

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-AUG-27, COMMENCING AT 4:30 P.M.

CHAIR: MAYOR RUTTAN

ACTING MAYOR: COUNCILLOR ANDERSON (2012-JUL-30 TO 2012-SEP-09)

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

2. **INTRODUCTION OF LATE ITEMS:**

- Add petition to Item 7 (c) (1) – Delegation by Ms. Marlene Tulak regarding the laneway at Holyrood and Glenayr Drives.
- Add Item 7 (c) (2) – Correspondence from Mr. Brian Muller regarding the laneway at Holyrood and Glenayr Drives.

3. **ADOPTION OF AGENDA: (Anderson/Brennan)**

4. **ADOPTION OF MINUTES: (Anderson/Brennan)**

- (a) Minutes of the Regular Committee of the Whole Meeting held in the Shaw Auditorium, 80 Commercial Street, on Monday, 2012-JUL-23 at 4:30 p.m.

Pg. 4-9

5. **PRESENTATIONS:**

NONE

6. **ADMINISTRATION:**

NONE

7. **COMMUNITY SAFETY AND DEVELOPMENT:**

- (a) **Design Advisory Panel Mandate & Objectives**

Staff Recommendation: That Council adopt the Mandate & Objectives document for the Design Advisory Panel.

Pg. 10-12

(b) **Nanaimo RCMP Detachment Jail Cell Retrofit and Closed Circuit Video Equipment Upgrade**

Staff Recommendation: That Council receive the report regarding the Nanaimo RCMP Detachment jail cell retrofit and closed circuit video equipment upgrade.

Pg. 13-14

(c) **Private Use of an Undeveloped Public Laneway Between Holyrood and Glenayr Drives**

Delegations: (10 MINUTES)

1. Ms. Marlene Tulak

Pg. 15-15.4

2. Mr. Gerald Westmacott

Pg. 16-19

3. Ms. Sandi Winter

Pg. 20-22

Correspondence:

1. Letter from Ms. Brenda Sully regarding the fire lane on Glenayr Drive.

Pg. 23

2. Letter dated 2012-AUG-20 from Mr. Brian F. Muller, 2460 Holyrood Drive.

Pg. 23.1

Staff Recommendation: That Council receive the report regarding the private use of an undeveloped public laneway between Holyrood and Glenayr Drives.

Pg. 24-28

8. **CORPORATE SERVICES:**

(a) **2012 Grant Advisory Committee Recommendations**

To be introduced by GAC Chair, Councillor Johnstone.

Committee Recommendation: That Council:

Pg. 29-30

1. award Permissive Tax Exemptions to the following applicants:
 - Nanaimo Squash Club (PTE-03);
 - Habitat for Humanity Mid-Vancouver Island (PTE-04); and,
2. award an Other Grant to Citizens on Patrol (OG-02) in the amount of \$2,500.

(b) **Assessment Roll Adjustments**

Staff Recommendation: That Council receive the report regarding the assessment roll adjustments.

Pg. 31-32

(c) **Process for 2013 – 2017 Financial Plan**

Staff Recommendation: That Council endorse the process for preparing the 2013 – 2017 Financial Plan. Pg. 33-34

9. **COMMUNITY SERVICES:**

(a) **Sole Source Purchase of Electric Zamboni / Crocker**

Staff Recommendation: That Council approve the sole source purchase of an electric Zamboni ice re-surfacer. Pg. 35-37

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

NONE

11. **NOTICE OF MOTION:**

12. **OTHER BUSINESS:**

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

(a) Ms. Wendy Pratt, Nanaimo Community Hospice, to provide a PowerPoint presentation regarding their *Expand the Heart of Hospice* Capital Campaign. Pg. 38

(b) Mr. Allan Jorgensen, 344 Manhas Place, Nanaimo, regarding sport field rental rates. Pg. 39

(c) Ms. Suzanne Durnin, Nanaimo Science and Sustainability Society (NS3), regarding the proposed Science Centre in Bowen Park. Pg. 40

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

15. **PROCEDURAL MOTION:**

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

- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (g) litigation or potential litigation affecting the municipality; and,
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*.

16. **ADJOURNMENT:**

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
HELD IN THE SHAW AUDITORIUM, 80 COMMERCIAL STREET, NANAIMO, BC
ON MONDAY, 2012-JUL-23 COMMENCING AT 4:30 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

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

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

Staff: A. C. Kenning, City Manager
E. C. Swabey, General Manager of Community Safety and Development
T. M. Hickey, General Manager of Community Services
I. Howat, Director of Strategic Relationships
T. L. Hartley, Director of Human Resources and Organizational Planning
B. E. Clemens, Director of Finance
T. P. Seward, Director of Development
R. J. Harding, Director of Parks, Recreation and Culture
P. Kristensen, Director of Information Technology
Chief R. Lambert, Nanaimo Fire Rescue
B. Prokopenko, Senior Manager of Engineering
J. Ritchie, Senior Manager of Parks and Civic Facilities
J. Plasteras, Manager of Parks Operations
G. Pasaluko, Horticulture Supervisor
K. King, Acting Manager of Legislative Services
T. Wilkinson, 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 Agenda Item 8 (a) – Corporate Services – Ipsos Reid 2012 Citizen Satisfaction Survey, be moved forward to follow Adoption of Minutes. The motion carried unanimously.

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, on Monday, 2012-JUN-18 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

5. CORPORATE SERVICES:

(a) Ipsos Reid 2012 Citizen Satisfaction Survey

Presentations:

1. Ms. Catherine Knaus, Associate Vice President, Ipsos Reid – Public Affairs, provided a presentation regarding the results of the 2012 Citizen Satisfaction Syndicated Survey.

It was moved and seconded that Council receive the report regarding the Ipsos Reid 2012 Citizen Satisfaction Survey. The motion carried unanimously.

6. COMMUNITY SAFETY AND DEVELOPMENT:

(a) Development Permit No. DP796 – 6535 Metral Drive

It was moved and seconded that Council issue Development Permit No. DP796 at 6535 Metral Drive with a variance to reduce the required side yard from 3 m to 0 m. The motion carried unanimously.

(b) UBCM Call Answer Levy Resolution

It was moved and seconded that Council request an emergency resolution from UBCM for a Provincial call answer levy on telephone service providers. The motion carried unanimously.

It was moved and seconded that Council request Staff to schedule a meeting while Council is at the UBCM Conference in September with the opposition critic whose portfolio would include the Call Answer Levy issue. The motion carried unanimously.

5. CORPORATE SERVICES: (Continued)

(b) Long-Term Federal Infrastructure Funding

It was moved and seconded that Council endorse the resolution attached to the report to request that the federal government ensure that new long-term funding for municipal infrastructure is in place when the existing programs expire in 2014. The motion carried unanimously.

(c) Memorandum of Agreement for Regional Emission Reductions

It was moved and seconded that Council endorse the Regional Emission Reductions for Carbon Neutral Operations with the Regional District of Nanaimo, the City of Nanaimo, the District Municipality of Lantzville, the City of Parksville and the Town of Qualicum Beach. The motion carried unanimously.

(d) Quarterly Direct Award Purchases

It was moved and seconded that Council receive the report regarding quarterly direct award purchases. The motion carried unanimously.

(e) Quarterly Single Submission Purchases

It was moved and seconded that Council receive the report regarding quarterly single submission purchases. The motion carried unanimously.

(f) City Telephone Services Update

It was moved and seconded that Council receive the report regarding an update on City telephone services. The motion carried unanimously.

7. COMMUNITY SERVICES:

(a) Green Lake Sanitary Sewer

Councillor Brennan vacated the Shaw Auditorium at 5:19 p.m. on a conflict of interest as her sister-in-law owns property in the Green Lake area.

