

## **AMENDED**

### **AGENDA FOR THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING TO BE HELD IN THE BOARD ROOM, CITY HALL, ON MONDAY, 2012-FEB-06, COMMENCING AT 4:30 P.M.**

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1. **CALL THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING TO ORDER:**
2. **INTRODUCTION OF LATE ITEMS:**
  - Add Item 5 (b) – Presentations – Mr. Stuart MacKay, MMK Consulting Inc., regarding Review of Contracted Services.
  - Add Page 70.1 (Water Treatment Plant and Number One Reservoir Contractor Prequalification) to Item 10 (f) Information Only Items.
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
  - (a) Minutes of the Special Open Finance / Policy Committee of the Whole Meeting held in the Board Room, City Hall, on Tuesday, 2012-JAN-10 at 1:30 p.m. *Pg. 7-8*
  - (b) Minutes of the Regular Finance / Policy Committee of the Whole Meeting held in the Board Room, City Hall, on Monday, 2012-JAN-16 at 3:00 p.m. *Pg. 9-12*
  - (c) Minutes of the Special Open Finance / Policy Committee of the Whole Meeting held in the Board Room, City Hall, on Tuesday, 2012-JAN-17 at 1:30 p.m. *Pg. 13-15*
5. **PRESENTATIONS:**
  - (a) Mr. Brian Henning, BCLS, Williamson & Associates, on behalf of Lamont Land Inc. and Mr. Cedric Robert, ECODynamic Solutions (EDS) Inc. to provide a presentation regarding Development Permit DP695 at 5300 Rutherford Road.
  - (b) Mr. Stuart MacKay, MMK Consulting Inc., regarding Review of Contracted Services.
6. **DELEGATIONS PERTAINING TO AGENDA ITEMS: (10 MINUTES)**
  - (a) Delegations Pertaining to the 2012 – 2016 Financial Plan.

- (b) Ms. Jennifer O'Rourke, 6108 Parkwood Drive, Nanaimo, Ms. Joanne Jonas-McRae, Ms. Sally Ramsay, and Ms. Edna Chadwick, representing Save Linley Valley West, regarding a review of environmental monitoring of the development located at 5300 Rutherford Road.

Pg. 16

## 7. COMMISSION REPORTS:

- (a) **Parks, Recreation and Culture of Commission –2012 Arts, Cultural and Festival Events Grants**

Pg. 17-18

*Commission's Recommendation:* That Council approve the following 2012 Arts, Cultural and Festival Events Grants:

<i>2012 Arts, Cultural, and Festival Events Grants</i>	<i>Funding Requested</i>	<i>Funding Recommended</i>
<i>Canada Day 2012</i>	<i>\$2,200</i>	<i>\$1,400</i>
<i>Crimson Coast Dance</i>	<i>\$4,000</i>	<i>\$2,200</i>
<i>Friends of Nanaimo Jazz</i>	<i>\$5,000</i>	<i>\$1,600</i>
<i>Gallery Row Public Art Committee</i>	<i>\$1,500</i>	<i>\$300</i>
<i>Harbour City Jazz Fest</i>	<i>\$3,000</i>	<i>\$860</i>
<i>Bel Canto Singers</i>	<i>\$3,000</i>	<i>\$530</i>
<i>Francophone- Maple Sugar Festival</i>	<i>\$12,000</i>	<i>\$3,000</i>
<i>African Heritage Society</i>	<i>\$1,500</i>	<i>\$600</i>
<i>Arts Council</i>	<i>\$3,000</i>	<i>\$1,500</i>
<i>Ballroom Dance Society</i>	<i>\$5,000</i>	<i>\$2,000</i>
<i>Blues Festival</i>	<i>\$3,000</i>	<i>\$1,300</i>
<i>Children's Literature Round Table</i>	<i>\$2,000</i>	<i>\$900</i>
<i>Conservatory of Music</i>	<i>\$1,500</i>	<i>\$1,000</i>
<i>Empire Days Society</i>	<i>\$12,000</i>	<i>\$2,130</i>
<i>Highland Dance Association</i>	<i>\$1,075</i>	<i>\$830</i>
<i>Nanaimo Sings</i>	<i>\$2,500</i>	<i>\$1,110</i>
<i>Women's Resource Society</i>	<i>\$4,000</i>	<i>\$1,100</i>
<i>Pacific Coast Stage Co.(Fringtastic)</i>	<i>\$7,500</i>	<i>\$1,843</i>
<i>Performing Arts BC</i>	<i>\$7,500</i>	<i>\$2,396</i>
<i>Vancouver Island Symphony</i>	<i>\$4,000</i>	<i>\$2,232</i>
<i>Vancouver Island University Foundation</i>	<i>\$2,500</i>	<i>\$248</i>
<i>Art Gallery Festival of Banners</i>	<i>\$5,462</i>	<i>\$1,103</i>
<b>TOTALS:</b>	<b>\$93,237</b>	<b>\$30,182</b>

(b) **Parks, Recreation and Culture of Commission – 2012 Cultural Operating Grants**

Pg. 19-20

*Commission's Recommendation:* That Council approve the following 2012 Cultural Operating Fund Grants:

2012 Cultural Operating Grants	Funding Requested	Funding Recommended
A Capella Plus Choir Society	\$2,000	\$1,400
BC Boys Choir	\$2,000	\$1,500
Crimson Coast Dance	\$18,000	\$15,000
Centre for the Arts Society	\$14,500	\$7,938
Francophone Association	\$10,000	\$7,000
Malaspina Choir	\$2,600	\$2,250
African Heritage Association	\$5,000	\$1,000
Arts Alive	\$3,200	\$2,300
Arts Council	\$15,000	\$10,000
Ballroom Dance Society	\$1,000	\$800
Blues Society	\$10,000	\$7,000
Chamber Orchestra	\$4,500	\$3,000
Concert Band	\$14,076	\$6,000
Conservatory of Music	\$20,000	\$9,500
Pacific Coast Stage Co.	\$14,000	\$4,000
Pacific Institute of Bagpiping	\$3,500	\$2,200
TheaterOne	\$34,000	\$28,000
Tidesmen	\$2,500	\$1,600
VI Symphony	\$85,000	\$60,000
Western Edge Theater	\$14,500	\$5,500
<b>TOTALS:</b>	<b>\$275,376</b>	<b>\$175,988</b>

(c) **Parks, Recreation and Culture of Commission – Feasibility Study for the Beban Park Barn Replacement**

Pg. 21-50

*Commission's Recommendations:* That Council provide approval in principle for the VIEx to:

1. *replace four (4) of the existing barns on the VIEx grounds with one new consolidated barn structure as outlined in the report, with the addition of washrooms and heat to meet year round programming needs;*
2. *work with City Staff on a long term lease agreement; and,*
3. *provide up to \$300,000 towards the \$1.8 Million project when all financing is in place.*

- (d) **Minutes of the Parks, Recreation and Culture Commission Meeting held 2011-NOV-23** *Pg. 51-60*
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*Commission's Recommendation:* *That Council receive the Minutes of the Parks, Recreation and Culture Commission Meeting held 2011-NOV-23.*

8. **COMMITTEE REPORTS:**

NONE

9. **STAFF REPORTS:** *(blue)*

CORPORATE SERVICES:

- (a) **Port Theatre Operations** *Pg. 61-62*

*Staff's Recommendation:* *That Council approve the transfer of up to \$74,500 of the Port Theatre Society's capital reserve to the 2011 operating deficit.*

10. **INFORMATION ONLY ITEMS:**

- (a) Report from Mr. B. E. Clemens, Director of Finance, re: Review of Contracted Services. *Pg. 63-64*
- (b) Report from Ms. S. Clift, Director of Engineering and Public Works, re: Traffic Control Contract. *Pg. 65*
- (c) Report from Mr. I. Blackwood, Manager of Facility Maintenance and Construction, re: Northfield Rotary Park – Information Kiosk Tender. *Pg. 66*
- (d) Report from Mr. R. J. Harding, Director of Parks, Recreation and Culture and Mr. T. M. Hickey, General Manager of Community Services, re: Vancouver Island Symphony Port Theatre Rental. *Pg. 67-69*
- (e) Report from Mr. B. Sims, Manager of Water Resources, re: Water Treatment Plan and Number One Reservoir Materials Supply Tender. *Pg. 70*

- (f) Report from Mr. B. Sims, Manager of Water Resources, re: Water Treatment Plant and Number One Reservoir Contractor Prequalification. Pg. 70.1

11. **CORRESPONDENCE:**

NONE

12. **NOTICE OF MOTION:**

NONE

13. **OTHER BUSINESS:**

- (a) At the Regular Meeting of Council 2012-JAN-23, Councillor Greves provided notice that he will be bringing forward the following motion for Council's consideration:

"That Council direct Staff to prepare a report outlining options for the City to assist Council members who are seeking legal advice on conflict of interest."

14. **DELEGATIONS PERTAINING TO ITEMS NOT ON THE AGENDA:**  
(10 MINUTES)

- (a) Ms. Pat Portsmouth, 934 Highview Terrace, Nanaimo, regarding the advantages and disadvantages of using HandyDART. Pg. 71

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

16. **PROCEDURAL MOTION:**

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

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

17. **ADJOURNMENT:**

MINUTES OF THE SPECIAL OPEN FINANCE / POLICY COMMITTEE OF THE WHOLE  
MEETING HELD IN THE BOARD ROOM, CITY HALL,  
ON TUESDAY, 2012-JAN-10 COMMENCING AT 1:30 P.M.

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PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor G. Anderson (Arrived at 2:40 p.m.)  
Councillor W. L. Bestwick  
Councillor M. D. Brennan  
Councillor G. E. Greves  
Councillor J. A. Kipp  
Councillor J. F. K. Pattje

Absent: Councillor D. K. Johnstone  
Councillor W. B. McKay

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  
R. J. Harding, Director of Parks, Recreation and Culture  
S. Clift, Director of Engineering and Public Works  
J. Ritchie, Senior Manager of Parks and Civic Facilities  
S. Samborski, Senior Manager of Recreation and Culture Services  
B. Prokopenko, Senior Manager of Engineering  
D. Duncan, Manager of Finance  
B. Sims, Manager of Water Resources  
S. Graham, Manager of Financial Planning and Payroll  
J. E. Harrison, Manager of Legislative Services  
T. Wilkinson, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Special Open Finance / Policy Committee of the Whole Meeting was called to order at 1:30 p.m.

2. ADOPTION OF AGENDA:

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

3. PRESENTATIONS:

- (a) Mr. R. J. Harding, Director of Parks, Recreation and Culture, provided a PowerPoint presentation regarding the Parks, Recreation and Culture 2012 – 2016 Financial Plan.

The meeting recessed at 2:54 p.m.

The meeting reconvened at 3:05 p.m.

- (b) Ms. S. Clift, Director of Engineering and Public Works, provided a PowerPoint presentation regarding the Engineering and Public Works 2012 – 2016 Financial Plan.

4. DELEGATIONS PERTAINING TO AGENDA ITEMS:

- (a) Delegations Pertaining to the 2012 – 2016 Financial Plan.
  - No one spoke to the 2012 – 2016 Financial Plan.

5. QUESTION PERIOD:

- Mr. Ron Bolin, re: Parks, Recreation and Culture 2012 – 2016 Financial Plan; Engineering and Public Works 2012 – 2016 Financial Plan.

6. ADJOURNMENT:

It was moved and seconded at 4:27 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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MANAGER,  
LEGISLATIVE SERVICES



MINUTES OF THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING  
HELD IN THE BOARD ROOM, CITY HALL,  
ON MONDAY, 2012-JAN-16 COMMENCING AT 3:00 P.M.

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PRESENT: Mayor J. R. Ruttan, Chair

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

Staff: A. C. Kenning, City Manager  
D. W. Holmes, Assistant City Manager and General Manager of  
Corporate Services  
E. C. Swabey, General Manager of Community Safety and Development  
T. M. Hickey, General Manager of Community Services  
I. Howat, Director of Strategic Relationships  
T. L. Hartley, Director of Human Resources and Organizational Planning  
B. E. Clemens, Director of Finance  
T. P. Seward, Director of Development  
Chief R. Lambert, Nanaimo Fire Rescue  
Superintendent McPhail, OIC, Nanaimo Detachment RCMP  
(Vacated 4:45 p.m.)  
A. J. Tucker, Director of Planning  
R. J. Harding, Director of Parks, Recreation and Culture  
P. Kristensen, Director of Information Technology  
S. Clift, Director of Engineering and Public Works (Arrived 4:00 p.m.)  
S. Harrison, Deputy Fire Chief, Administration, Nanaimo Fire Rescue  
(Vacated 4:12 p.m.)  
M. Dietrich, Manager of Police Support (Vacated 4:45 p.m.)  
B. Sims, Manager of Water Resources (Arrived 4:15 p.m.)  
S. Graham, Manager of Financial Planning and Payroll  
J. E. Harrison, Manager of Legislative Services  
T. Wilkinson, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Regular Finance / Policy Committee of the Whole Meeting was called to order at 3:00 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add Agenda Item 11 (b) Correspondence – Letter dated 2012-JAN-13 from Mr. Mike Wansink, President, INFilm – Vancouver Island North Film Commission.

