taxes & \$22,156.94 City portion); the Provincial wide retirement home reassessment (\$94,277.68 total taxes & \$57,950.51 City portion); and Green Rock Industrial Business Park (\$31,121.37 total taxes & \$18,955.18 City portion).

Respectfully submitted,

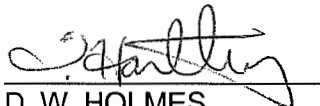


L. MERCER
Manager, Revenue Services

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.

Drafted: 2012-NOV-27
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aml

CITY OF NANAIMO

2012 ASSESSMENT ADJUSTMENT SCHEDULE

YEAR	SUPPLEMENTARY	GENERAL, DEBT, AND LIBRARY	OTHER AGENCIES	TOTAL ADJUSTMENTS
2012	9	(\$58,272.17)	(\$37,362.75)	(\$95,634.92)
Total Adjustments		<u>(\$58,272.17)</u>	<u>(\$37,362.75)</u>	<u>(\$95,634.92)</u>

City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2012-DEC-10

AUTHORED BY: S. RICKETTS, MANAGER, CONSTRUCTION

RE: GREEN LAKE AREA WATER MAINS

STAFF RECOMMENDATION:

That Council award the replacement of the asbestos cement water mains on Lake Place, Lake View Crescent and Mt. View Road to Palladian Developments Inc. for the negotiated price of \$256,651.73 (excluding HST).

PURPOSE:

This report is to advise Council of a new water main project and to seek a recommendation for a sole source award of \$250,000 and above in accordance with the City's Purchasing Policy.

DISCUSSION:

At the 2012-JUL-23 Regular Council Meeting, Council was advised the Green Lake Low Pressure Sanitary Sewer was going out to tender. Tenders closed on 2012-AUG-15 and the contract was awarded to the low bidder, Palladian Developments Inc. Construction is underway.

Most of the Green Lake area is serviced by a shallow low pressure sewer main. Lake Place, Lake View Crescent and Mt. View Road have deeper gravity sewer mains requiring blasting to remove the rock. The rock was more challenging than expected. Palladian Developments maintained blasting velocities at acceptable standards but the blasting still resulted in three water main breaks which were repaired at their cost.

The asbestos cement (AC) water mains had an estimated 15 years of remaining service life, so the original project scope did not include replacement. Our experience with AC water mains is once they break, the integrity of the bedding is compromised and further breaks can be expected. Given we plan to repave the roads in 2013, replacing the water mains now is recommended.

These neighbourhoods have been inconvenienced by the ongoing sewer construction so there is an urgency complete the construction quickly. While anticipated, the sewer installation destroyed the asphalt pavement on Lake Place and Mt. View Road. We anticipate the pavement on Lake View Crescent will be similarly impacted when the sanitary main is installed. Residents are currently driving on gravel roads. Tendering the water main will require a 6-8 week delay to the project schedule.

There is an estimated \$20,000 in project cost savings if we award the water main installation to Palladian Developments. The sewer project anticipated crossing the AC water main and allowed for the replacement with PVC pipe at these crossings. With a new water main, these crossings are no longer required. Properties would have overland water servicing while the sewer and water mains were replaced.

Staff have negotiated a price for the water main using contract unit rates where applicable. We have compared the estimate to previous contracts for similar work and confirm this price provides good value to the taxpayer. There are funds available in the City's Water Capital budget to cover these water main replacement projects.

Strategic Plan Considerations

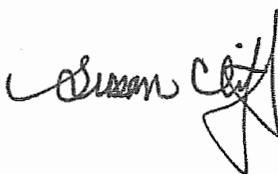
This action supports Council's commitment to Asset Management.

Respectfully submitted,

Concurrence by:



Steve Ricketts, Manager
Construction



Susan Cliff, Director
Engineering & Public Works



Tom Hickey, General Manager
Community Services

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2012-DEC-03

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City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2012-DEC-10

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

RE: 2013 SPORT TOURNAMENT GRANT REQUESTS

RECOMMENDATION:

That Council approve the expenditure of \$10,275.00 for the first intake of the 2013 Sport Tournament Grant allocations as follows:

Sport Tournament Grant Applications 2013			
GROUP		2013	2013
		REQUESTED	RECOMMENDED
1	Nanaimo Minor Hockey Association	1,500.00	750.00
2	Nanaimo Riptide Swim Team	1,000.00	500.00
3	Nanaimo Kennel Club	2,500.00	1,250.00
4	Nanaimo District Lacrosse Association	1,500.00	725.00
5	Nanaimo Canoe and Kayak Club	1,000.00	375.00
6	Nanaimo Squash Club - Junior Championships	1,500.00	400.00
7	Nanaimo Squash Club- Nanaimo Open	1,000.00	425.00
8	Nanaimo White Rapids Swim Club	1,500.00	850.00
9	Nanaimo Ultimate Association	1,000.00	325.00
10	Nanaimo Curling Centre - Pacific Coast & BC Interior Provincial Masters Curling	1,000.00	575.00
11	WPVL Nanaimo Breakers Fastball	1,000.00	550.00
12	Nanaimo District Minor Fastball Association Midget Island Cup	1,000.00	525.00
13	Nanaimo District Minor Fastball Association - U U14/U16 Open Challenger	1,000.00	450.00
14	Nanaimo Diamonds Synchronized Swim Club	3,725.87	1,125.00
15	Nanaimo Curling Club - BC Wheelchair Curling Championships	500.00	450.00
16	Nanaimo & District Track & Field- 2013-Elwood Wylie Memorial Meet	2,300.00	1000.00
TOTALS			\$10,275.00

PURPOSE:

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

BACKGROUND:

At their meeting held 2012-NOV-14, the Recreation Committee reviewed the Sport Tournament Grant Applications and Allocation of Funds for the first intake of 2013 applications. The allocation of Sport Tournament Grants occurs bi-annually.