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

Councillor Brennan returned to the Shaw Auditorium at 5:20 p.m.

(b) Modular Furniture for the Service and Resource Center Request for Proposal

It was moved and seconded that Council receive the report regarding a Request for Proposals for modular furniture for the Service and Resource Centre. The motion carried unanimously.

(c) Grant Application Under the Community Infrastructure Improvement Fund (CIIF)

It was moved and seconded that Council endorse a Departure Bay Waterfront Improvement Project for application under the Community Infrastructure Improvement Fund ("CIIF"). The motion carried unanimously.

(d) Landscaping Level Medians and Boulevards

It was moved and seconded that Council receive the report regarding landscaping service levels for medians and boulevards. The motion carried unanimously.

(e) 2012 Sport Tournament Grant Request – Final Intake

It was moved and seconded that Council award the Nanaimo District Lacrosse Association \$2000 from the Sport Tournament Fund for the 2012 Female Box Lacrosse Provincial Championships. The motion carried unanimously.

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

- (a) Mr. Darryl Walker, President, BC Government and Service Employee's Union (BCGEU), requesting that Council consider adopting a resolution to put a moratorium on the privatization of the Liquor Distribution Branch distribution system.

It was moved and seconded that Council adopt the following resolution:

WHEREAS the provincial government, without public consultation or business case, has announced plans to privatize the Liquor Distribution Branch distribution system and sell-off its warehouses, which is the first step in the full privatization of our public liquor system, including the retail stores; and,

WHEREAS the sale of this profitable, socially responsible and proven public asset that generates almost a billion dollars a year in net income for health, education and other public services, will lead to reduced revenues, higher consumer prices, less selection, and a host of social problems associated with liquor privatization that may fall on local governments to deal with:

THEREFORE BE IT RESOLVED that Council urge the provincial government to put a moratorium on the privatization of the LDB and to provide a formal vehicle –perhaps through appointment of a commissioner, a committee of MLAs, or similar means – for public discussion and community input into these issues.

The motion carried.

Opposed: Councillor Bestwick

- (b) Mr. John Roberts, 945 Inskip Street, Esquimalt, advising of two locomotives, "Duchess" and "Duke" that were used in the Nanaimo coal mining era and requesting that Council consider purchasing "Duchess" or replicating "Duke" for display in Nanaimo.

It was moved and seconded that Staff contact Mr. Roberts and inquire about the cost of purchasing the locomotive and transporting it from the Yukon to the City of Nanaimo. The motion carried.

Opposed: *Mayor Ruttan and Councillor McKay*

- (c) Ms. Grace Elliott-Nielsen, Executive Director, and Ms. Rene Robinson, President, Board of Directors, Tillicum Lelum Aboriginal Friendship Centre, requesting a letter of support from Council for the release of a freeze on funding from the Federal Government for the support programs funded through the Cultural Connections for Aboriginal Youth Initiative (CCAY).

It was moved and seconded that Council write a letter of support for the release of a freeze on funding from the Federal Government for the support programs funded through the Cultural Connections for Aboriginal Youth Initiative (CCAY). The motion carried unanimously.

Councillor Greves vacated the Shaw Auditorium at 5:55 p.m.

Councillor Bestwick vacated the Shaw Auditorium at 5:55 p.m.

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

Councillor Bestwick returned to the Shaw Auditorium at 5:56 p.m.

Councillor Greves returned to the Shaw Auditorium at 5:57 p.m.

- (a) Ms. Joanne Sales, Director of Broombusters, spoke regarding Scotch broom in the City of Nanaimo and the growing concern of Nanaimo residents.

It was moved and seconded that Council direct Staff to prepare a report regarding the possibility and implications of adding the removal of broom to the Property Maintenance Bylaw and an estimate on the cost of disposal of the broom once it has been cut. The motion carried unanimously.

- (b) Mr. Danny Heiduk, #304 – 931 Crace Street, Nanaimo, was not in attendance.
- (c) Mr. Richard Easthom, 1344 Ivy Lane, Nanaimo, spoke regarding the Development Permit issue at 635 Railway Avenue.

10. QUESTION PERIOD:

- Mr. Fred Taylor, re: broom on City lots; modular furniture in the new annex; locomotive.
- Mr. Robert Fuller, re: landscaping.

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):

- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (g) litigation or potential litigation affecting the municipality; and,
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*.

The motion carried unanimously.

Council moved into "In Camera" at 6:25 p.m.

Council moved out of "In Camera" at 7:10 p.m.

12. ADJOURNMENT:

It was moved and seconded at 7:10 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

City of Nanaimo
REPORT TO COUNCIL

DATE OF MEETING: 2012-AUG-27

AUTHORED BY: BRUCE ANDERSON, MANAGER, PLANNING & DESIGN SECTION

RE: DESIGN ADVISORY PANEL MANDATE & OBJECTIVES

STAFF RECOMMENDATION:

That Council adopt the Mandate & Objectives document for the Design Advisory Panel.

PURPOSE:

The purpose of this report is to seek Council approval of the Design Advisory Panel Mandate & Objectives.

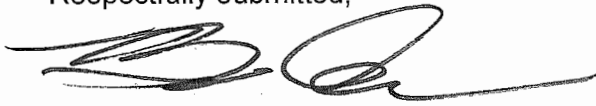
BACKGROUND:

In January 2010, Council adopted a general Terms of Reference for all Advisory Committees and directed staff to prepare a revised Mandate & Objectives document for each advisory committee.

The draft Mandate & Objectives was reviewed by the Design Advisory Panel at their 2012-AUG-09 meeting.

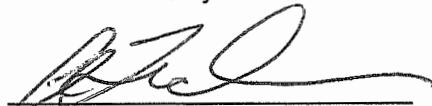
Staff has prepared the attached Mandate & Objectives document (Attachment A) for the Design Advisory Panel and recommends that the document be adopted by Council.

Respectfully submitted,

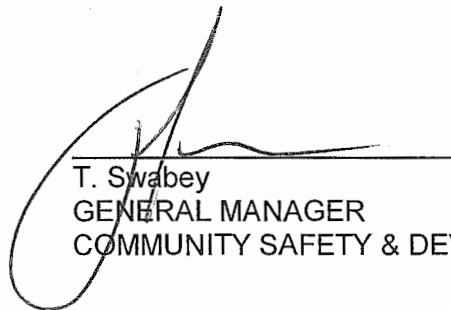


B. Anderson, MCIP
MANAGER
PLANNING & DESIGN SECTION

Concurrence by:



A. Tucker, MCIP
DIRECTOR
PLANNING



T. Swabey
GENERAL MANAGER
COMMUNITY SAFETY & DEVELOPMENT

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2012-AUG-09
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BA/hd

☐ Council
☒ Committee of the Whole
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: 2012-AUG-27



DESIGN ADVISORY PANEL MANDATE & OBJECTIVES (adopted _____)

Mandate

The Design Advisory Panel serves as an advisory body to Council responsible to review form and character development permit applications and to provide recommendations to staff in its negotiations with applicants.

Objectives

The objective of the Panel is to:

- review development proposals in relation to design guidelines and provide recommendations based on same;
- assist staff in establishing guidelines to ensure that the form and character of future development is of a high quality which meets the needs of the community;
- encourage a high standard of project design and construction through educational programs; and
- recommend to Council, through an awards program, projects which have demonstrated innovation and high standards in urban and landscape designs.

Meetings

The Design Advisory Panel will meet every second and fourth Thursday of the month at 5:00 p.m., or on an as needed basis.

In addition to the regularly scheduled meeting, members may be requested to participate with Council and staff on specific task forces or project committees.