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 Finance / Policy Committee of the Whole Meeting held in the Board Room, City Hall on Monday, 2011-DEC-12 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS:

- (a) Mr. Bruce Halliday, General Manager, Ms. Glynis Hayes, President, Board of Directors, Mr. James Whiteaker, Past President, and Mr. Fred Jacklin, Secretary/Treasurer, The Port Theatre Society, advised Council of the current financial constraints for the Port Theatre and of the Co-Management Agreement.

It was moved and seconded that Council refer the matter of the Port Theatre funding to Parks, Recreation and Culture Staff, and that Staff report back to Council with options and recommendations regarding the Port Theatre's funding request. The motion carried unanimously.

- (b) Chief R. Lambert, Nanaimo Fire Rescue, provided a presentation regarding the Fire Rescue Department budget.
- (c) Mr. M. Dietrich, Manager of Police Support, provided a presentation regarding the Police Services Department budget.
- (d) Mr. I. Howat, Director of Strategic Relationships, provided a presentation regarding the Strategic Relationships Department budget.

Mayor Ruttan vacated the Board Room at 4:30 p.m.

Councillor Bestwick assumed the Chair.

Mayor Ruttan resumed the Chair at 4:35 p.m.

6. DELEGATIONS PERTAINING TO AGENDA ITEMS:

- (a) Delegations Pertaining to the 2012 – 2016 Financial Plan.
- No one spoke to the 2012 – 2016 Financial Plan.

7. INFORMATION ONLY ITEMS:

- (a) Report from Mr. K. Felker, Manager of Purchasing and Stores, re: Quarterly Direct Award Purchases.

8. CORRESPONDENCE:

- (a) Letter dated 2012-JAN-04 from Ms. Rosemary Bonanno, Executive Director, Vancouver Island Regional Library (VIRL), regarding VIRL's Facilities Policy.
- (b) Letter dated 2012-JAN-13 from Mr. Mike Wansink, President, INfilm – Vancouver Island North Film Commission, requesting that the City of Nanaimo include a financial investment of \$32,000 in INfilm in the 2012 budget.

It was moved and seconded that Council seek the opinion of the Nanaimo Economic Development Corporation on alternative methods to meet the request of INfilm – Vancouver Island North Film Commission. The motion was defeated.

Opposed: Councillors Brennan, Greves, Johnstone, McKay and Pattje

It was moved and seconded that Council refer the letter from INfilm – Vancouver Island North Film Commission to the Nanaimo Economic Development Corporation. The motion carried unanimously.

9. QUESTION PERIOD:

- Mr. Fred Taylor, re: Police Services Department budget; Fire Rescue Department budget.
- Mr. Ron Bolin, re: Port Theatre Society's presentation; Fire Rescue Department budget.
- Mr. Jess Anderson, re: Business Improvement Area (Strategic Relationships Department budget).

10. 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 employee negotiations;
- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure might reasonably be expected to harm the interests of the municipality;
- (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*; and,

- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public.

The motion carried unanimously.

Council moved into "In Camera" at 5:12 p.m.

Council moved out of "In Camera" at 6:30 p.m.

11. ADJOURNMENT:

It was moved and seconded at 6:30 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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MANAGER,  
LEGISLATIVE SERVICES

MINUTES OF THE SPECIAL OPEN FINANCE / POLICY COMMITTEE OF THE WHOLE  
MEETING HELD IN THE BOARD ROOM, CITY HALL,  
ON TUESDAY, 2012-JAN-17 COMMENCING AT 1:30 P.M.

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PRESENT: Mayor J. R. Ruttan, Chair

Members:

Councillor W. L. Bestwick (arrived 1:40 p.m.)  
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

Absent: Councillor G. Anderson

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 (arrived 1:58 p.m.)  
T. L. Hartley, Director of Human Resources and Organizational Planning  
B. E. Clemens, Director of Finance  
T. P. Seward, Director of Development (left 1:55 p.m.)  
A. J. Tucker, Director of Planning  
B. Anderson, Manager, Community Planning (left 1:55 p.m.)  
D. Lindsay, Manager, Building Inspection (left 1:55 p.m.)  
P. Kristensen, Director, Information Technology  
D. Mousseau, Manager, Engineering and Subdivision (left 1:55 p.m.)  
R. Churchill, Manager, Bylaw, Regulation and Security (left 1:55 p.m.)  
S. Graham, Manager, Financial Planning and Payroll  
S. Stinson, Manager, Technical Services (arrived 2:05 p.m., left 2:46 p.m.)  
G. Ferrero, Manager, Business Applications (arrived 2:05 p.m., left 2:46 p.m.)  
K. Williamson, HR Consultant  
J. E. Harrison, Manager of Legislative Services  
L. Dennis, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Special Open Finance / Policy Committee of the Whole Meeting was called to order at 1:33 p.m.

2. ADOPTION OF AGENDA:

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

3. PRESENTATIONS:

- (a) Mr. A. J. Tucker, Director of Planning, provided a presentation regarding the Planning Department budget.
- (b) Mr. T. P. Seward, Director of Development, provided a presentation regarding the Development Department budget.
- (c) Ms. T. L. Hartley, Director of Human Resources and Organizational Planning, provided a presentation regarding the Human Resources and Organizational Planning Department budget.
- (d) Mr. P. Kristensen, Director of Information Technology, provided a presentation regarding the Information Technology Department budget.
- (e) Mr. B. E. Clemens, Director of Finance, provided a presentation regarding the Finance Department budget.

Mayor Ruttan vacated the Board Room at 2:47 p.m.

Councillor Bestwick assumed the Chair.

Mayor Ruttan resumed the Chair at 2:51 p.m.

- (e) Ms. J. E. Harrison, Manager of Legislative Services, provided a presentation regarding the Legislative Services Department budget.

4. OTHER BUSINESS:

(a) Internal Auditor

It was moved and seconded that Council eliminate the position of Internal Auditor from the 2012-2016 Financial Plan. The motion carried unanimously.

(b) Higher Service Level Budget Items

It was moved and seconded that Council add the Vancouver Island Symphony as a line item in the budget and increase the amount of grant from \$60,000 to \$85,000 annually.

It was moved and seconded that Council refer the motion "that Council add the Vancouver Island Symphony as a line item in the budget and increase the amount of grant from \$60,000 to \$85,000 annually," to Staff for more information regarding the financial implications of symphony funding on Port Theatre operations. The motion carried unanimously.

5. QUESTION PERIOD:

- Mr. Fred Taylor, re: 2012-2016 Financial Plan.
- Mr. Jim Routledge, re: 2012-2016 Financial Plan.

6. ADJOURNMENT:

It was moved and seconded at 3:51 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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MANAGER,  
LEGISLATIVE SERVICES

Joanne Jonas-McRae, Jennifer O'Rourke, Sally Ramsay, Edna Chadwick has requested an appearance before council. The request is made on behalf of Jennifer O'Rourke.

The requested date is Feb 06, 2012.

**RECEIVED**

The requested meeting is:  
FPCOW

**JAN 30 2012**

Presenter's information

**LEGISLATIVE SERVICES**

Address: c/o 6108 Parkwood Dr  
City: Nanaimo  
Province: BC  
Postal Code: V9T 5Y7

Details of Presentation:

review of environmental monitoring of development at 5100 Rutherford Rd.

☐ Council  
☒ Committee FPCOW  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2012-FEB-06



**REPORT TO: MAYOR AND COUNCIL**

**FROM: DIANA JOHNSTONE, CHAIR,  
PARKS, RECREATION AND CULTURE COMMISSION**

**RE: 2012 ARTS, CULTURAL AND FESTIVAL EVENTS GRANTS**

**RECOMMENDATION:**

That Council approve the following 2012 Arts, Cultural and Festival Events Grants:

<b>2012 ARTS, CULTURAL AND FESTIVAL EVENTS GRANTS</b>	<b>\$\$\$ REQUESTED</b>	<b>\$\$\$ RECOMMENDED</b>
Canada Day 2012	2,200	1,400
Crimson Coast Dance	4,000	2,200
Friends of Nanaimo Jazz	5,000	1,600
Gallery Row Public Art Committee	1,500	300
Harbour City Jazz Fest	3,000	860
Bel Canto Singers	3,000	530
Francophone- Maple Sugar Festival	12,000	3,000
African Heritage Society	1,500	600
Arts Council	3,000	1,500
Ballroom Dance Society	5,000	2,000
Blues Festival	3,000	1,300
Children's Literature Round Table	2,000	900
Conservatory of Music	1,500	1,000
Empire Days Society	12,000	2,130
Highland Dance Association	1,075	830
Nanaimo Sings	2,500	1,110
Women's Resource Society	4,000	1,100
Pacific Coast Stage Co.(Fringtastic)	7,500	1,843
Performing Arts BC	7,500	2,396
Vancouver Island Symphony	4,000	2,232
Vancouver Island University Foundation	2,500	248
Art Gallery Festival of Banners	5,462	1,103
<b>TOTALS:</b>	<b>\$93,237</b>	<b>\$30,182</b>

**EXECUTIVE SUMMARY:**

The 2012 Parks, Recreation and Culture budget provides funds to local cultural groups for the purpose of initiating new, or expanding existing, art and cultural events in the City. The Parks, Recreation and Culture Commission advertise for applications requesting support for community cultural events, review the applications and recommend funding distribution. The 2012 Parks, Recreation and Culture budget includes funding for this purpose in the amount of \$30,182.00.

☐ Council  
☒ Committee FLPCOW  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2012-FEB-06

BACKGROUND:

Applications were received and reviewed by the Cultural Committee for funding according to how well each proposed event met the approved arts, cultural and festival event funding criteria.

At their meeting on 2012-JAN-25 the Parks, Recreation and Culture Commission unanimously recommended that Council approve the above 2012 Arts, Cultural and Festival Event Grants.

Respectfully submitted,

A handwritten signature in cursive script that reads "Diana Johnstone".

Diana Johnstone, Chair  
Parks, Recreation and Culture Commission

File: A4-1-2 / A2-4 / A3-35-1  
2011-JAN-27  
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**REPORT TO: MAYOR AND COUNCIL**

**FROM: DIANA JOHNSTONE, CHAIR**  
**PARKS, RECREATION AND CULTURE COMMISSION**

**RE: 2012 CULTURE OPERATING GRANTS**

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**RECOMMENDATION:**

That Council approve the following 2012 Cultural Operating Fund Grants:

<b>2012 CULTURAL OPERATING GRANTS</b>	<b>\$\$\$ REQUESTED</b>	<b>\$\$\$ RECOMMENDED</b>
A Capella Plus Choir Society	2,000	1,400
BC Boys Choir	2,000	1,500
Crimson Coast Dance	18,000	15,000
Centre for the Arts Society	14,500	7,938
Francophone Association	10,000	7,000
Malaspina Choir	2,600	2,250
African Heritage Association	5,000	1,000
Arts Alive	3,200	2,300
Arts Council	15,000	10,000
Ballroom Dance Society	1,000	800
Blues Society	10,000	7,000
Chamber Orchestra	4,500	3,000
Concert Band	14,076	6,000
Conservatory of Music	20,000	9,500
Pacific Coast Stage Co.	14,000	4,000
Pacific Institute of Bagpiping	3,500	2,200
TheaterOne	34,000	28,000
Tidesmen	2,500	1,600
VI Symphony	85,000	60,000
Western Edge Theater	14,500	5,500
<b>TOTALS:</b>	<b>\$275,376</b>	<b>\$175,988</b>

**EXECUTIVE SUMMARY:**

The Cultural Operating Fund was initiated to assist non-profit cultural organizations with a portion of their operating cost the provision of cultural services to the community. The 2012 Parks, Recreation and Culture budget includes funding for this purpose in the amount of \$175,988.00.

☐ Council  
☒ Committee *ELPLOW*  
☒ Open Meeting  
☐ In-Camera Meeting  
 Meeting Date: *2012-FEB-06*

BACKGROUND:

All applications for the 2012 Cultural Operating Grants were reviewed by the Cultural Committee based on guidelines approved by the Parks, Recreation and Culture Commission. After detailed review, and interviews with a number of the cultural groups, recommendations were made within the budgeted amount for this function.

At their meeting on 2012-JAN-25 the Parks, Recreation and Culture Commission unanimously recommended that Council approve the above 2012 Cultural Operating Grants.

Respectfully submitted,

A handwritten signature in cursive script that reads "Diana Johnstone".