Funds available for the First Intake of 2013 Applicants:

2013 Budget Total	\$26,498.00
Less: Approved Grants-first intake	-10,275.00
Remaining 2013 Budget	\$16,223.00

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

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

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

At their meeting of 2012-NOV-28, the Parks, Recreation and Culture Commission approved and recommended that Council approve the expenditure of \$10,275.00 for the first intake of the 2013 Sport Tournament Grant allocations as per the table.

Respectfully submitted,



Diana Johnstone, Chair
Parks, Recreation and Culture Commission

2012-DEC-05

File: A4-1-2 / A2-4 / B3-5-9

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City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2012-DEC-10

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

RE: NANAIMO CLIPPERS WESTERN CANADA CUP FUNDING APPLICATION

RECOMMENDATION:

That Council approve a one-time increase to the Sport Tournament Grant fund to support the Western Canada Cup Tournament in the amount of \$5,000.00.

PURPOSE:

To support the Nanaimo Clippers in hosting the Western Canadian Cup (WCC) hockey tournament by providing a one-time funding grant of \$5000.00.

BACKGROUND:

At the Council meeting of 2011-NOV-28 it was moved and seconded that the Council support the BCHL Nanaimo Junior-A Clippers Hockey Club with their bid to host the 2013 Western Canada Junior A Hockey Championship. The motion carried unanimously.

At their meeting of 2012-NOV-28, the Parks, Recreation and Culture Commission passed a motion supporting the recommendation that Council approve a one-time increase to the Sport Tournament Grant application in the amount of \$5,000.00 to support the 2013 Nanaimo Clippers Western Canada Cup Tournament.

In January 2012, the Canadian Junior Hockey League announced a new regional playoff format for its four western provinces. The British Columbia Hockey League, the Alberta Junior Hockey League, the Saskatchewan Junior Hockey League, and the Manitoba Junior Hockey League will participate in a five-team tournament and award the first-ever Western Canada Cup beginning in 2013.

The Western Canada Cup will include a host team and the champion from each of the four western leagues. The thirteen-game tournament will include a round-robin schedule followed by two semi-final games and a championship game. The winner and runner-up will both represent Western Canada at the RBC Cup National Junior-A Championship.

The Western Canadian Cup (WCC) hockey tournament will be held in the spring of 2013. The tournament will bring 150 participants and over 5000 spectators together to enjoy thirteen games of high caliber junior hockey over the course of ten days. The tournament will be the signature event as the Clippers celebrate 40 years in the community.

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☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: 2012-DEC-10

The operating costs associated with hosting the Western Canada Cup is estimated to be upwards of \$350,000.00 with a projected local total economic impact of \$1.4 million dollars.

Commission encouraged the event organizers to apply to the sport grant fund to ensure a consistent approach in the allotment of available community funding for sport events to groups. Based on the size of the event, the costs associated with hosting such an event and the positive impact it has for Nanaimo, the Commission recommended that Council approve a one-time increase to the Sport Tournament Grant application of \$5,000.00 to support the 2013 Nanaimo Clippers Western Canada Cup Tournament.

For future events of this magnitude, staff will be bringing recommendations to the Commission in the 2013 as to how large community impact events such as the WCC, National Masters Swimming, and other events, could be funded along with a process that could be used.

The City and the Clippers Junior-A Hockey Club enjoy a mutually respectful relationship. As one of the Parks, Recreation and Culture Department's long standing facility tenants, supporting events such as the Western Canada Cup is beneficial to both parties and the community as a whole. Events such as the Western Canada Cup are in keeping with the Parks, Recreation and Culture mission of improving the life and leisure of residents by celebrating the success of these young players and drawing the community together through the enjoyment of sport.

Respectfully submitted,



Diana Johnstone
CHAIR
PARKS, RECREATION AND CULTURE COMMISSION

Drafted: 2012-DEC-04

City of Nanaimo
REPORT TO COUNCIL

DATE OF MEETING: 2012-DEC-10

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

RE: COMMUNITY PROGRAM DEVELOPMENT GRANT APPLICATION
CEDAR 4-H SR. ADVISORY COUNCIL FOR BEBAN PARK 4-H BARNYARD

RECOMMENDATION:

That Council approve the Community Program Development Grant Application submitted by the Cedar 4-H Sr. Advisory Council in the amount of \$4,000 for the 2013 year.

PURPOSE:

To provide funds to the Cedar 4-H Sr. Advisory Council to assist in the operation of the Beban Barnyard program.

BACKGROUND:

At their meeting of 2012-NOV-28, the Parks, Recreation and Culture Commission passed a motion supporting the recommendation that Council approve the Community Program Development Grant Application submitted by the Cedar 4-H Sr. Advisory Council in the amount of \$4,000 for the 2013 year.

As part of the 2009 Parks, Recreation and Culture Operating Budget planning process, staff recommended that the Cedar & District 4-H Club \$6,000 line item funding be reduced to zero over a three-year period. The Parks, Recreation and Culture Commission created a funding program that would allow groups such as the Cedar & District 4-H Club to apply for funding on an annual basis. From this discussion the Community Program Development Grant was developed. Previously there has only been \$6,000 available in this grant program. This was increased to \$10,000 in the 2011 provisional budget. Upon budget approval the remaining funding would be made available to groups via the grant program.

Respectfully submitted,



Diana Johnstone
CHAIR
PARKS, RECREATION AND CULTURE COMMISSION

Drafted: 2012-DEC-04

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☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: 2012-DEC-10