Membership

The membership of the Panel will be comprised of:

- Two (2) architects – recommended by the Architectural Institute of BC
- One (1) landscape architect – recommended by the BC Society of Landscape Architects
- Four (4) members of the general public

One (1) member from the Nanaimo Community Heritage Commission (NCHC) will be invited to attend in a resource capacity as required for downtown projects.

Design Review Process

The development permit review process will be as follows:

- City staff will present background information and a summary of major policy issues applicable to the proposal.

- The applicant or his/her agent will present the proposed development, highlighting:
 - The proposed development's function.
 - The project's adherence to the appropriate design guidelines and the neighbourhood context.
 - The reasons for requested variances, if applicable.
- The Panel will have an opportunity to ask the applicant, his/her agent(s) and staff questions about the design and zoning requirements.
- The Panel will consider the presentations and formulate a recommendation to assist staff in further design discussions with the applicant. The recommendation from the Panel will form part of the staff report to Council.

See also:

- Terms of Reference for Advisory Committees
- Council Procedures Bylaw

City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2012-AUG-27

AUTHORED BY: GLEN KNAPPETT, PROJECT MANAGER

RE: NANAIMO RCMP DETACHMENT JAIL CELL RETROFIT AND CLOSED CIRCUIT VIDEO EQUIPMENT UPGRADE

STAFF'S RECOMMENDATION:

That Council receive this report.

PURPOSE:

In accordance with the City's Purchasing Policy, this report is to advise Council of a public tender over \$250,000. Tender issue is proposed for early September 2012.

BACKGROUND:

The *Police Act* (BC) requires municipalities with a population of over 5,000 to provide "adequate accommodation, equipment and supplies for the detention of persons required to be held in police custody." The Municipal Police Unit Agreement (RCMP Contract) requires the facilities provided to the RCMP "shall be to the satisfaction of the Commissioner (of the RCMP) and shall meet the security standards of the Force." The RCMP "E" Division (BC) notified the City the Nanaimo cell block no longer met their standards and requested the City to upgrade the cell block to current standards. Staff have issued a contractor prequalification request which is presently being evaluated and are expecting to invite 6 General Contractors to submit tenders for the renovation work.

DISCUSSION:

The City of Nanaimo's RCMP Headquarters at 303 Prideaux Street is to be renovated to current RCMP physical security standards. These standards reduce the risk to detainees inflicting injury on themselves or each other and reduce the risk to security personnel while guarding the detainees. The renovations include the installation of Closed Circuit Camera Surveillance in all areas of detachments where RCMP members and guard personnel may have interaction with detainees. While the deadline for the closed circuit video equipment (CCVE) installation is presently 2015, in the interests of avoiding another renovation and subsequent disruption to the cell area of the detachment, the CCVE work is being combined with the cell block upgrade.

The renovation work includes:

- Removal of 12 existing cell swinging doors and interior sliding bar grilles and replacement with 2011 RCMP standard sliding cell doors.
- Removal of existing steel bunks and installation of masonry walls and masonry bunks with concrete topping.

☐ Council
☒ Committee *CDW*
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: *2012-AUG-27*

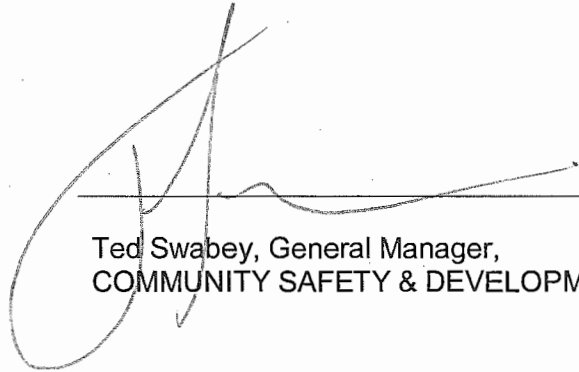
- Demolition of existing guard area masonry walls. Construction of new masonry walls to provide a larger guard area to accommodate surveillance equipment and monitors, and provide audio contact with cells and cell corridors. New cabinets and counters to guard area.
- Extensive modifications of hollow metal doors and frames.
- HVAC and Electrical modifications, including ducting changes, new cell lighting and conduit relocation.
- Ceiling and floor repairs.
- CCVE installation

Funding for the renovation was approved by the City in 2009. Funds allocated to this project in the current Five Year Capital Plan for 2012 total \$810,652. In the current budget there is another \$70,000 allocated for the Surveillance System Installation.

Material ordering and manufacturing will happen this fall, and the construction work will be undertaken in January to April of 2013.



Glen Knappett, Project Manager
ENGINEERING AND PUBLIC WORKS



Ted Swabey, General Manager,
COMMUNITY SAFETY & DEVELOPMENT

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2012-AUG-20

GK/cl

g:\admin\council reports\2012\Nanaimo RCMP Jail Cell Retrofit

Marlene Tulak has requested an appearance before council.

The requested date is Aug 27, 2012.

The requested meeting is:
COW

Presenter's information

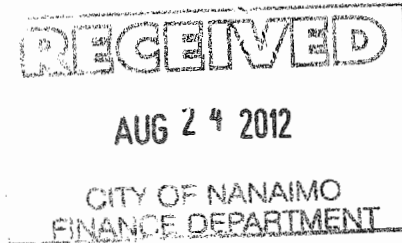
Address: 2434 Glenayr Drive
City: Nanaimo
Province: BC
Postal Code: V9S 3R7

Details of Presentation:

It has been brought to our attention that after 40 yrs, that the City of Nanaimo have decided to open the Fire Lane which runs from 2445 Holyrood thru to 2428 Glenayr Drive.

Our understanding is that the reason for closing this lane in the late 60's was to reduce the damage from mischief and theft and people using this area for a Garbage dump. Since that closing, the homeowners adjacent to the city property have assumed responsibility for caring for the property mowing and cleaning and keeping the property in good condition. Our concern as a homeowner and Tax payer for the past 45 yrs in Nanaimo (25 yrs at this address) is the value of our property for resale would drop dramatically if the lane is opened and more importantly is that we do not wish to return to the problems which resulted in the closing of the lane in the 60's. There are ditches that would have to be covered, trees & bushes to be removed and the upkeep the City would have to do. Why this cost to the taxpayers when there is so much in Nanaimo that needs work. We love Nanaimo and our Neighborhood, so please leave it the way that it is.

☐ Council
☒ Committee of the Whole
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: 2012-Aug-27



ATTENTION: COMMITTEE OF THE WHOLE

Appearing as a Delegation

Re: Proposed Pedestrian laneway

Date of Presentation

AUG 27,2012

RE: 4:30 p.m. In the Shaw Auditorium

80 Commercial Street, Nanaimo,B.C.

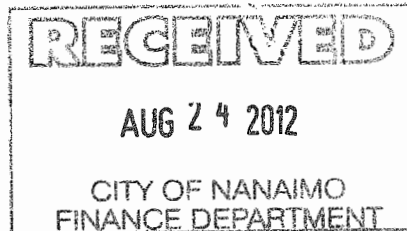
**This is a copy of the Signatures to be
Presented at the Committee of the Whole**

On Aug 27,2012 at 4:30 pm

Yours truly

Marlene Tulak

15.1



DATE: JULY 24, 2012

It has been brought to our attention that after approx. 40 years, that the City of Nanaimo have decided to open the Fire Lane which runs from 2445 Holyrood thru to 2428 Glenayr Drive.

Our understanding is that the reason for closing this lane in the late 60's was to reduce the damage from mischief and theft and people using this area for a garbage dump. Since that closing, the homeowners adjacent to the city property have assumed responsibility for caring for the property mowing and cleaning and keeping the property in good condition. Our concern as homeowners is the value of our property for resale as we feel it would drop dramatically if the lane is opened and more importantly is that we do not wish to return to the problems which resulted in the closing of the lane in the 60s.