Diana Johnstone, Chair  
Parks, Recreation and Culture Commission

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REPORT TO: MAYOR AND COUNCIL

FROM: DIANA JOHNSTONE, CHAIR,  
PARKS, RECREATION AND CULTURE COMMISSION

RE: FEASIBILITY STUDY FOR THE BEBAN PARK BARN REPLACEMENT

Council  
Committee: FPCW  
Open Meeting  
In-Camera Meeting  
Meeting Date: 2012-FEB-06

RECOMMENDATION:

That Council provide approval in principle for the VIEx to:

1. replace four (4) of the existing barns on the VIEx grounds with one new consolidated barn structure as outlined in the report, with the addition of washrooms and heat to meet year round programming needs;
2. work with City Staff on a long term lease agreement; and,
3. provide up to \$300,000 towards the \$1.8 Million project when all financing is in place.

EXECUTIVE SUMMARY:

At the 2010-NOV-24 Parks, Recreation and Culture Commission meeting, the Commission endorsed the 2006-MAY-24 motion supporting that staff "initiate a process, with the Vancouver Island Exhibition (VIEx), to develop the concept and determine the feasibility of constructing a multi-use facility at Beban Park".

The Feasibility Study for the Beban Park Barn Replacement (attached) got underway in January, 2011. Since then, a team comprised of City Staff and VIEx Board members worked through a process with a facility consultant to evaluate a number of building options around replacement of the aging barns located at Beban Park within the Beban Park VIEx and Equestrian license area.

Through the feasibility study process three options were developed and evaluated:

- Option 1:** Replacing the existing barns on the VIEx grounds with one new consolidated barn structure as outlined in this report.
- Option 2:** Building a new building that meets the core programmatic needs of VIEx and meets the needs of various minor sport and adult recreational user group needs
- Option 3:** Building a new institutional quality building that would be jointly operated by VIEx and the City of Nanaimo and meets the program needs of VIEx and, minor sport and adult recreation group needs.

The attached report, "Feasibility Study for the Beban Park Barn Replacement Facility", provides detail on the process, options, financial analysis, and recommendations regarding this project.

At their meeting of 2011-NOV-23, the Parks, Recreation and Culture Commission passed a motion supporting the recommendation that Council provide approval in principle for the VIEx to: replace four (4) of the existing barns on the VIEx grounds with one new consolidated barn structure as outlined in this report, with the addition of washrooms and heat to meet year round programming needs; work with City Staff on a long term lease agreement; and, provide up to \$300,000 towards the \$1.8 Million project when all financing is in place.

In accordance with the Parks Dedication Bylaw, a lease agreement will result in the dispensation of parkland to the VIEX requiring an Alternative Approval Process. Once funding and project approval is obtained, staff will work with Legislative Services to ensure all protocols are followed.

### BACKGROUND:

The development of a multi-use facility to not only replace the aging barns but also provide a venue for a number of agricultural and general use activities has been a vision for a number of years. A desire within the community to develop a multi-use facility at Beban Park was identified in the 2005 Parks Recreation and Culture Master Plan.

Three options were developed and evaluated through the feasibility study. Each option addresses the core requirements of the primary user and builder of the facility. The following reflect the summary of the options that are detailed in the attached study.

#### ***Option 1: Replacing the existing barns on the VIEX grounds with one new consolidated barn structure.***

- An un-insulated and unheated pre-engineered metal building with concrete floor slab programmed to meet the primary user need: VIEx summer fair exhibitory and year-round storage use only; the facility would have limited community or sport use potential, although the building could be fitted-up in the future to serve those additional needs.
- VIEX would program and cover all operating costs. There would be no additional operating costs than current: energy use or labor costs associated with the new building except for annual as-needed routine repair and maintenance.
- Project cost \$1.86 Million.

#### ***Option 2: Building a new building that meets the core programmatic needs of VIEx and meets the needs of various minor sport and adult recreational user group needs.***

- The superior quality pre-engineered building would be fully winterized and include finished office, washroom and meeting spaces; storage spaces would be left unimproved. All building code requirements for occupancy would be satisfied.
- The building would include a full-bleed sport flooring system (palletized removable but not tile), minimum 25-foot ceiling, netting for sub-dividing space, a continuous plywood dasher board system on the inside face of perimeter columns for safety and to keep balls in the field of play.
- The facility would require approximately 0.5 full-time equivalent (FTE) staff to operate. If the facility were operated by volunteer labor, the facility could potentially meet operating expenses. If the facility depended on paid staff, the facility would very likely operate in annual deficit.

- Project cost \$3.75 Million.

***Option 3: Building a new institutional quality building that would be jointly operated by VIEx and the City of Nanaimo and meets the program needs of VIEx and, minor sport and adult recreation.***

- Built of concrete to 8-feet and manufactured steel upper walls and roof.
- The project would be over twice the cost of Option 2 requiring the City's participation in the facility as a capital and operating partner.
- The facility could be operated on a volunteer basis or with paid staff.
- Project cost \$5.6 Million.

From the long-term perspective of VIEx, Option 1 is the most affordable and sustainable solution. Based on the consultant's report, the new facility would be unheated and un-insulated and the interior largely unfinished. However, staff supports VIEx's recommendation that the heating, insulating and washroom requirements be addressed in the initial construction phase so as to allow year round use. This would increase the \$1.86 Million budget estimate somewhat but the increase would be offset by potential rental revenue. The simple pre-engineered metal structure with concrete floor slab should be designed to be refitted in the future when demand demonstrably increases or supply is reduced.

The City's Centennial Building located at Beban Park is smaller than the proposed new barn but is somewhat similar in design and in operational possibilities. Staff agrees that, if the VIEx develop the new facility with a focus on accommodating agriculturally based community groups and the City continues to develop the Centennial Building with a focus on accommodating sport based community groups, that all groups will be better served.

At some point, the Master plan for Beban Park will be revisited. At that time the replacement VIEx structure will either fit into an updated plan or as a pre-engineered building, could be relocated. The advantage of the modified Option 1 at this time is the flexibility it represents.

## **Funding**

Currently there is \$300,000 of City allocated funds towards this project in the 2015 Capital Plan. VIEx will be presenting a project capital plan outlining project funding.

Respectfully submitted,



Diana Johnstone, Chair  
Parks, Recreation and Culture Commission

Attachment



## **Feasibility Study for the Beban Park Barn Replacement Facility**

Prepared for the City of Nanaimo and the Vancouver Island Exhibition

April, 2011

**CANNONDESIGN**





## **Barn Replacement Facility Feasibility Study**

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## Executive Summary

### Overview

The Vancouver Island Exhibition (VIE) in partnership with the Nanaimo and District Equestrian Association currently operates and maintains facilities at Beban Park, including a series of City of Nanaimo-owned aging barns. The seven existing barns are of un-insulated wood construction and are nearing the end of their service life. The City of Nanaimo has asked Cannon Design to examine options for replacement of the structures as well as to identify impacts, risks and costs to the City as owner of a new building when completed.

Beban Park is a significant civic asset and one of the last remaining public green spaces with redevelopment potential. Change has to be carefully conceived and in terms of long-range site master planning. Therefore design of the barn replacement building should consider possible relocation in the future due to changing priorities and the integral long-term role of Beban Park as a regional recreation destination.

The site of the barns to be demolished and that of new building is well-located relative to parking, services and roads. Unstable soil conditions were thought to be the only unknown variable as the site at one time accommodated waste product stockpiling for a sawmill.

### Program and Demand

The key program drivers for a new VIE barn replacement are a two-week period in the summer as a venue for agricultural exhibits and animal husbandry displays. In the winter months the facility would be used for storage of fair equipment and furniture. A notion was brought forward to expand the scope of the building to allow for community use during the dormant winter months, primarily minor sport and adult recreation and interest programs. This spawned an idea to plan a building layout conducive for multi-use including sport, similar to a (smaller) multi-purpose building recently completed in Coombs.

The conclusion after interviewing seventeen sport and interest groups was that while there may be rental demand for early prime-time (currently not available), it may come at the expense of the adjacent City-operated Centennial Building if current renters abandon it for the newer facility. Each group anticipated their sport or activity would be experiencing growth in the future but perhaps not at a rate to support two or even three dry-floor buildings in the near future (including a third initiative for an indoor box lacrosse structure in discussion).

### Financial Self-Sustainability

To be self-sustaining in operations and not a burden or risk to the City of Nanaimo, revenues from rentals would have to meet or exceed annual operating expenditures. For Options 2 and 3, operating costs would vary between \$60,000 per year to over \$130,000 depending largely on whether staffing is volunteer or paid.

Revenue projections were based on rates comparable to the Centennial Building or school gym rentals but doubled as the main floor area of the proposed facility would be almost twice the size Centennial. This would result in a range of expected rental rates of between \$30-40 per hour (or half for half floor) for between 1,500 to 2,500 annual prime-time rental hours. Meeting rooms would also potentially contribute an additional 25% in revenues based on lower rates and lower utilization.

The revenue-cost analysis and modeling revealed almost inevitable deficits in scenarios where labour was paid and not volunteer. It also revealed only modest balanced budgets with volunteer staffing assuming less than all of prime being successfully sold. Only with volunteer staffing and 100% of prime-time sold was there any prospect of an operating surplus.

### **Development Options**

Three options were developed and evaluated. Each addresses the core requirements of the primary user and builder of the facility. Each varies in complexity of involvement, risk and obligation to the City of Nanaimo, the owner of land and buildings at Beban Park.

#### **Option 1 – Replacing the existing barns with one new relocatable consolidated barn structure**

- An uninsulated and unheated pre-engineered metal building with concrete floor slab programmed to meet the primary user need: VIEX summer fair exhibitory and year-round storage use only; the facility would have limited community or sport use potential, although the building could be fitted-up in the future to serve those additional needs.
- There would be no additional operating costs than current: energy use or labour costs associated with the new building except for annual as-needed routine repair and maintenance.
- **Project cost \$1.86 million**

#### **Option 2 - Building a new building that meets the core programmatic needs of VIEX and meets the needs of various minor sport and adult recreational user group needs**

- The superior quality pre-engineered building would be fully winterized and include finished office, washroom and meeting spaces; storage spaces would be left unimproved. All building code requirements for occupancy would be satisfied.
- The building would include a full-bleed sport flooring system (palletized removable but not tile), minimum 25-foot ceiling, netting for sub-dividing space, a continuous plywood dasher board system on the inside face of perimeter columns for safety and to keep balls in the field of play.
- The facility would require approximately 0.5 full-time equivalent (FTE) staff to operate. If the facility were operated by volunteer labour, the facility could potentially meet operating expenses. If the facility depended on paid staff, the facility would very likely operate in annual deficit.
- The City could be adversely affected by the new building as it likely reduces usage and revenues at Centennial Building.
- **Project cost \$3.75 million**

#### **Option 3 - Building a new institutional quality building that would be jointly operated by VIEX and the City of Nanaimo and meets the program needs of VIEX and, minor sport and adult recreation**

- Built of concrete to 8-feet and manufactured steel upper walls and roof, the building represents the best long-term investment for the City reducing O/M costs and energy use
- The project would be over twice the cost of Option 2 requiring the City's participation in the facility as a capital and operating partner.
- The facility could be operated on a volunteer basis or with paid staff. The former could yield a modest financial surplus and the latter very likely in an on-going deficit situation for the City.

Centennial building as a consequence may or may not be redundant and removed from the City inventory.

- Development of a multi-use facility of this scale would require a public consultation process
- **Project cost \$5.6 million**

#### Conclusion and Recommendation

From the perspective of looking after the best the interests of the City of Nanaimo, the recommended development direction at this time is Option 1. From the long-term perspective of VIEX, Option 1 is the most affordable and sustainable solution.

The new facility would be unheated and un-insulated and the interior largely unfinished. The simple pre-engineered metal structure with concrete floor slab should however be designed to be refitted in the future when demand demonstrably increases or supply is reduced (i.e. reaching the end service life for Centennial).

The future adapting would include additions of building systems required by code for human occupancy of the structure, the addition of sport flooring and other considerations, and the interior finishing of support spaces. When completed the end product would be similar to the second option. The cost upgrade would be similar to the difference between Option 1 and 2 except escalated for inflation.

Option 2 presents too much risk at this time for the City of Nanaimo and places a significant management and operating burden on a relatively small volunteer-based organization like VIEX. Option 3 is in all likely-hood cost prohibitive for VIEX without a capital partner like the City, which the municipality could find itself in an unpredictable operating scenario (i.e. labour costs and other overheads).

One other factor to be cognizant of is that public land is scarce and valuable and, at some point in the future a master plan for Beban Park will be revisited. At that time the replacement VIEX structure will either fit into an overall service delivery model, or as a pre-engineered building, could be relocated. The advantage of Option 1 at this time is the flexibility it represents.