We wish this lane to be kept closed.

Sheet #1 of 3

DATE: PRINT NAME: SIGNATURE OF NAME: ADDRESS:

David Sully *Dan Sully* 2448 Glenayr Dr Nanaimo BC

Brenda Sully *Brenda Sully* 2448 Glenayr Dr Nanaimo B.C.

D. Findlay
DANE FINDLAY 2421 GLENAYR DR NANAIMO BC

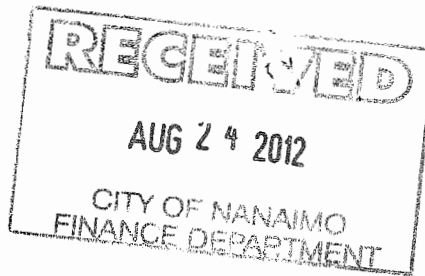
Yvonne Findlay
Yvonne Findlay 2421 Glenayr Drive Nanaimo BC

James Doling
James Doling 2420 Glenayr Drive Nanaimo BC

Betty Doling
Betty Doling 2420 GLENAYR DRIVE NANAIMO BC

Brenda Westmacott B. Westmacott 2428 Glenayr Dr.

SANDI WINTER *S. Winter* 2445 HOLYROOD DR



DATE: JULY 24, 2012

It has been brought to our attention that after approx. 40 years, that the City of Nanaimo have decided to open the Fire Lane which runs from 2445 Holyrood thru to 2428 Glenayr Drive.

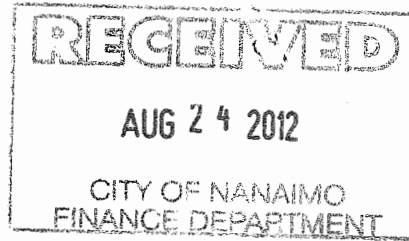
Our understanding is that the reason for closing this lane in the late 60's was to reduce the damage from mischief and theft and people using this area for a garbage dump. Since that closing, the homeowners adjacent to the city property have assumed responsibility for caring for the property mowing and cleaning and keeping the property in good condition. Our concern as homeowners is the value of our property for resale as we feel it would drop dramatically if the lane is opened and more importantly is that we do not wish to return to the problems which resulted in the closing of the lane in the 60s.

We wish this lane to be kept closed.

Sheet #2 of 3

DATE:	PRINT NAME:	SIGNATURE OF NAME:	ADDRESS:
JULY 24/2012	GERARD WEGMANN		2428 GLENAYR DR., NANAIMO
JULY 24/2012	CHARLES ATKINSON		2414 HOLYROOD DR. NAN.
JULY 24/12	MARLENE TULAK		2434 GLENAYR DR.
JULY 24/12	BRIAN TULAK		2434 GLENAYR DR.
JULY 26/12	ROBERT SWAIN		2415 GLENAYR DR.
AUG 14/12	LIESELOTTE SCHMERTZ		2427 GLENAYR DR.
AUG 14/12	ALBERT SCHMERTZ		2427 GLENAYR DR.

15.3



DATE: JULY 24, 2012

It has been brought to our attention that after approx. 40 years, that the City of Nanaimo have decided to open the Fire Lane which runs from 2445 Holyrood thru to 2428 Glenayr Drive.

Our understanding is that the reason for closing this lane in the late 60's was to reduce the damage from mischief and theft and people using this area for a garbage dump. Since that closing, the homeowners adjacent to the city property have assumed responsibility for caring for the property mowing and cleaning and keeping the property in good condition. Our concern as homeowners is the value of our property for resale as we feel it would drop dramatically if the lane is opened and more importantly is that we do not wish to return to the problems which resulted in the closing of the lane in the 60s.

We wish this lane to be kept closed.

SHEET 3 OF 3

DATE: PRINT NAME: SIGNATURE OF NAME: ADDRESS:

July 24, 2012

Deanna J. Loper 2456 Glenayr Dr.

11

[Signature]

11

15.4

GERALD WESTMACOTT has requested an appearance before council.

The requested date is Aug 27, 2012.

The requested meeting is:
COW

Presenter's information

Address: 2428 GLENAYR DRIVE
City: NANAIMO
Province: BC
Postal Code: V9S 3R7
Business Phone: 250-756-5516

Details of Presentation:

Our concerns about the proposed opening up, of the Fire lane between Glenayr Drive and Holyrood. We live at 2428 Glenayr Drive and our property is immediatally impacted.

We wish to speak against the opening of Fire lane.

☐ Council
☒ Committee of the Whole
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: 2012-AUG-27

Gerald and Brenda Westmacott
2428 Glenayr Drive
Nanaimo, BC, V9S3R7
August 5, 2012

Re: Opening of Fire Lane between Glenayr and Holyrood Drives

To Whom It May Concern:

We are writing this letter in response to the requested "reopening" of the fire lane between Glenayr Drive and Holyrood Drive by one Brian F Muller of 2460 Holyrood Drive. We do not want this lane to be reopened after approximately 45 years being closed.

We live at 2428 Glenayr Drive, adjacent to and occupying the area of the lane connecting to Glenayr Drive. When we purchased this property in 1979 the lane was attached to our property physically, by existing fences, as it remains to this day. It was explained by our realtor, Herb Davenport that the lane was created as an emergency fire lane for the two houses immediately behind us, but was no longer necessary as the city fire hydrant system had been upgraded. And as well he said because of problems with vandalism, theft from properties, littering, and noise, the first owners of 2428 Glenayr and 2445 Holyrood made an agreement with the city in the late 1960's to occupy this laneway if they maintained it. It has been very well maintained and used by both properties since that time with absolutely no expense for upkeep to the city. In reopening this Fire Lane will we recreate the same problems?

The explanation of annexing the laneway and the date of the annexing was corroborated by couple living across from the lane on Holyrood who have lived there since the early 1960's. It would seem that with this oral history of the circumstances of how this laneway was attached "physically" to the 2 properties, there must be somewhere in the City archives a record of discussions and or agreements allowing this occupation to take place. This action would have needed the agreement of at least the other two properties abutting the lane and probably the closely surrounding neighbours, as well as the City of Nanaimo for this to happen. If the owners had annexed the lane without authority, there would have been disagreement from the surrounding neighbours as well as the city. This would surely not have been a vigilancy action. We asked Bob Senyk during one of our discussions whether it would be possible for someone within his department to do a search for such documents if they exist. He assured us they would, but we have neither heard if the search has taken place, nor the result of such a search.

On June 22, 2012, I, Brenda Westmacott, (my husband was working in Saskatchewan) looked into my back yard to see that a part of my back fence was missing. On going out to inspect it, found that it had actually been ripped down and boards with nails sticking out were thrown onto the ground. As we have 2 large dogs, I was relieved that this was in our fenced garden area, so that our dogs could not escape the yard. A few hours later, I

noticed a man with a safety vest tying ribbons to a structure in our garden and went out to ask him why he was there. He rudely told me that "this was public property, that the city was opening the lane, he had a right to be there and that it was not my fence because we hadn't built it." When I told him that we had in fact built it, he ignored my comment and went into the neighbour's yard. This whole episode was very upsetting, because we had not been contacted by the city regarding this change, and especially since decisions had been made by the city as early as May 4th. I later saw him in my front yard as well as my neighbours' yards putting up ribbons on our motor home and front fence.

On June 24, 2012 we and our neighbours were served by Mr. Muller with letters which we consider threatening, for liability of personal injury and damaged clothing.(on Page 2) We are attaching this letter for your perusal.

We would like to see the laneway to stay as it is because:

- Because the lane has been closed for over 40 years, it is far more treed than any other lanes in the area, making it much more secluded and a potential security problem. Some fruit trees will have to be removed to open the lane.
- We are concerned about the security risks presented by an open laneway beside ours and the other adjacent properties, for theft, break-ins, vandalism, etc.
- An unpaved laneway would not be conducive to enjoyable walking in rainy times.
- A paved laneway would be very expensive for the city, needing paving, fencing, importing and placing of structural aggregate materials, a culvert on Holyrood and the removal of curbing and relocation of a newly installed fire hydrant on Glenayr. Possible storm draining and catch basin infrastructure may also be needed. Should the city decide to reopen this Fire Lane we would ask that it be opened equal to the Lynburn Crescent / Holyrood Drive Fire Lane, i.e. improved for vehicular access, cleared of all brush, etc.
- The laneway would only make a shorter route to the bus stop for a very small number of houses. Properties only 2 houses down from the lane would have a shorter route to the bus by going down the hill rather than through the lane. Properties a couple of houses up from the lane would have a shorter route by road as well. People living in at least 3 of the houses closest to the lane do not use the bus system in Nanaimo.
- We would like to purchase the laneway from the city, putting money into the coffers from the initial sale and for the increased annual taxes for perpetuity. We have no intention of putting in another residence in our backyard as Mr. Muller has stated. We love our property as it is.

On August 15, 2012 we attended a on site meeting with City Real Estate and Engineering department staff. At this meeting a possible temporary solution was put forward by the Real Estate staff that the adjoining property owners could rent or lease the laneway areas on a yearly basis. Depending on details, this would be acceptable to us. This would also be added revenue to the city.

Before deciding to open the lane, we would like to invite you to see the lane and how it has been kept up and put to good use by ourselves and our neighbours. It certainly has not been left unimproved. We would also like the city to conduct a survey to see if this lane is actually wanted by people of the subdivision or just the request of one person.

Sincerely,
Brenda Westmacott / Gerald Westmacott

Sandi Winter has requested an appearance before council.

The requested date is Aug 27, 2012.

The requested meeting is:
COW

Presenter's information

Address: 2445 Holyrood Drive

City: Nanaimo

Province: BC

Postal Code: V9S4K7

Details of Presentation:

Regarding the proposal to open the lane adjacent to my home at 2445 Holyrood, I would like to state why it would be my preference not to open the lane at this time and propose an alternative

☐ Council
☒ Committee of the Whole
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: 2012-AUG-27

From: Sandi Winter
To: Legislative Services Office
Cc: Robert Senyk; ~~Robert Senyk~~
Subject: Proposed laneway at 2445 Holyrood/2428 Glenayr
Date: Wednesday, July 18, 2012 8:46:04 AM

☐ Council
☒ Committee of the Whole
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: 2012-PUG-07

My home is one of the two adjacent to the proposed lane and currently open to it. This change would affect my living space quite dramatically as I purchased the property last fall with a "fully fenced back yard". When I was told of the planned council meeting to discuss this issue I requested information from city staff on how to input my opinion and was told I had just over 2 days to provide a written submission. I am self-supporting and self-employed and this posed a challenge to prepare an adequate response to such a large change to my life. Moreover, I was not told that I would be required to complete certain city forms or this written submission would not be accepted. Surely this is not standard procedure.

Firstly I would like to say that it is not my intent to steal land that is not mine. Since purchasing 2445 Holyrood last fall I have cleared the debris from the back of the city land, paid for fruit tree pruning on that land, fertilized the 3 fruit trees and invited the city gleaners to pick the fruit for the city's poor. I have mowed the lawn both front and back on a regular basis and try to keep it as well as I am able. I would be happy to purchase this land from the city should my mortgage company wish to support that however I'm not certain that is possible at this time.

I have the following questions:

- Why is the city rushing through this costly change to our neighbourhood which was requested by one unstable (see next item) homeowner when there are many other homeowners in the neighbourhood who have resided and paid taxes here for many years who are affected by the change and do not agree with it? There seems to be a misconception with city staff that the dispute here is between lane-adjacent homeowners Westmacott and Winter and the rest of the neighbourhood but I would like to suggest that the dispute is between Muller and the rest of the neighbourhood.
- Why is the city rushing to respond to a man who entered the property of his neighbours without warning and proceeded to hack down trees, tear down fences, remove birds nests bearing eggs and attach markers to city and private property without permission. This man informed me recently that he is about to purchase a car so will likely not use this proposed lane at all.
- Why is the city rushing to accede to the request of one taxpayer while informing me that my request to check on that same taxpayer's illegal suite will have to wait until at least September. When I purchased this property last fall I applied for a city building permit to construct a legal suite and I deeply resent this man renting out part of his home without this requirement. Perhaps the city should look at ways of bringing in money for useful city projects rather than spending it on unwanted changes.
- Why is the city rushing to spend taxpayers money on a lane which has not been available for over 30 years without at least canvassing the neighbourhood to see if they feel that is money well spent and the lane put to use? We have already witnessed a

professional survey crew spending 3 full days here last week surveying the property only to place survey markers where the complainant had done so already.

This laneway cannot be opened up without cutting down a number of trees which currently bear valuable fruit and contribute to the environment, one of the four pillars of the city's new strategic plan. Opening it up will expose my backyard to anyone wishing to enter as I am not in a financial position to erect a fence as a barrier. I'm not certain who is liable for damages in such a situation.

I most certainly wish to attend the council meeting at which this matter is discussed and wish to be provided with the necessary forms to allow me to do so.

Sandi Winter

To City Council, City Staff
Re: Fire lane on Glenayr Drive

I am writing to you to express my opinion about the opening of a fire lane between the 2500 block of Holyrood and Glenayr which will be on the agenda of the August 27th Council meeting. I am not one of the homeowners whose properties will be directly affected by this action, but I oppose this move by the city for several reasons:

1. The fire lane has not been opened for 45 years or more. It is not necessary, as there are fire hydrants on both Holyrood and Glenayr. The Glenayr hydrant was relocated very recently, and, if the fire lane was reopened, would have to be moved again, as the hydrant is directly in front of it. This would be a cost to the city and the taxpayer.
2. The fire lane was closed in the 1960's because of problems with theft from and vandalism to the properties on either side of it. The owners were assured that as long as they maintained it (for example, that they mowed the grass), it would not be opened. They have maintained it.
3. It will be an eyesore and will reportedly be unmaintained by the city. It could lead to the problems with vandalism which were the reasons for its closing 45 years ago.
4. It has been requested by one individual. No-one else in the area has been consulted about the need (non-existent) for this change. There was no process.
5. It is a waste of taxpayer's money. We still have open ditches on Holyrood, for example, that could be closed and would be a more appropriate use of tax dollars.
6. It will cost the homeowner's money, as they will have to rebuild fences. This is punishing the taxpayer.

Please leave the Holyrood/Glenayr streets as they are.

Thank you

Brenda Sully

☐ Council
☒ Committee *of the whole*
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: *2012-Aug-27*

BRIAN F MULLER
2460 HOLYROOD DRIVE,
NANAIMO, B.C.
V9S 4K8
AUGUST 17th 2012

CITY OF NANAIMO.

ATT: MR. BILL CORSAN MCIP, RPP, R.I. (B.C.)
MANAGER, REAL ESTATE
COMMUNITY SAFETY & DEVELOPMENT.

SUBMISSION IN FAVOUR OF FULL PUBLIC LANE USE.