## 1.0 Project Overview

Vancouver Island Exhibition Association in an agreement with the Nanaimo and District Equestrian Association and the City of Nanaimo, currently own and operates a number of buildings, including a series of barns, at the City-owned Beban Park. The existing long, linear wood barn structures that the exhibition currently uses are approaching the end of their service life and the City of Nanaimo wished to investigate the potential, if feasible for the replacement facility to serve as a year-round use facility.

The key building program driver for a new VIEX barn replacement building is the two-week period in the summer where an enclosed space is required for agricultural exhibits and animal husbandry displays. In the winter months the facility would be used for storage of fair equipment and furniture. The question was asked whether it would be viable to expand the scope of the building to allow for community use during the dormant winter months, primarily minor sport and adult recreation and interest programs.

The purpose of this report is to lay out the decision-making criteria and evaluate the redevelopment options to ensure the most appropriate, economical and functional choice is made. The City of Nanaimo has indicated that the new facility must be self-sustaining.

A multi-use facility is a more complex business model for replacement of the existing six un-heated, un-insulated barns which currently have negligible operating costs. From the VIEX perspective, their own need is active only during the summer exhibition and passive for storage for the remainder of the year. A multi-purpose hall, insulated and with a removable sport-flooring surface also fitted with support spaces will be more costly to building and significantly more costly to operate. This report examines all the variables and assesses the potential for demand and revenues to support the operating costs of a new facility.

In meetings with the VIEX barn replacement facility project committee, the committee foresaw a single, economical pre-manufactured steel building just slightly larger than the combined redundant six barns of 16,000 square feet (1500 square metres) with an added attached covered stable area of 4,000 square feet. Building footprint would be 100' x 200' and the main hall dimensions 60' x 200', with a clear ceiling height of under 25'.

The type of building and the main hall area for the VIEX barn replacement facility was inspired by a relatively new similar, but smaller building in Coombs developed by their exhibition association. The program for the Coombs structure was initially exclusively for fair use, but quickly evolved into a year-round community-use venue. After the fact a sport-flooring was installed and the operators interviewed conceded decisions would have been made differently if the broader program potential was understood at that time.

The consultation process for this study uncovered potential unmet and pent-up demand for dry-floor space during the winter months in Nanaimo (typically only available in arenas during the summer months when ice is removed). These sports include lacrosse, soccer, futsal, ball hockey and baseball training. The Nanaimo Kennel Club, currently utilizing the Centennial Building at Beban Park was also met with.

The primary concerns for the City of Nanaimo are two-fold: what are the financial capital and operational impacts to the City of a new facility, and second, would the increased supply with the new facility adversely impact Centennial Building revenues, by shifting demand rather than addressing unmet demand.

## 2.0 Site Context

Beban Park is one of the last remaining public green spaces with redevelopment potential and as a high value asset, change has to be carefully conceived. From the Beban Park Facilities Redevelopment Plan:

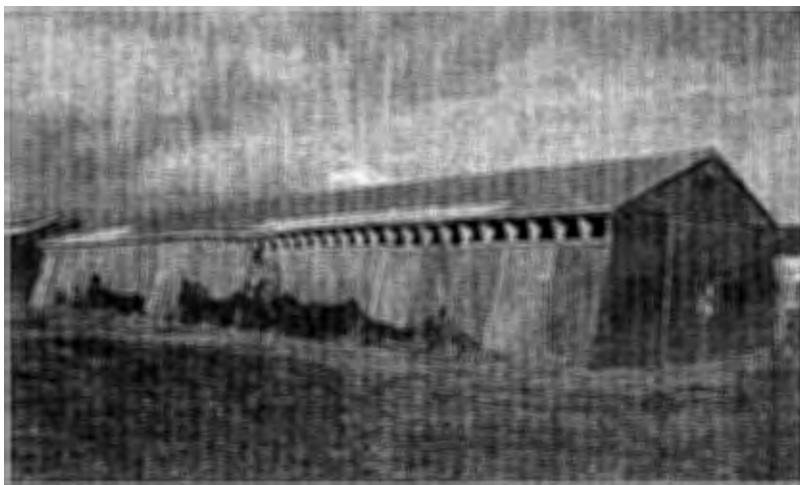
Beban Park has been a proud part of Nanaimo's history since 1953, when the City purchased the Beban estate to replace the former Central Sports Grounds, now the site of Port Place Mall. The City's bold move set the stage for the development of a 160-acre, multi-purpose, destination that has become greater Nanaimo's premier recreation centre offering activities for everyone. For nearly 60 years, Beban Park has evolved, as it responds to a growing population, changing recreation activities and emerging community character.

Today, Beban Park is one of four, City-owned, multi-facility, active living campuses serving the recreation, sport, culture and community needs of residents of Nanaimo and the neighbouring communities. (The other campuses are: Third Street (Nanaimo Ice Centre, Nanaimo Aquatic Centre, Rotary Park and Serausmen Stadium; Bowen Park (Social Centre, outdoor Pool, fields etc) and Oliver Woods Community Centre (including the outdoor park and senior's wellness area).

With eyes on tomorrow, and to ensure that it preserves its integral role as a preferred regional recreation destination, Beban Park must continue to change and evolve, keeping pace with its changing community. Beban Park's future lies in its history. The park's proud tradition, rich heritage and clear mandate demands that those responsible for the park today make decisions with future generations at the forefront of their decision-making. With wise decisions by its stewards, Beban Park and its featured facilities and amenities can continue to attract generations of citizens, as visitors, users and spectators.

The Vancouver Island Exhibition has a joint rental agreement at Beban Park site with the Nanaimo and District Equestrian Association (NDEA). The Beban Park site includes various City-owned and operated recreation facilities, co-located with VIEX and NDEA operated stand-alone buildings, barns, paddocks and an outdoor equestrian show arena.

The redevelopment footprint area in question consists of six existing VIEX barns which would be demolished to accommodate the single consolidated replacement building. The site is relatively level and unobstructed, with site servicing easily extendable from the existing infrastructure. Unknown variables include geotechnical conditions as the site was thought to once be a pulp mill and portions of the site backfilled with waste product.



Typical Existing Barn

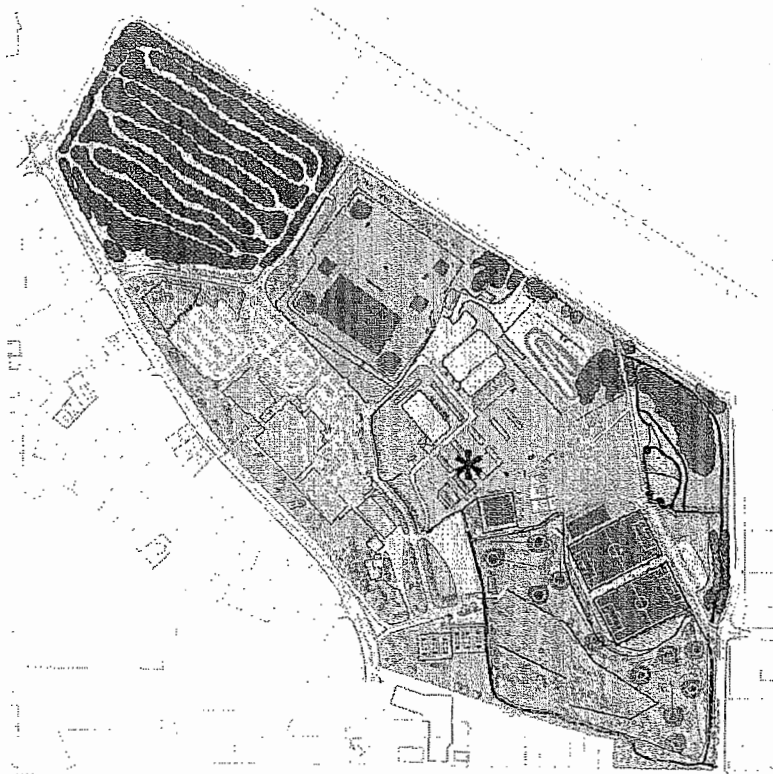
The original thirty+ year old barn structures of all-wood construction, are not insulated or heated spaces and are used for storage except during the two weeks of the summer exhibition. One barn has been improved marginally and may be retained in the short term. Overall, site area and capacity is not an issue.

Beban Park is located on Bowen Road in the northwest quadrant of the city and is easily accessible from the island highway via Northfield Road. Immediately to the south-west of the proposed building site is the Centennial Building and beyond, the Cliff McNabb and Frank Crane arenas and the Beban Park Aquatic Centre and Social Centre. Other amenities on the site include the Kinsmen Participark, a children's playground, a pitch and putt golf course, sports field, lawn bowls, tennis courts and an off-leash dogs area.

The site plan on the following page identifies the location of the new facility relative to other existing buildings, parking and other fairground elements such as the horse ring and paddocks, and stables. The replacement building will exceed the floor area of the demolished barns with a surplus area that could be developed into additional parking directly adjacent to the building.

Typically for the summer exhibition, the agricultural precinct is closed to vehicle traffic and the buildings and outdoor areas house exhibits and performance areas, animal holding areas, food and beverage areas, and such.

During the remainder of the year and depending on the option, the exhibition multi-purpose building could accommodate various rentals including potentially the dog obedience classes, minor and amateur sport groups, assemblies, exhibitions, fairs and trade shows potentially in conjunction with the Social Centre. Road and service access to the building site are good and present no obstacles.



Beban Park illustrating the new building location (asterisk)



### 3.0 Decision-Making Criteria

The criteria by which development alternatives are evaluated should be comprehensive to fully assess all opportunities and risks. The factors and variables assessed are both direct such as risks to the owner, and indirect such as benefits to the community. The evaluation criteria would be applied equally to each of the three development options and two sub-options. The assessment of each option can be found in Section 6.0 Recommendations, where the preferred development direction is identified.

Three options were developed and evaluated. Each addresses the core requirements of the primary user and builder of the facility. Each varies in complexity of involvement, risk and obligation to the City of Nanaimo, the owner of land and buildings at Beban Park. The three options are as follows:

Option 1 – Replacing the existing barns with one new consolidated barn structure

- An uninsulated and unheated pre-engineered metal building with concrete floor slab programmed to meet the primary user need: VIEEX summer fair exhibitory and year-round storage use only; the facility would have limited community or sport use potential, although the building could be fitted-up in the future to serve those additional needs.

Option 2 – Building a new building that meets the core programmatic needs of VIEEX and meets the needs of various minor sport and adult recreational user group needs

- The superior quality pre-engineered building would be fully winterized and include finished office, washroom and meeting spaces; storage spaces would be left unimproved. All building code requirements for occupancy would be satisfied.
- The building would include a full-bleed sport flooring system (palletized removable but not tile), minimum 25-foot ceiling, netting for sub-dividing space, a continuous plywood dasher board system on the inside face of perimeter columns for safety and to keep balls in the field of play.

Option 3 – Building a new institutional quality building that would be jointly operated by VIEEX and the City of Nanaimo and meets the program needs of VIEEX and, minor sport and adult recreation

- Built of concrete to 8-feet and manufactured steel upper walls and roof, the building represents the best long-term investment for the City reducing O/M costs and energy use
- The project would be over twice the cost of Option 2 requiring the City's participation in the facility as a capital and operating partner.

The criteria could be categorized into one of five major families: affordability, appropriateness, acceptability, accountability and attainability.

#### Affordability

Capital Cost – What will be the building cost, and does VIEEX have the means and resources to raise the funds for construction. What will be the City's role and risk in financing the project or co-signing debt financing for VIEEX long-term borrowing if applicable.

Borrowing – Borrowed money will cost 1.7 to 2.7 times the principle amount (in present dollars) over the term of amortization assuming at least 25-years at an average interest rate. Front-end capitalization is of far more beneficial to the project than leveraged capital.

**Operating costs** – Are the operating costs realistic and credible. Labour is the single largest component in public building expenditures, what are the assumptions about this component of costs. Utilities are expensive and cost reacts inversely to scarcity. Will the new facility be economical and efficient in it's operation. Is the quality and durability of construction such that repairs and maintenance costs can be kept to a minimum.

**Self-Sustainability and Revenues** – In order to arrive at self-sustainable operations, the facility revenues must meet expenditures. Is the rental pricing realistic, competitive and fair and, is demand significant enough to consume this newly available inventory of recreation rental time.

### **Appropriateness**

**Need** – Is this a facility that the community wants, has been asking for and is therefore under-supplied or, does it compound an adverse over-supply condition.

**Scale and Type** - Is the facility the appropriate scale, size and configuration not only for VIE X needs, but are dimensions optimal flexibility and for accommodating specific user group needs for the potential additional uses.

**Impact on Existing Facilities** – VIE X facilities are currently co-located at Beban Park along with other dry-floor facilities the Centennial Building, the Social Centre and the existing arenas which rent dry-floor space from April to September. Will the new facility actually serve unmet pent-up demand for facilities or will existing facilities be adversely impacted by the presence of a new competitor. Specifically, will the Centennial Building's already low annual income be negatively affected by current renters leaving for the newer and larger facility that will be introducing previously not available early prime-time time slots.

Will rental pricing be on par with civic facilities or will it be under-priced adversely impacting the City or expectations over-priced affecting the new facility's marketability.

### **Acceptability**

**Agreement** – Are all interests the City of Nanaimo, VIE X, the Nanaimo and NDEA, and if the building is made multi-purpose, the kennel club, sport user groups and the general community seeing and getting what they need or will accept.

**Endorsement by City** - What are the benefits to be accrued to City of Nanaimo that makes this venture worth pursuing. How will the City be vested in this project and will that compromise any other planned initiatives.

**Endorsement by VIE X** - What are the benefits to be accrued to VIE X that makes this venture worth pursuing.

**Endorsement by Others** - What are the benefits to the kennel club, sport user groups and other stakeholders that makes this venture worth participating.

**Endorsement by Community** - What are the benefits to the community at large that makes them want to support the initiative in terms of priorities, allocation of scarce resources and economic development impacts

**Accountability**

Risks to the City of Nanaimo – What are the risks to the City and are they manageable or excessive. What burden, public liability, financial signatory, financial obligation, default obligation or any other type of peril might the City be responsible in a primary or secondary way.

Risks to VIEX – What are the risks to VIEX and are they manageable or excessive. Will the building impact the resources of the exhibition society putting their organization in a compromised situation. Will the types of uses expose VIEX to unforeseen threats or liabilities.

Transparency - Is the process open and transparent and is it of public record.

**Attainability**

Commitment and Partnership – Is there a “meeting of the minds’ between the City of Nanaimo and the Vancouver Island Exhibition society to ensure a common vision, commitment and cooperation. Is there a history of collaboration between the parties and what are the strengths and weaknesses of past ventures.

Time – Can the project be realized within a reasonable time-frame such as two years before momentum might be lost, costs potentially escalate or renter interest is satisfied elsewhere. Can design and construction begin and continue on a predictable path to ensure efficiency and economy.

Budget – Is the construction and project budgets comprehensive, inclusive and attainable and, can contingencies be accounted for including construction financing, escalation, design contingencies, unforeseen conditions such as soils, hazardous materials or archeological unknowns.

Fund-Raising Opportunities – Donations, endowments and modest corporate sponsorships will likely form the bulk of the capital raised. A surcharge on annual summer exhibition admissions for a “building fund” could be a major financial source, if there is the will or means to make that possible. Goods and labour in-kind was acceptable for the Coombs Exhibition Hall, but would have to be pre-approved by the City of Nanaimo, or may be rejected or traded for acceptable considerations.

#### 4.0 Potential Usage and Demand for a New Building

In addition to the previously expressed interest on the part of the Nanaimo Kennel Club, seventeen potentially compatible minor and amateur sport groups were contacted to ascertain the level of interest in potentially renting space at rates comparable to the Centennial Building or school gymnasiums in the district.

Cannon Design consulted with minor soccer, futsal, box lacrosse, volleyball, baseball (training only), badminton and ball hockey. As well, Vancouver Island University was contacted to discuss their interest for student recreation, but VIU declined to participate. The Nanaimo and District Equestrian Association, VIEX's partner in agreement with the City was also contacted but had no response about the proposal.

All groups that were contacted expressed interest in the new facility, though some like volleyball and badminton with the caveat that specific sport requirements are met (i.e. clear height, indirect lighting). The project committee concluded that badminton's expectations likely could not be met and that volleyball would be better served elsewhere.

Conversations revealed that minor lacrosse is currently developing a proposal for their own facility, a coverall-structure over a regulation-size box. That said, there was interest expressed for winter conditioning and evaluation camps and summer use for game space for the youngest age groups.

Most groups indicated they would use half-floor configurations, with the exception of adult ball hockey that would play the full floor. With a retractable curtain divider subdividing the space, the opportunity is presented to have two different activities occur at any given time.

Among soccer (U6 to U14 games, plus practices), futsal (U6-U10 games and practices), box lacrosse (mini-tykes games and all ages practices) and, youth ball hockey envisioned prime-time renting of space for both competition and practice. The men's CPHL ball-hockey league would also be interested in renting space for actual games.

Youth and adult soccer (including potentially Nanaimo United), box lacrosse (Intermediate;, Sr. A Timbermen; and Masters) and baseball (Vancouver Island Baseball Academy; and minor fastball) expressed interest in using ideally the entire space for practices, conditioning and evaluation camps.

The hypothetical and conceptual schedule on the following page has taken identified needs from stakeholders and illustrates how bookable time may be apportioned. Areas in white are considered prime-time, light gray would be shoulder-prime time and dark gray would be the less desirable non-prime time (still salable, but most likely at much lower hourly rates). Some uses would be seasonal as indicated by user, creating additional pockets of time that would be attractive to other groups.

The Nanaimo Kennel Club (an anchor tenant at Centennial Building) and sport groups contacted combined claimed they could be interested in cumulatively in over fifty hours per week of prime time evening hours and all-day weekends, based on current levels of participation and assuming they abandoned their traditional timeslots at Centennial. Many sport groups felt the new facility would open opportunity for growth within their sport, primarily around early prime-time slots not traditionally available to them at Centennial due to the Kennel Club..

The list on the following pages is a summary of input received from groups contacted during February, 2011. The contact list was provided by the City of Nanaimo Parks and Recreation. Groups were told

about the potential opportunity to rent space at per-square-foot rates comparable to Centennial Building or district school gymnasiums.

Table 1. Conceptual Booking Schedule

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
	Side A	Side B	Side A	Side B	Side A	Side B	Side A	Side B	Side A	Side B	Side A	Side B
7AM												
9AM											Minor Soccer Sept-Dec	
											Fastball Jan-March	
11AM					Non-Prime Times						Minor Lacrosse April-June	
											Kennel Club Special Events	
1PM												
3PM	Baseball Institute		Baseball Institute		Baseball Institute		Baseball Institute		Baseball Institute		Minor Soccer Se-Oct; Ma-Apr	
	Sept-June		Sept-June		Sept-June		Sept-June		Sept-June		Futsal Dec-Feb	
5PM	Kennel Club	Baseball Inst.	Kennel Club	Baseball Inst.	Kennel Club	Baseball Inst.	Kennel Club	Baseball Inst.	Youth Ball Hockey		Kennel Club Special Events	
	Se-No; Ja-Ma	Sept-June¹	Se-No; Ja-Ma	Sept-June¹	Se-No; Ja-Ma	Sept-June¹	Se-No; Ja-Ma	Sept-June¹	Sept-June			
7PM	Kennel Club	Minor Soccer	Kennel Club	Futsal	Kennel Club	Minor Soccer	Kennel Club	Futsal	CPHL Ball Hockey			
	Se-No; Ja-Ma	Sept-June	Se-No; Ja-Ma	Sept-June	Se-No; Ja-Ma	Sept-June	Se-No; Ja-Ma	Sept-June	Sept-June			
9PM	TBD	TBD	TBD	TBD	United Soccer		Masters Lacrosse		CPHL Ball Hockey		Shoulder Prime Time	
					Sept-June		Sept-June		Sept-June			
11PM												

Groups were asked for number of hours and days of week they might be interested in and any special sport considerations. Only two major considerations were raised, both regarding participant safety: that there be appropriate sport-flooring and that protruding perimeter wall-columns be protected with a flush plywood un-interrupted face to ensure safety. Specific needs included netting with the user may provide or plywood inserts to round the corners.

A summary of input from each group contacted follows:

Organization name: **Nanaimo Youth Soccer**

Potential user: Yes

Registration numbers: >2,000

Growth projection: Levelled

Participant age ranges: U-6 to 10; U11-18

Gender: M and F

Preferred times / days of week: Mo-Su

Active Calendar Months: 10 mo. with camps

Current Centennial user: Occasional

Would pay Centennial rates: Yes

Specific sport requirements: Artificial turf or sport floor; netting; clear height not an issue for youth

Other comments: No access to early prime time now; while registrations may have plateaued, organizers would like to increase hours per week per participant

**Organization name: Nanaimo Youth Indoor Futsal**

Potential user: Yes  
 Registration numbers: Draws from soccer  
 Growth projection: Limited by space  
 Participant age ranges: U-6 to 10; U11-18  
 Gender: M and F  
 Preferred times / days of week: Tu and Th practices; Sa-Su and We games  
 Active Calendar Months: Dec-Feb  
 Currently Centennial user: No (uses Oliver Woods / John Barsley HS)  
 Would pay Centennial rates: Yes  
 Specific sport requirements: Play with weighted ball so height not an issue; turf or sport flooring, concrete not acceptable; half space acceptable for U6-10 games  
 Other comments: Ideally, bench areas away from playing area

**Organization name: Nanaimo United Men's Soccer**

Potential user: Possible for weekly practices in winter  
 Registration numbers: 30  
 Growth projection: None  
 Participant age ranges: Adult  
 Gender: M  
 Preferred times / days of week: Weekday evenings  
 Active Calendar Months: Sept. - April  
 Currently Centennial user: No  
 Would pay Centennial rates: Yes  
 Specific sport requirements: Turf or engineered sport flooring; height not an issue  
 Other comments: None

**Organization name: Nanaimo District Minor Lacrosse**

Potential user: Yes  
 Registration numbers: (follow-up question)  
 Growth projection: Changes year to year  
 Participant age ranges: Mini-Tykes U4-5, Tykes U6-7,  
 Gender: M and F  
 Preferred times / days of week: Early evenings (4-hours per night) and weekends day  
 Active Calendar Months: Tryouts in February; April-June  
 Currently Centennial user: Yes  
 Would pay Centennial rates: Yes  
 Specific sport requirements: Could play Mini and Tyke games in one half of hall (60' x 100'), would need to rent full-floor for older ages practices (regulation width required 85' – proposed is 60')  
 Other comments: Mini and Tyke games indoors would free up outdoor boxes for older age groups games; potential for grant as up-front prepayment of rent

**Organization name: Nanaimo Masters Lacrosse**

Potential user: Yes  
 Registration numbers: three teams, 35+, 45+ and premier – squads will split and blend for scrimmages but play invitational games with age teams from elsewhere  
 Growth projection: Possible fourth team in future

Participant age ranges: Adult 35 to 70  
 Gender: M  
 Preferred times / days of week: 90 minutes once a week  
 Active Calendar Months: Oct. - March  
 Currently Centennial user: Yes  
 Would pay Centennial rates: Yes  
 Specific sport requirements: Continuous perimeter without column obstructions  
 Other comments: No user groups like Centennial (low roof, columns, condition); in the past City has talked about indoor lacrosse box at John Barsley HS

**Organization name: Nanaimo Timbermen Sr. A Lacrosse**

Potential user: Possible  
 Registration numbers: 6-12 local and newly drafted players for off-season practices  
 Growth projection: None  
 Participant age ranges: 22-35  
 Gender: M  
 Preferred times / days of week: Evenings twice per week  
 Active Calendar Months: Feb. - April  
 Currently Centennial user: No  
 Would pay Centennial rates: Yes  
 Specific sport requirements: No column protrusions; ideally regulation dimensions (85' x 180-200') but just open space is acceptable; sport surfacing or concrete; rounder corners if possible  
 Other comments: None

**Organization name: Nanaimo Intermediate Lacrosse**

Potential user: Yes  
 Registration numbers: 25 youth players  
 Growth projection: No  
 Participant age ranges: 17-18  
 Gender: M  
 Preferred times / days of week: Winter practices and evaluation camps  
 Active Calendar Months: Feb. - April  
 Currently Centennial user: Not large enough  
 Would pay Centennial rates: Yes  
 Specific sport requirements:  
 Other comments: Lacrosse community working on a plan for a Coverall structure (fabric on metal frame) large enough for regulation-size box, 120' x 60' warm-up area and perimeter jogging track at south end of city at John Barsley HS ; suggested talking to Harbour City or Nanaimo Gymnastics Club as possible renters

**Organization name: CPHL Ball Hockey**

Potential user: Yes, for full-floor  
 Registration numbers: 4 teams now  
 Growth projection: Could expand to 6 teams if floor time became available  
 Participant age ranges: Adult  
 Gender: M  
 Preferred times / days of week: Currently Sundays 7:30-11:30 9back-to-back 2 hr. games); could add other nights  
 Active Calendar Months: Sept. - April  
 Currently Centennial user: Yes  
 Would pay Centennial rates: Yes

Specific sport requirements: Rollerblades good on synthetic or concrete with stick-film surface; bring their own plywood corner boards that are attached to the walls and portable scoreboard; no perimeter wall column protrusions and as few door openings as possible; height not an issue; finishes should be very durable

Other comments: Some preceding users don't clean up after themselves

**Organization name: Harwood Youth League Ball Hockey**

Potential user: Possible if they assist organizing a north-central league (none now)