DEAR SIR,

I AM IN FAVOUR OF THE TWO LANES (250^{FT} APART
BEING RECONNECTED WITH ONLY A WALKING CROSSING TO
THE EXISTING GREEN APRON ON HOLYROOD DR.

① FOR THE CITY.

THE HOLYROOD/GLENAYR SECTION MAY GIVE BETTER
FIRE BOOSTER HOSE CONNECTION TO HYDRANTS #04610
AND AT 2460 HOLYROOD #0641 BOTH ON SEPARATE MAINS,
INCREASING RADIUS AND PERHAPS DECREASING LIABILITY.

② FOR THE PUBLIC.

NOT EVERY ONE WILL BE NEEDING THE #1 & #2 BUS
ACCESS, BUT THE HOLYROOD/LYMBURN SECTION TO ME
REFLECTS REASONABLE USE FOR THE COST.

IT HAS BEEN GOOD WORKING WITH THE CITY WITH
THIS ISSUE NO MATTER THE OUTCOME THE CITY SEES BEST.

Sincerely,

B.F. Muller

City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2012-AUG-27

AUTHORED BY: B. PROKOPENKO, SR. MANAGER, ENGINEERING
B. CORSAN, MANAGER, REAL ESTATE

RE: PRIVATE USE OF AN UNDEVELOPED PUBLIC LANEWAY BETWEEN HOLYROOD
AND GLENAYR DRIVES

STAFF RECOMMENDATION:

That Council receive this report for information.

PURPOSE:

This report provides Council with background information on the encroachment issues associated with an undeveloped, dedicated laneway connecting the 2000 blocks of Holyrood Drive and Glenayr Drive. It also outlines the actions taken by staff to date, as well as the proposed implementation plan to restore the public use of this lane.

BACKGROUND:

In 1957 the subdivision layout for Holyrood Drive and in 1960 the layout for Glenayr Drive, included a 20 foot wide mid-block public laneway connecting the two streets. Other public laneway connections in the neighbourhood were also included as part of the plans.

Goal 6 of the OCP – *Improve Mobility and Servicing*. A key City objective from a transportation planning perspective is to develop a system of routes that promote walking. The existing lane provides an important opportunity for a neighbourhood connection for pedestrians, as well as flexibility for a future utility corridor.

DISCUSSION:

The lane has remained undeveloped by the City and in June 2012, a local resident identified some encroachment issues and requested that the lane be accessible for public use. Attachments A & B illustrate the encroachment issues which includes a fence, greenhouse, garden and the use of the lane as a private driveway for a motor home.

The owner at 2428 Glenayr Drive has lived at this property for over three decades and advised that the fences that enclose the public space have been in place since that time. There are no known records of any formal agreement which would have authorized this private use of the public lane.

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Meeting Date: 2012-AUG-27

Since the encroachment issue and public laneway access request was raised, staff have worked with various individuals and groups to map out a solution. Initially, staff met one on one with the property owners adjacent to the lane to discuss the encroachment issue. A meeting was held with the 'lane keepers' group on August 10 to discuss their objectives and vision for the laneway. A subsequent meeting on August 14 was held on site with the adjacent property owners, a representative of the Departure Bay Neighbourhood Association and other concerned neighbours. The purpose of that meeting was to discuss how the lane could be re-established for public use.

Staff Implementation Plan:

To address the current encroachment issues and protect for the future use of the laneway, the City's intentions with respect to this lane are as follows:

- In the short to medium term, clear obstructions that prevent the use of this lane as an informal pedestrian route through the neighbourhood.
 - Trees in the lane that do not obstruct public passage will not be required to be removed. Permanent structures and fences that privatize the space and prevent pedestrian movement will need to be removed.
 - One of the existing owners has a vegetable garden and greenhouse which they would like to keep until after the harvest and staff will work with the owners to resolve the issue in an appropriate timeframe.
- In the longer term, keep options open for future underground utility use and a more formalized pedestrian or laneway connection through the neighbourhood. These options would be considered with any future neighbourhood planning process.

Conclusion:

Based on both the neighbourhood feedback and on the City's own policies, staff are proceeding to restore public use of the space by year end. This lane is not surplus to the City's needs and is not available for lease or sale.

Respectfully submitted,



Bob Prokopenko
SR MANAGER
ENGINEERING

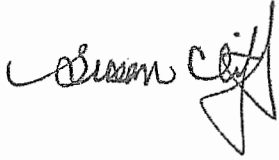


Bill Corsan
MANAGER
REAL ESTATE

Report to Council

RE: Private Use of an Undeveloped Public Laneway between Holyrood and Glenayr Drive

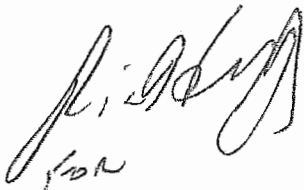
Concurrence by:



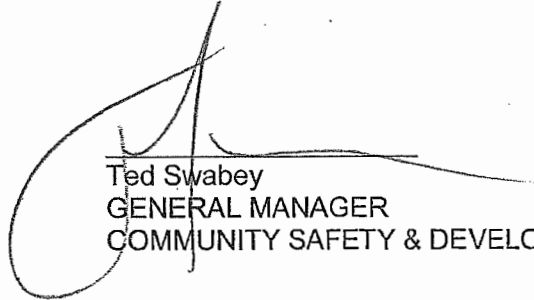
Susan Clift
DIRECTOR
ENGINEERING
& PUBLIC WORKS



Andrew Tucker
DIRECTOR
PLANNING



Tom Hickey
GENERAL MANAGER
COMMUNITY SERVICES



Ted Swabey
GENERAL MANAGER
COMMUNITY SAFETY & DEVELOPMENT

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2012-Aug-21

g/Administration/Council Reports/Drafts/Holyrood-Glenayr Laneway
BP*jw

Attachment A



BCGS 92G.011

THE INTENDED PLOT SIZE OF THIS PLAN IS 432 mm IN WIDTH
BY 280 mm IN HEIGHT (B-SIZE) WHEN PLOTTED AT SCALE OF
1:500

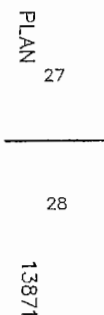


(ALL DIMENSIONS ARE IN METRES)