Registration numbers: 100 low income / at-risk youth now in south end of city

Growth projection: Likely in the 100-150 range

Participant age ranges: Teens

Gender: Mostly M

Preferred times / days of week: Th-Fr 6-9 PM in south – probably the same for north-central

Active Calendar Months: Nov. - March

Currently Centennial user: No

Would pay Centennial rates: If equal to what they pay in school gyms

Specific sport requirements: Sport flooring, not concrete; safe, well lit, corner boards (could use benches tipped on side as in schools)

Other comments: None

**Organization name: Nanaimo and District Minor Fastball**

Potential user: Yes

Registration numbers: 6 teams using Centennial now

Growth projection: Minimal; can't afford to buy any more time

Participant age ranges: 6-18

Gender: M and F

Preferred times / days of week: Six 2-hour slots plus teams can individually rent more; 9-1 Sa, 9-5 Su

Active Calendar Months: Jan. – March for off-season training

Currently Centennial user: Yes

Would pay Centennial rates: Yes,

Specific sport requirements: Netting to create cages or lanes for batting and throwing; would prefer if building were wider (at least 70' to run lanes the short direction) and higher clear height

Other comments: None

**Organization name: Vancouver Island Baseball Institute**

Potential user: Yes

Registration numbers: 30 college-bound high school aged; 30 in-coming

Growth projection: Fully subscribed

Participant age ranges: Teens

Gender: M

Preferred times / days of week: 1:30 – 5PM to accommodate schedules but would prefer to consolidate to 4-6 PM each weekday

Active Calendar Months: Academic year

Currently Centennial user: Yes

Would pay Centennial rates: Yes

Specific sport requirements: Provide their own netting sport flooring preferred, not concrete; proposed length and height acceptable

Other comments: None



Organization name: **Women's Volleyball Association**

Potential user: No (use Oliver Woods now and don't see this as an inducement to change)  
Registration numbers: 4 adult teams  
Growth projection: Capped elite competitive league (not recreational)  
Participant age ranges: Adult  
Gender: F  
Preferred times / days of week: 9-11 Th nights  
Active Calendar Months: Winter months  
Currently Centennial user: No  
Would pay Centennial rates: Not applicable  
Specific sport requirements: 41-foot clear height; hardwood or high quality sport flooring (not sport court-type)  
Other comments: City doesn't provide enough for adult recreation

Organization name: **Nanaimo Badminton Club**

Potential user: Unlikely  
Registration numbers: (follow-up question)  
Growth projection: Minimal  
Participant age ranges: Adult plus junior program  
Gender: M and F  
Preferred times / days of week: Mornings, afternoons and evenings every day of week  
Active Calendar Months: year-round  
Currently Centennial user: No (use Oliver Woods and other school gyms now; problem with basketball backboards encroaching on courts)  
Would pay Centennial rates: Yes if same as schools  
Specific sport requirements: 44' x 20' court dimensions plus apron (7-8 courts would fit in VLEX building); ceiling clear height 28-feet or 30-feet for competition event hosting; indirect lighting and contrasting ceiling colour; low velocity ventilation as not to carry off birds; prefer hardwood but sport flooring acceptable  
Other comments: Interested in renting for tournaments for nationals 6-8 courts 350-400 participants plus spectators

Note: No responses received from Nanaimo Sr. B lacrosse; Men's Recreational Volleyball; Nanaimo Sport; and, Vancouver Island University (at least three contact attempts each).

## 5.0 Financial Analysis

### Capital Cost

The construction of a new exhibition multi-purpose building at Beban Park could range in order-of-magnitude construction cost estimate from \$1.5 million to \$4.5 million depending on the functional complexity and quality of structure. To arrive at Project Cost, an additional 25% should be allowed for professional fees, licenses and permits, project management, site servicing and development and, FF&E (furniture, fittings and equipment). Total project cost is estimated to range from about \$1.9 million to \$5.6 million for a 16,000 SF structure with an additional 4,000 SF covered area.

Table 2. Capital Estimate

	Area SF	Cost / SF	Construction Cost	Project Cost	100% Amortized Annual Cost
Option 1 - Uninsulated Barn(s)	20,000	\$75	\$1,500,000	\$1,875,000	\$150,000
Option 2 - Pre-Engineered Multi-Use Hall	20,000	\$150	\$3,000,000	\$3,750,000	\$300,000
Option 3 - Fabricated Steel Multi-Use Hall	20,000	\$225	\$4,500,000	\$5,625,000	\$450,000

Option 1, the low end option is the simple replacement of the existing barns with a new consolidated un-insulated, un-heated seasonal pre-engineered building with concrete slab floor used only for storage during the winter months. Option 2, the median option is a superior pre-engineered building similar to the Coombs Exhibition Hall, except with building code (i.e. use of non-combustible materials), functional considerations, and interior finishing. Option 3, the fabricated steel building is of a municipal institutional quality, more durable construction and likely twice the building expected life than the inferior structure.

In terms of unit costs, the single-purpose barns option would cost approximately \$75 / square foot construction. The median option, most comparable to Coombs, but at \$150 / square foot –would be about 30% higher. The structure in Coombs pre-dated building code requirements and included life safety deficiencies, use of combustible interior construction and, and included significant donated materials and labour may not be acceptable in Nanaimo. The building for VIEX would also include a larger and superior quality sport flooring system, netting and a perimeter continuous-plywood safety wall to the outside face of columns.

The most costly option at \$225 / square foot involves the greatest fund-raising challenge for VIEX but in terms of longevity, durability, lower maintenance and repair costs and, lower life cycle costs (periodic system replacements such as new roof or heating system) would represent best value for the City. For this option however, the City would likely have to become a significant capital partner.

From the VIEX perspective, the superior building represents lower operating costs due to more efficient HVAC systems and greater heat retention. Institutional quality would presume durable concrete block construction to an eight-foot height with pre-engineered or custom steel fabricated upper walls and roof – similar to construction found in most ice arena buildings.

## Expenditures

Most recreation and community multi-purpose facilities across Canada in the best-case scenario generate sufficient revenue to cover operating expenditures, but not enough to capitalize or amortize any of the building debt. The exception to the rule occurs if the labour component of expenditures is volunteer and not paid. In most cases almost half of building operating cost is accounted for in labour, the remainder being utilities (power and heat) and fixed overheads such as office and custodial supplies, communication, security contractor and (if applicable) liability and property insurance.

Labour in recreation / community-type management buildings includes accounting, booking or scheduling / programmer, maintenance, and potentially custodial or security (latter two often contracted). The amount of time each responsibility takes is a function of building scale and complexity.

The exhibition multi-purpose building of the scale discussed would require an estimated 1.5 full-time equivalent (FTE) staff to operate. This would break out roughly as 0.25 FTE management; 0.25 FTE accounts; 0.33 FTE bookings; 0.33 FTE custodial; and, 0.33 FTE maintenance. Given the simplicity of the building type and assuming that the VIEX-operated building, a multiplier of \$20 per hour for wages and employee costs was assumed possible to arrive at a budget number.

Utility costs were estimated by using the current Coombs budget, doubled for size of building and increased by 250% to reflect a building used about 50-hours a week or 2 ½ times as much as the Coombs building is currently used. This number is in fact higher per square foot than an institutional quality building due to lesser heat retention capacity and efficiency of systems.

Three options result: the barn option with no staffing required; the lower-cost metal building either paid-staffed or volunteer; and the institutional quality either paid-staffed or volunteer. Paid staff would add about \$4,800 per month or almost \$60,000 to the cost of operations in Option 2 and Option 3.

Option 1, the storage barns solution would cost about \$500 per month or \$6,000 per year to operate. Option 2 would cost between \$6,000 to \$11,000 per month or \$72,000 to \$132,000 per year to operate depending on labour cost. Option 3 would cost slightly less at \$5,000 to \$10,000 per month or \$60,000 to \$120,000 depending on labour, but lower overall due to lower expected utilities and repair costs. These are the target values that must be met with revenues in order to achieve sustainable or break-even operations.

Lifecycle replacement of building systems is not included in either case and is presumed would be dealt with in a separate budget. Self-sustaining facilities will budget about 4% of capital cost per annum in a sinking fund for minor capital improvements and system replacement.

Table 3. Expenditures Estimate

		Cost per Month	Volunteer Labour	Paid Labour 1.5 FTE / Mo.	Ttl .Operating Monthly	Ttl .Operating Annual
Option 1 - Uninsulated Barn(s)	Utilities (\$0/sf/yr)	\$300				
	Labour		n/a	n/a		
	Hard Costs	\$200				
	<b>Total</b>				<b>\$500</b>	<b>\$6,000</b>
Option 2 - Pre-Engineered Multi-Use Hall	Utilities (\$4/sf/yr)	\$5,300				
	Labour		\$0	or \$4,800		
	Hard Costs	\$1,000				
	<b>Total</b>				<b>\$6000 - 11,000</b>	<b>\$72,000 - \$132,000</b>
Option 3 - Fabricated Steel Multi-Use Hall	Utilities (\$3/sf/yr)	\$4,000				
	Labour		\$0	or \$4,800		
	Hard Costs	\$1,000				
	<b>Total</b>				<b>\$5,000-10,000</b>	<b>\$60,000 - \$120,000</b>

### Revenues and Net Revenues

Forecasting utilization and revenues are the most speculative part of projecting an operating scenario for a new building. Without pre-defined contracts in place, actual use can only be an educated estimate but reasonable assumptions can be made based on user groups' historical patterns and by assessing their perceived potential for growth in participation.

Revenue scenarios only apply to Options 2 and 3 as Option 1 presumes a barn structure or structures that replace the dilapidated existing barns, with no provision for sport or assembly use. Revenues would be generated by outside users and annual revenue shortfalls would have to be absorbed entirely by VIEEX. If an operating surplus can be realized, proceeds would either be held in reserve or used to pay down principle debt. The City owns the land and will 'own' the building, VIEEX will fund, build and operate it.

Most of the minor and amateur sport user groups identified by the City of Nanaimo and interviewed by the consultant, are current renters of time in the existing Centennial Building. The Nanaimo Kennel Club, the 'anchor' tenant at Centennial (16 hours per week plus periodic weekends), has been in discussions with VIEEX for at least 25% of available prime time on one-half of the hall floor.

The key issue from the City perspective would be impact on to the Centennial Building of a new multi-purpose dry-floor building like that proposed in Options 2 and 3. Given a choice to go elsewhere, numerous user groups indicated they might leave Centennial due to the condition (building system and cosmetic issues) and safety risks present (protruding columns at perimeter walls). Rental rates at Centennial are low for dry-land space and reflect the limited services (custodial, repairs) provided to renters. Rentable time in the VIEEX exhibition building priced comparably to Centennial may draw users away but if the rental rates are higher reflecting higher costs, it is less certain if the users would migrate to the VIEEX building.

The table below illustrates potential revenues from all sources including both halves of the main hall, the meeting rooms and possibly sponsorship revenues (possible in Options 2 and 3 only). Demand was based on a schedule proposed in table 1 on page 10 of this report (matching user group preferred time slots with available inventory of time). Again it is worth noting, user groups have expressed interest in

being in the new facility at certain specific times and days, but at this point these expressions are non-binding.

Table 4. Projected Revenues and Net Revenues

			Hall Rentals	Meeting Rentals	Concession Net Sales	Sponsor Revenue	Total Revenues	Net Revenues (Volunteer Labour)	Net Revenues (Paid Labour)
Option 1 - Uninsulated Barn(s)			\$0	\$0	\$0	\$0	\$0	\$0	\$0
Option 2 - Pre-Engineered Multi-Use Hall	Low		\$45,000	\$10,000	\$0	\$0	\$55,000	\$17,000	(\$77,000)
	Median		\$70,000	\$22,500	\$0	\$0	\$92,500	\$20,000	(\$40,000)
	High		\$100,000	\$40,000	\$0	\$5,000	\$145,000	\$73,000*	\$13,000
Option 3 - Fabricated Steel Multi-Use Hall	Low		\$45,000	\$10,000	\$0	\$0	\$55,000	\$5,000	(\$65,000)
	Median		\$70,000	\$22,500	\$0	\$0	\$92,500	\$32,000	(\$28,000)
	High		\$100,000	\$40,000	\$0	\$5,000	\$145,000	\$85,000*	\$25,000

The proposed Hall, slightly less than twice the size of Centennial revenues are based on the following assumptions:

- Low subscription of \$30 per hour for the entire floor (or \$15 / hr. each half) x 1,500 hour per year
- Median subscription of \$35 per hour for full floor (or \$17.50 / hr. each half) x 2,000 hours per year
- High subscription of \$40 per hour for full floor (or \$20 / hr. each half) x 2,500 hours per year

By comparison, current rates at Centennial are in the range of \$15 per hour for youth rentals (about 50% of time inventory sold) and \$22 per hour for Adult Non-Profit (about 25% of time inventory sold). Private rentals are about \$27 per hour (10% of inventory) and \$31 per hour Commercial. Rates are discounted for bookings of four and eight hours and for day-long block bookings for events. Centennial is currently booked about 2,300 hours per year.

Meeting room utilization and revenues were based on the following assumptions:

- Low subscription of \$10 per hour per room x 500 hours per year
- Median subscription of \$15 per hour each x 750 hours per year
- High subscription of \$20 per hour each x 1,000 hours per year

Given the proximity of meeting rooms in the Beban Park Social Centre, the VIEX building would not likely succeed in drawing users away and therefore would pose no threat to that facility. There is opportunity for VIEX to develop a unique clientele for example for:

- Agricultural-themed birthday parties drawing on the expertise and experiences of
- If allowable, meetings for groups that do not meet the conditions of renting civic facilities (i.e. political or religious groups, etc.)
- Again if allowable, commercial groups for presentations, seminars
- Possible choice for weddings, banquets and socials for dates when other venues are unavailable

Other sources of revenues include concession sales and commercial sponsorship (only allowed in interior of building). The building is too small scale for concession revenues to turn a profit and would only be

provided as an amenity on an event basis. Sponsorship, naming rights and sales of signage space could be a modest source of additional income (estimated less than half expected for a typical ice arena).

### Conclusion

Table 4. lists all sources of income arriving at total revenues in the third column from the right. By definition, net revenues are revenues less expenditures.

For Options 2 and 3, Low and Median scenarios, very modest positive net revenue may be achieved with volunteer labour but significant losses likely with the cost burden of paid staff. In the High scenarios for Option 2 and 3, net positive revenues are possible with paid staff and significant positive net revenues are possible if labour is provided free by volunteers. The asterisk after those values indicates a potential cash flow capable of for servicing as much as 1/3 of annual amortized debt (mortgage).

Option 1 represents the least-risk situation for the City of Nanaimo and for VIEX as well. The building is ostensibly an un-heated shelter for passive storage and incurs little or no operating costs, but also no revenues from operations.

## 6.0 Recommendations

Each option has been examined and evaluated below using the criteria for decision-making identified in Section 3.0 of this report. While attributing a weighted value is intended to be objective, there always the potential for subjective interpretation as well. Therefore the weighting and cumulative scoring should not be taken literally and in absolute terms, but should be regarded as an analytical tool for illustrating the comparative range and relative spread between options.

Each of criteria (refer to Section 3.0 for definitions) were attributed a weighted value with '5' being the highest, reflecting positive, desirable or low risk outcomes. Conversely, '1' was seen as potentially having negative impacts, adverse circumstances or greater risks. In the middle, '3' was neutral in terms of risk or benefit.

Table 5. Evaluation		Option 1	Option 2		Option 3	
		No Staff	Scenario 1 Volunteer	Scenario 2 Paid Staff	Scenario 1 Volunteer	Scenario 2 Paid Staff
Affordability	Capital Cost	5	3	3	1	1
	Borrowing	4	2	2	1	1
	Operating Costs	5	3	1	3	1
	Revenue/Sustainability	5	3	1	3	1
Appropriateness	Need	3	4	4	4	4
	Scale/Type	4	4	4	4	4
	Impact on Existing	5	1	1	1	1
Acceptability	Agreement	3	4	4	2	2
	Endorsement: City	5	3	3	2	2
	Endorsement: VIEX	3	5	5	1	1
	Endorsement: Users	1	5	5	5	5
	Endorsement: Community	3	3	3	1	1
Accountability	Risk to City	5	2	2	1	1
	Risk to VIEX	4	3	3	2	2
	Transparency	5	5	5	5	5
Attainability	Commitment/Partnership	4	4	4	3	3
	Time	5	4	4	4	4
	Budget	4	3	3	1	1
	Fund-Raising Potential	4	3	3	3	3
Cumulative		77	64	60	47	43

Each Option should be considered on its own merits, but key issues affecting a decision are: economy (affordability) of capital cost; the necessity for volunteer-labour to minimize operating costs; and, the maximization of revenues – without adversely impacting the existing Centennial Building. Criteria or issues neutralized because they are common to all options include benefits to the community; benefits to user groups (except Option 1); need for a new building and; appropriateness of the scale of the project.

The exercise above when weighted and graded suggests significantly less unmanaged risk to the key participants. Option 1 is by the least opportunity cost approach – least cost, least return. Options 2 and 3 are untenable if the labour component in either had to be paid.

Without question, user groups contacted were enthusiastic about the idea of access to a year-round indoor facility, providing it was affordable (read comparable to Centennial, as most groups are price-sensitive meaning they would experience declining participation if the cost is deemed too high). The real issue for the City and VIEX surrounds the unknowns of how much of the demand generated is actually new and what impacts would it have on the Centennial Building.

There is little question that eventually a dry-land multi-purpose sport facility will be needed in the community, especially if competing initiatives fall away. In the short-run however, the risks are too great for all involved to commit to this type of a multi-use facility. In the end, this project would neither be the time and the place to respond to the speculative need. Making the structure monolithic and open span ensures sufficient flexibility and adaptability to allow that type of retrofit to occur easily and economically.

### **Conclusion and Recommendation**

From the perspective of looking after the best the interests of the City of Nanaimo, the recommended development direction at this time would be Option 1, constructing a consolidated clear-span replacement structure for the existing barns. From the long-term perspective of VIEX, Option 1 is the most affordable and sustainable solution.

One other factor to be cognizant of is that public land is scarce and valuable and, at some point in the future a master plan for Beban Park will be revisited. At that time the replacement VIEX structure will either fit into an overall service delivery model, or as a pre-engineered building, could be relocated. The advantage of Option 1 at this time is the flexibility it represents.

The new facility would be unheated and un-insulated and the interior largely unfinished. The simple pre-engineered metal structure with concrete floor slab should however be designed to be refitted in the future when demand demonstrably increases or supply is reduced (i.e. reaching the end service life for Centennial).

The future adapting would include additions of building systems required by code for human occupancy of the structure, the addition of sport flooring and other considerations, and the interior finishing of support spaces. When completed the end product would be similar to the second option.

Option 2 presents too much risk at this time for the City of Nanaimo and places a significant management and operating burden on a relatively small volunteer-based organization like VIEX.

Option 3 is in all likely-hood cost prohibitive for VIEX without a capital partner like the City, which would also draw the municipality into an unsustainable operations side (i.e. labour costs and other overheads). This option would also likely require a full public consultation process to ensure all stakeholders are consulted.



### Appendix 1 - Case Study: Coombs Exhibition Building

The Coombs Exhibition fairgrounds hall was completed in 2010 at a cost of about \$600,000 for 8,000 square feet. In 2011, about \$17,000 was spent on a sport floor covering 4,500 SF of the 6,000 SF hall (a 4-foot perimeter apron was retained to maintain a distance from the protruding columns and doorways).

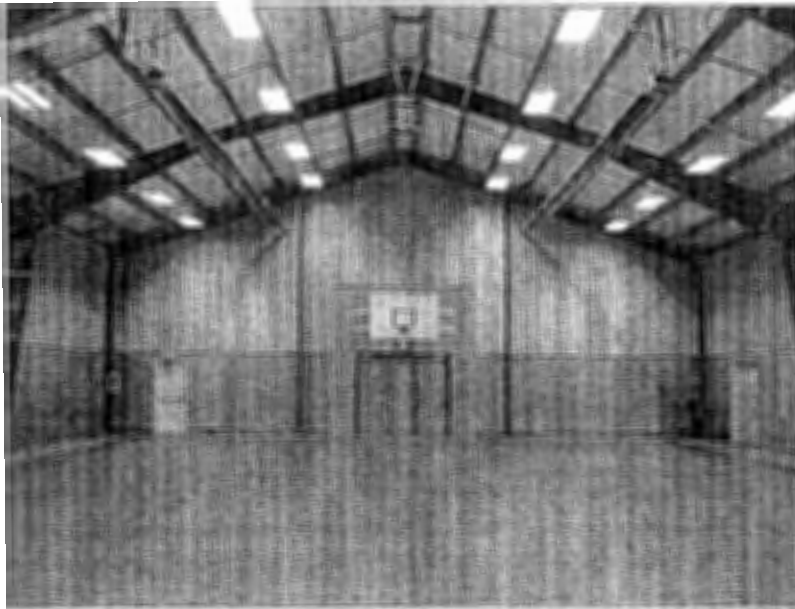


Coombs Exhibition Building Exterior

The building was conceived for summer exhibition use but has since been used for recreational sport, weddings, a funeral, assemblies, craft fairs, graduations and other community events. The structure is a pre-manufactured steel structure with insulated corrugated metal walls. Plywood was applied to an eight-foot height to protect the metal from damage by balls or other impact.

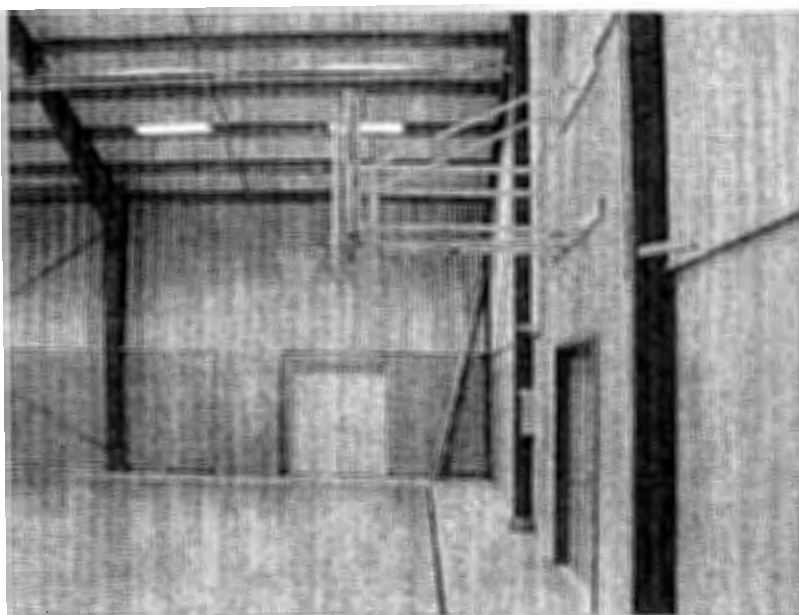
Building operators admit the structure was not initially conceived for sport use but that only after the building was opened did the opportunity to create a venue for local recreation was realized. Consequently, operators admit the building may have been detailed subtly different. The key concern was the protruding columns and doorways (including inward swinging doors susceptible to impact damage). The sport-court type flooring is set four-feet back from the wall for safety but creates a risk in itself with an abrupt floor level change.

Lighting levels are minimal but acceptable for sport use. Heating is a combination of radiant in-floor hot water and ceiling mounted radiant electric heaters. The former is not currently used because the building is used infrequently and the in-floor system takes too long to reach service temperature.



Coombs Exhibition Building Interior

Current monthly expenditures is \$800 per month on operations, ostensibly just heating and power as staffing is volunteer-based and other cost negligible. This works out to about \$1.00 per square foot per annum. Liability and property insurance is under the same blanket policy for the entire fairground. The heating and power, consumed on an as-needed basis are artificially low at this point as the building is infrequently used (less than twenty hours per week through this first winter). Extrapolating this to over 50 hours per week for a building twice as large for VIEX, the monthly cost would be about \$4,000 per month or almost \$50,000 a year (approximately \$3.00 / SF).



Coombs Exhibition Building

**MINUTES OF THE REGULAR MEETING OF THE  
PARKS, RECREATION AND CULTURE COMMISSION  
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM  
ON WEDNESDAY, 2011-NOV-23, COMMENCING AT 7:00 P.M.**

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PRESENT: Commissioner D. Johnstone, Chair

Members: Commissioner J. Kipp  
Commissioner F. Pattje  
Commissioner L. Avis  
Commissioner J. Burnett  
Commissioner J. Cowling  
Commissioner B. Dempsey  
Commissioner S. Lance  
Commissioner B. Meunier  
Commissioner M. Young

Regrets: Commissioner B. Sparkes  
Commissioner G. Rudischer

Staff:	R. Harding	D. Duncan
	S. Samborski	T. Fedosoff
	J. Ritchie	R. Tweed, recording

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 6:58 p.m.

2. INTRODUCTION OF LATE ITEMS:

- Add Item 9.(d) – Bid For The 2013 Western Canadian Junior A Hockey Championship.

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, 2011-OCT-26, at 7:00 p.m., in the Bowen Park Complex Conference Room.

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

5. PRESENTATIONS:

- (a) Staff Presentation – Weight Rooms and Grade 5 Active Passes – Tara Fedosoff.