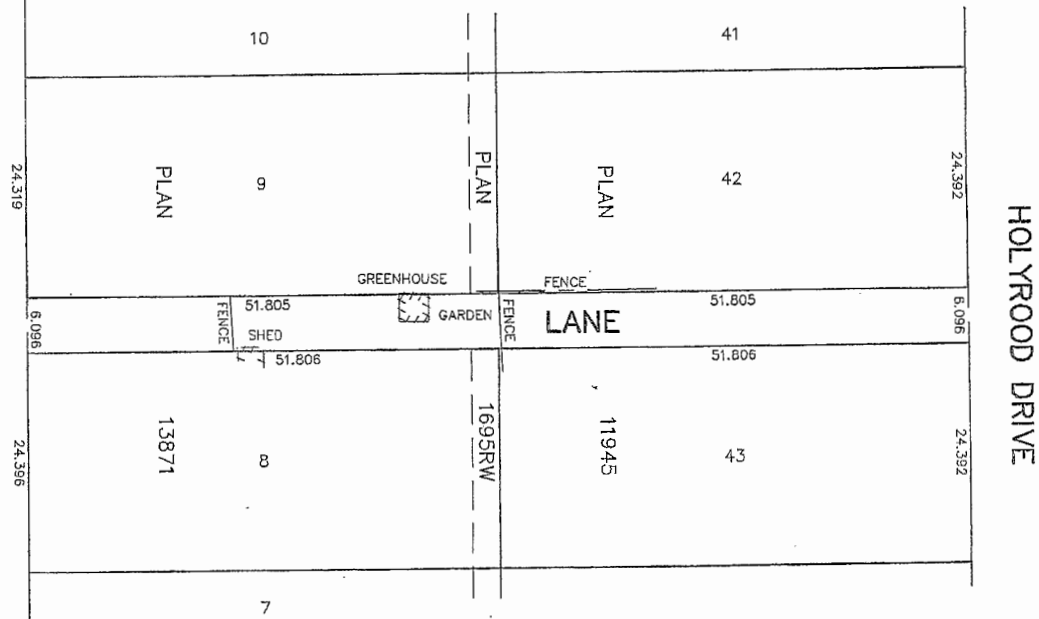
CIVIC ADDRESS :
HOLYROOD DRIVE AND GLENAYR DRIVE
NANAIMO, BC

PREPARED FOR: CITY OF NANAIMO

DATE OF FIELD SURVEY: JULY 6, 2012
DIMENSIONS DERIVED FROM PLAN EPP22275



GLENA'YR DRIVE



HOLYROOD DRIVE



McElhanney

McELHANNEY ASSOCIATES
LAND SURVEYING LTD.
SUITE 1, 1351 ESTEVAN ROAD
NANAIMO, B.C. V9S 3Y3
TEL: 250-716-3336
FAX: 250-716-3339

OUR FILE NO. 2232-71633-1
OUR DRAWING NO. 71633-1-02.DWG

REPORT TO COUNCIL

DATE OF MEETING: 2012-AUG-27

AUTHORED BY: COUNCILLOR DIANA JOHNSTONE, CHAIRPERSON, GRANTS ADVISORY COMMITTEE

RE: 2012 GRANTS ADVISORY COMMITTEE RECOMMENDATIONS

COMMITTEE'S RECOMMENDATION: That Council:

Award Permissive Tax Exemptions to the following Applicants

PTE-03	Nanaimo Squash Club
PTE-04	Habitat for Humanity Mid-Vancouver Island

Award an Other Grant to the following Applicant

OG-02	Citizens on Patrol in the amount of \$2,500.
-------	--

PURPOSE:

The purpose of this report is to outline the Committee's recommendations regarding the Permissive Tax Exemption and Other Grant applications received.

BACKGROUND:

The Grants Advisory Committee met on 2012-AUG-15.

The Grants Advisory Committee has reviewed in detail the financial data and background information provided by the applicant. Recommendations are made in accordance with the Grants Policy and Guidelines adopted by Council.

The Committee recognizes both the limited funding that the City has available and the excellent community services provided by the various organizations. We are hopeful that the funds allocated by Council will allow the organizations in need of assistance to continue to provide their valuable services.

Council is permitted to (but not required to) exempt certain organizations from property taxation. Sections 224, 225, 226 of the *Community Charter* identify situations in which Council may

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Meeting Date: 2012-AUG-27

exercise discretion in granting full or partial exemptions from taxation. These exemptions must be adopted by bylaw, by the 31st of October of the year preceding exemptions.

NEW APPLICATIONS

Permissive Tax Exemptions Category

Application PTE-03 Nanaimo Squash Club

The Committee recommends that Council place this organization on the City's 2012 Permissive Tax Exemption Bylaw for property it leases at 256 Wallace Street, receiving exemption from taxation for the year 2013 until the next review. The estimated value of this PTE is \$14,315.00 annually.

Application PTE-04 Habitat for Humanity Mid-Vancouver Island

The Committee recommends that Council place this organization on the City's 2012 Permissive Tax Exemption Bylaw for property it leases at 1 4128 Mostar Road, receiving exemption from taxation for the year 2013 until the next review. The estimated value of this PTE is \$19,493.28 annually.

Other Grants Category

Application OG-02 Citizens on Patrol

The Committee recommends that Council grant this organization an Other Grant in the amount of \$2,500 to introduce a bike component and to purchase additional gas cards for their driver reimbursement program.

Respectfully submitted



Councillor Diana Johnstone
Chair, Grants Advisory Committee (GAC)

Drafted: 2012-AUG-20
G:\ADMINISTRATION\Committees\Grants Advisory Committee\2012 Grants\August 15, 2012\2012-Aug-15 Draft Council Report.docx
SS

City of Nanaimo
REPORT TO COUNCIL

DATE OF MEETING: 2012-Aug 27

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 additional assessment roll adjustments from BC Assessment processed as "2012 Supplementary 4"; "2012 Supplementary 5"; and "2011 Supplementary 15" which were all received in 2012.

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

The impact of these assessment adjustments for 2011 & 2012 is to decrease gross taxation by \$98,229.20, which includes a decrease in the municipal portion of \$60,099.90.

The impact of all 2011 & 2012 assessment adjustment received in 2012 is to decrease gross taxation by \$110,252.24, which includes a decrease in the municipal portion of \$67,366.25.

Two significant items that make up this reduction are for Port Place Shopping Centre (\$36,729.63 total taxes & \$22,156.94 City portion) and the Provincial wide retirement home reassessment (\$48,999.28 total taxes & \$30,230.25 City portion).

Respectfully submitted,

Wendy Zella
L. MERCER
Manager, Revenue Services

Concurrence by:

B. E. Clemens
B. E. CLEMENS
Director of Finance

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

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2012-AUG-10

g:\proptyl\appealboard\2012\Staff Report-Supp 4_5 and 2011 15.docx
amlis

☐ Council
☒ Committee *of the whole*
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: *2012-Aug-27*

CITY OF NANAIMO

2012 ASSESSMENT ADJUSTMENT SCHEDULE

YEAR	SUPPLEMENTARY	GENERAL, DEBT, AND LIBRARY	OTHER AGENCIES	TOTAL ADJUSTMENTS
2012	4	(\$315.17)	(\$269.46)	(\$584.63)
2012	5	(\$37,627.79)	(\$23,287.15)	(\$60,914.94)
2011	15	(\$22,156.94)	(\$14,572.69)	(\$36,729.63)
Total Adjustments		(\$60,099.90)	(\$38,129.30)	(\$98,229.20)

City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2012-AUG-27

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

RE: PROCESS FOR 2013 - 2017 FINANCIAL PLAN

☐ Council
☒ Committee of the Whole
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: 2012-AUG-27

STAFF RECOMMENDATION:

It is recommended that Council endorse the process for preparing the 2013 – 2017 Financial Plan.

PURPOSE:

To provide Council with information on the process for preparing the 2013 – 2017 Financial Plan (also known as “the budget”).

BACKGROUND:

The *Community Charter* requires that Council adopt a bylaw to set property tax rates by May 15th of each year. The *Charter* also requires that a five year financial plan bylaw be adopted annually prior to the adoption of the property tax rates bylaw and that municipalities undertake a process to consult with the community regarding the financial plan.

The City of Nanaimo's long standing practise is to adopt the financial plan bylaw as early in the year as possible, and amend that bylaw in May for any updated information just prior to adopting the tax rates bylaw.

DISCUSSION:

City staff have been installing a new budgeting program, which means that the preparation of the 2013 – 2017 Financial Plan will be completed slightly later than usual. The current plan is for the staff review to be done in November, with the budget to be presented to Council at the Committee of the Whole meeting on 2012-NOV-26.

Thereafter, there will be an opportunity at each Council Meeting and Committee of the Whole Meeting for Council get information, discuss the budget and make amendments. Staff will bring forward a bylaw to adopt the financial plan in January.

The *Community Charter* requires municipalities to have a process to consult with the community regarding the financial plan. In keeping with the new agenda format, when the budget is on the agenda for discussion by Council, there will be an opportunity for the public to address Council (or COW) just prior to the agenda item. As in the past, budget information will be available on the City's website and the previous budget forum will be modified to a new question and answer format.

With the adoption of the 2012 to 2015 Corporate Strategic Plan, staff preparing budgets will be directed to ensure that their budget submissions consider and respond to the new strategic plan and are consistent with the four pillars of sustainability: economic health; environmental responsibility; social equity; and cultural vitality.

Any new initiatives and projects should support one of the six strategic priorities which were approved in the plan:

1. water;
2. waterfront enhancement;
3. asset management;
4. community building partnerships
5. transportation and mobility; or
6. taking responsibility.

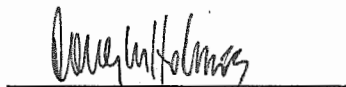
The City is currently engaged in a process of setting priorities in relation to initiatives within these six strategic priorities, although many activities within the priorities are already underway and should continue on their existing schedule. The City Manager's direction to staff in preparing the 2013 - 2017 Financial Plan is that maintaining and preserving our existing assets and functions is the priority over expansion of services.

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-AUG-21
G:/administration/council/reports/2013 budget process
BEC

City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2012-AUG-27

AUTHORED BY: DARCIE OSBORNE, ARENAS MANAGER, AND
BRUCE LABELLE, MANAGER FLEET/SERVICE CENTRE

RE: SOLE SOURCE PURCHASE OF ELECTRIC ZAMBONI / CROCKER

STAFF RECOMMENDATION:

That Council approve the sole source purchase of an electric Zamboni ice re-surfacer.

PURPOSE:

As per the City of Nanaimo Purchasing Policy the purpose of this report is to obtain approval to sole source the purchase of an electric Zamboni ice re-surfacer to replace the oldest propane Zamboni ice re-surfacer in the fleet that is reaching the end of its operational life.

BACKGROUND:

The City of Nanaimo currently has five propane operated Zamboni Ice re-surfacers ranging in age from a 1988 to a 2006 model. The oldest model is reaching the end of its operational life and in need of replacement.

In review of a number of options and considerations staff recommend the purchase of an electric Zamboni (see Strategic Plan Consideration section for rationale).

The total Cost for the Electric Zamboni is \$169,900 delivered and cost includes installation of charging stations in arenas. Funds are in the 2012 approved capital plan.

DISCUSSION:

There are three main reasons to single source the purchase of the next ice re-surfacer to Zamboni:

1. Standardization of the Fleet

Our City operators and mechanics have many years of repairing and operating Zambonis. These machines have been in the City fleet for over 25 years.

☐ Council
☒ Committee of the whole
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☐ In-Camera Meeting
Meeting Date: 2012-AUG-27

Through factory training courses and hands on operation City mechanic and Zamboni Operator staff have a complete understanding of all aspects of operation and maintenance of these machines.

There are cost savings when only having to inventory one manufacturer's parts or specialised tools.

Proven Operational Performance

The Zamboni ice re-surfacers have proven to be reliable and of top quality.

The hydrostatic drive systems on these units have been in service for many years and have proven themselves. We have never had an operational failure of the drive system in all the years we have operated Zamboni machines.

The Zamboni conditioner is significantly superior to the conditioner on other ice re-surfacer models. They are more heavily built, with bearings instead of nylon bushings leading to many years of proven performance and durability.

2. Simple Proven Technology for the Electric Model

The electric Zamboni 552 model has been in operation since the 1990's. It uses a proven system that has been in operation for over 20 years coupled with a drive system that is in all other City ice re-surfacers.

Other electric models use newer technology that doesn't have the same proven track record.

City Zamboni Operators, Fleet Mechanics and Management staff have completed site visits with other operators of electric Zambonis to discuss compatibility, operational usage and mechanical maintenance requirements of the electric Zamboni.

City staff have completed a business case analysis of propane vs. electric resulting in a recommendation to purchase an electric Zamboni.

STRATEGIC PLAN CONSIDERATIONS:

Asset Management: to maximize benefits, reduce risks and provide satisfactory levels of service to the community in a sustainable manner. One type of Zamboni reduces maintenance costs and increases operational efficiencies.

Environmental Responsibility: Meets objectives for both Corporate Climate Change Plan and Sustainable Energy Management Plan by purchase of an electric Zamboni and promotion of electric vehicle infrastructure. Also provides better air quality to customers and staff within the facilities. Specific qualitative benefits of an electric Zamboni:

- Reduction in heating/cooling/ventilating costs due to zero tailpipe emissions inside building
- Possible health benefits for people working exercising in arenas due to not having an internal combustion engine running inside building
- GHG reductions

Respectfully Submitted,



Darcie Osborne
ARENA MANAGER
PARKS, RECREATION AND CULTURE



Bruce Labelle
MANAGER OF FLEET / SERVICE CENTRE
PUBLIC WORKS

Concurrence by:



Richard Harding
DIRECTOR
PARKS, RECREATION AND CULTURE



for: Tom Hickey
GENERAL MANAGER
COMMUNITY SERVICES

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2012-AUG-16
File: A4-1-2 / B8-1 / L3-4
G:\Admin\STAFF REPORTS TO COUNCIL\2012\
RPT120827SoleSourcePurchaseOfElectricZamboni-Crocker.docx
do/bl

Nanaimo Community Hospice (Wendy Pratt) has requested an appearance before council.

The requested date is Aug 27, 2012.

The requested meeting is:
COW

Presenter's information

Address: 1729 Boundary Avenue
City: Nanaimo
Province: B.C.
Postal Code: V9S 4P3
Business Phone: 250-758-8857

Details of Presentation:

Expand the Heart of Hospice Capital Campaign power point presentation to update council on this special project.

RECEIVED

JUL 05 2012

LEGISLATIVE SERVICES

☐ Council
☒ Committee of the Whole
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: 2012 - AUG - 27



REQUEST TO APPEAR AS A DELEGATION

ON 2012 - 08 - 27
year month day



COUNCIL

(at 7:00 p.m. in the Shaw Auditorium, 80 Commercial Street)



COMMITTEE OF THE WHOLE

(at 4:30 p.m. in the Shaw Auditorium, 80 Commercial Street)

☐ Council
☒ Committee of the Whole
☒ Open Meeting
☐ In-Camera Meeting
 Meeting Date: 2012-Aug-27

NAME OF PERSON MAKING PRESENTATION: <u>ALAN JORGENSEN</u>			
		<small>Print</small>	
ADDRESS: <u>344 MANHAS PLACE</u>	<u>NANAIMO</u>	<u>B.C.</u>	<u>V9T0Z6</u>
<small>street address</small>	<small>City</small>	<small>Province</small>	<small>Postal Code</small>
PHONE: <u> </u>	<u>250-740-7206</u>	FAX: <u> </u>	
<small>home</small>	<small>business</small>		
NAME OF APPLICANT IF OTHER THAN ABOVE: <u>NANAIMO UNITED F.C.</u>			
DETAILS OF PRESENTATION:			
<u>THE COST OF FIELD RENTALS AND THE WAY THEY ARE GIVEN</u>			
<u>TO USER GROUPS</u>			

PLEASE NOTE

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

DELEGATION REQUEST

Liz DeMattia has requested an appearance before council. The request is made on behalf of Suzanne Durnin.

The requested date is Aug 27, 2012.

The requested meeting is:
FPCOW

Presenter's information

Address: 2313 Edbe Road
City: nanaimo
Province: British Columbia
Postal Code: V9R6V9
Home Phone:
Email:

Details of Presentation:

The Nanaimo Science and Sustainability Society (NS3) would like to give council a short information presentation on the proposed Science Centre in Bowen Park.

☐ Council
☒ Committee *of the whole*
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: *2012 - AUG - 27*