Weight Rooms – at NAC and Beban. Hand out provided to Commission. Previously managed by Aquatic Staff until May 2010. Now has own cost centre and own budget area. Scanners added at cash centres and can track attendance to space. Looking at a “Super Circuit” for the New Year – this will provide a training circuit session in less than one hour. Familiarization is being provided for teenagers. All the PRC trainers have either Can Fit Pro or BCRPA accreditation, as well as First Aid training. A telephone has also been installed in the Beban Gym. A handout was provided to Commission.

Grade 5 & 6 Active Pass – Delivery is done mostly through the schools. There was an average of 8.5 visits per child that had the pass. This year, the Grade 6 Stay Active pass was launched on 2011-OCT-01. 25% of eligible students are using it. Marketing to schools is continuing through Facebook and e-mail. How many students are in Grade 5? There are about 900 in Grade 5 and in the high 900's in Grade 6. A handout was provided to Commission.

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

6. DELEGATIONS:

It was moved and seconded that the Delegations be permitted to address the Commission. The motion carried unanimously.

- (a) Jim Delorme, Norasea Park Committee, 5626 Oceanview Terrace, Nanaimo, B.C., V9V 0B9, requesting that the Parks, Recreation and Culture Commission provide VIP funding to assist in the installation of a playground, open playfield and picnic area, and shaded trail at Norasea Park located 5651 Norasea Road.

Mr. Delorme advised that the Committee would like to have this park underway in the spring 2012, and provided an outline of what needs to be done with the landscape to prepare it for a playground, as well as the safety measures they intend to put into place to prevent accidents and injuries. The Committee would also like to put in a viewing area at the end of Norasea Road. They would like to have a larger playground that will be inclusive for the 2-12 year old group. Intention is to make it as cost effective as possible. Commissioner Pattje asked how many funds have been raised. Mr. Delorme advised that, none yet, but they have a large portion of the neighbourhood who are willing to donate material time and labour – construction and equipment operators and paving for supply of materials and labour (verbal commitments). This is the first VIP request for 2012 - \$100,000 is being proposed in the 2012 Capital Budget.

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

- (b) Ms. Margot Holmes, Executive Director, Vancouver Island Symphony, 150 Commercial Street, Nanaimo, B.C., V9R 5L9, regarding 2012 and beyond funding for the Symphony and to answer any questions the Commission may have regarding the Staff Report, Item 9.(a), of the Agenda.

Ms. Holmes introduced the Vancouver Island Symphony Board members in attendance - Joyce Clarke, Secretary, Judy Fraser, Co-Chair, Marianne Turley, VIS Ambassador, Eveline O'Rourke, Co-Chair, and Eric Kuehnel, Director at Large, and provided a handout to Commission, "Request for Investment Funds", which provides a number of options for review. She then provided some history of the line item funding previously requested. The Symphony is requesting that they be scheduled as a budget line item for \$85,000. The Symphony provides 8-10 concerts at the Port Theatre per year. An economic impact study was done two years ago and was previously submitted. The Symphony receives very little government funding from the Province; and now their gaming funding of \$85,000 is in question. A number of programs have already been cut and if they do not receive the additional \$25,000 requested, they would need to cut additional programs. They are still collaborating with the School District (Grades 3-5) to provide an education program. Patrons attending the Symphony performances are from the Duncan to Campbell River catchment area. There are approx. 5-6 of 38 musicians who play in the Symphony live in Nanaimo, the remainder come to Nanaimo – resulting in a positive economic impact for the City of Nanaimo.

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

- (c) Mr. Ed Poli, Manager, and Mr. Ian Niamath, President, of Nanaimo Art Gallery, 150 Commercial Street, Nanaimo, B.C. V9R 5L9, regarding funding for the Art Gallery and to answer any questions the Commission may have regarding the Staff Report, Item 9.(b), of the Agenda.

Mr. Niamath introduced Mr. Paul Fudge, Vice-President, Nanaimo Art Gallery to the Commission. Mr. Fudge stressed the importance of the Nanaimo Art Gallery to the City of Nanaimo community. He advised that the Gallery is in a critical position financially and that their support of \$60,000 from the City has not varied since 1999. The City provides approximately 15% of the Nanaimo Art Gallery budget and they would like to receive 18%.

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

7. CHAIR'S REPORT:

8. REPORTS OF ADVISORY BODIES:

- (a) Parks Committee. No meeting held.

- (b) Recreation Committee. Commissioner Lance reported on the meeting held 2011-NOV-09.

(i) Special Rate for People with Disabilities.

*Recreation Committee's Recommendation: That the Parks, Recreation and Culture Commission refer individuals with disabilities to the existing subsidized rate program for individuals and families, the Leisure Economic Access Program (LEAP); and agencies that service people with disabilities to the Corporate Recreation Pass instead of creating a separate category within the Parks, Recreation and Culture Regulation Bylaw 2008 No. 7073 (fees and charges).*

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

(ii) Feasibility Study for the Beban Park Barn Replacement.

*Recreation Committee's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council provide approval in principal to the VIEx to:*

- *Replace four (4) of the existing barns on the VIEx grounds with one new consolidated barn structure as outlined in this report, with the addition of washrooms and heat to meet year round programming needs;*
- *Work with City Staff on a long term lease agreement; and,*
- *Provide up to \$300,000 to the project when all financing is in place.*

It was moved and seconded that the recommendation be adopted.

Commissioner Meunier proposed a friendly amendment to read:

*It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council provide approval in principal for the VIEx to:*

- *Replace four (4) of the existing barns on the VIEx grounds with one new consolidated barn structure as outlined in this report, with the addition of washrooms and heat to meet year round programming needs;*
- *Work with City Staff on a long term lease agreement; and,*
- *Provide up to \$300,000 towards the \$1.8 M project when all financing is in place.*

The motion, as amended, carried unanimously.

(iii) Sport Tournament Grant - Review of Applications and Allocation of Funds available for the First Intake of 2012 Applicants.

<b>2012 Budget Total</b>	<b>\$21,498.00</b>
Less: Approved Grants-first intake	\$10,000.00
<b>Remaining 2012 Budget</b>	<b>\$11,498.00</b>

- (a) Recreation Committee Recommendation: That the Parks, Recreation and Culture Commission approve and recommend that Council approve the expenditure of \$10,000.00 for the first intake of the 2012 Sport Tournament Grant allocations as follows:

Sport Tournament Grant Applications 2009 - 2012					
GROUP	2009 GRANT	2010 GRANT	2011 GRANT	2012 REQUEST	2012 RECOMMENDED
BC/Yukon Regional Agility Championships				1,500.00	500.00
Nanaimo Canoe and Kayak Club		500	600	1,000.00	500.00
Nanaimo Curling Club - BC Mixed Curling Championships		2,000		2,000.00	500.00
Nanaimo Dragon Boat Festival		3400	2000	5,000.00	1000.00
N&D Minor Fastball Association - Squirt Challenge			2300	1,000.00	400.00
N&D Minor Fastball Association - Pee Wee Challenge		see above		1,000.00	400.00
Nanaimo Kennel Club	2500	1500	1800	5,700.00	1000.00
Nan. District Lacrosse - Bantam	950	950	850	1,000.00	400.00
Nan. Minor Hockey Association	1,900	3000	3000	1,500.00	500.00
Nan. Riptides Swim - Spring Sprint	1250	900	2150	1,500.00	500.00
Nan. Riptides Swim -Van. Is Regionals		see above		2,000.00	700.00
Nan. Skating Club - Regionals	1500			2,000.00	700.00
Nan. White Rapids - BCSSA Provincials - one time event	1750	1000	2000	7,500.00	2500.00
WPVL - 97 Breakers		400	1250	750.00	400.00
<b>TOTALS</b>	<b>9850</b>	<b>12,950</b>	<b>15,950</b>	<b>33,450.00</b>	<b>10,000.00</b>

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

- (b) Recreation Committee's Recommendation: That the Parks, Recreation and Culture Commission allocate an additional \$2,500.00 for the Nanaimo White Rapids – BCSSA Provincial event from the Parks, Recreation and Culture Commission VIP Program.

It was moved and seconded that the Parks, Recreation and Culture Commission allocate an additional \$2,500.00 for the Nanaimo White Rapids – BCSSA Provincial event from the Parks, Recreation and Culture Commission VIP Operating Account. The motion, as amended, carried unanimously.

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

Recreation Committee Recommendation: That the Parks, Recreation and Culture Commission approve and recommend that Council approve that the Cedar 4-H be granted \$5,000.00 for 2012 fiscal year.

*It was moved and seconded that the Parks, Recreation and Culture Commission approve that the Cedar 4-H Sr. Advisory Council be granted \$5,000.00 for the 2012 fiscal year from the Community Program Development Grant for the Beban Park 4-H Barnyard. The motion carried. **Opposed: Commissioner Cowling.***

- (v) Travel Grant Exception – Wheatsheaf Fastball Club.

Recreation Committee Recommendation: That the Parks, Recreation and Culture Commission have staff report on changing the Travel Grant Policy.

**(Note: This Report will be brought forward to the Recreation Committee for review and will then be brought forward by the Committee to the Commission.)**

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

- (c) Cultural Committee. Commissioner Johnstone to reported, on behalf of the Chair, Eveline O'Rourke, on the regular meeting held 2011-NOV-02, and the Special Grant Review Meeting held on 2011-NOV-10. Meeting again on 2011-NOV-29 to review Grant Applications.
- (d) Grants Advisory Committee. Commissioner Avis reported on the meetings held since 2011-OCT-26.

It was moved and seconded that the Parks, Recreation and Culture Staff work cooperatively with the Finance Staff to include information on grants available from the PRC Department along with the Grants in Aid mail out going to the community groups and non-profit organizations in Nanaimo. The motion carried unanimously.

- (e) Plan Nanaimo Advisory Committee. Commissioner Lance reported on the meetings held since 2011-OCT-26. The Committee meeting included a farewell for Councillor Holdom.
- (f) Social Planning Advisory Committee. Commissioner Cowling reported on the meeting held on 2011-NOV-01.
- (g) Port Theatre. Monthly report for October, 2011.
- (h) Nanaimo Art Gallery. Monthly report for October, 2011.
- (i) Nanaimo District Museum. Monthly report for October/November, 2011.

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



9. STAFF REPORTS:

(a) Request for Additional Funding for The Vancouver Island Symphony.

*Staff's Recommendation: That the Parks, Recreation and Culture Commission recommend to Council that the Cultural Operating Grants be increased based on inflation rates each year based on 2004 - 2012 increases.*

*It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council approve:*

- the total amount of funding per year as a line item to the Vancouver Island Symphony of \$85,000;*
- a Higher Service Level Request for the Vancouver Island Symphony in the amount of \$25,000;*
- that \$60,000 from the Cultural Operating Grants be used to fund the Vancouver Island Symphony each year; and,*
- the amount be reviewed in three years.*

*The motion carried unanimously.*

(b) Request for Additional Funding for The Nanaimo Art Gallery.

*Staff's Recommendation: That the Parks, Recreation and Culture Commission recommend that the Nanaimo Art Gallery receive a 2 percent per year increase to their line item grant starting in 2012.*

*It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council approve that the Nanaimo Art Gallery receive a 2 percent per year increase to their line item grant starting in 2012. The motion carried unanimously.*

(c) Parks, Recreation and Culture Financial Plan 2012 – 2016.

*It was moved and seconded that in future years the Parks, Recreation and Culture Commission be provided with the Operating Budget line item sheets for review prior to approving the PRC Financial Plan. The motion carried unanimously.*

*Staff's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council support the Parks, Recreation and Culture Department's 2012 – 2016 Financial Plan.*

*It was moved and seconded that the recommendation be adopted. A friendly amendment was made to the motion to read as:*

*It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council support the Parks, Recreation and Culture Department's 2012 - 2016 Financial Plan, with the inclusion of the funding additions for the Vancouver Island Symphony and the Nanaimo Art Gallery. The motion carried unanimously.*

(d) Bid For The 2013 Western Canadian Junior A Hockey Championship.

*Staff's Recommendation:* That the Parks, Recreation and Culture Commission recommend that Council support the BCHL Nanaimo Junior A Clippers Hockey Club with their bid to host the 2013 Western Canadian Junior A Hockey Championship.

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

10. INFORMATION ONLY ITEMS (staff reports):

(a) Senior Manager of Parks & Civic Facilities. Monthly report for October, 2011.

- The Commemorative Spar Tree with High Rigger fell due to high winds – there were no injuries, no significant property damage.
- Graffiti – this is an ongoing problem, RCMP have laid charges in some cases. Over ½ of the costs associated with the graffiti is for labour.
- Departure Bay Creek – received a letter from Bill Merilees regarding possibility of contaminants entering the Creek – this has been responded to.
- Lots of calls from property owners concerned about trees adjoining their properties – particularly in light of the recent high winds.
- Harbour City River Stewards – interesting to note that Chum salmon have gone up the Chase River above Seventh Street.

(b) Senior Manager of Recreation & Culture Services. Monthly report for October, 2011.

- Drowning at Westwood Lake – met with Coroner last week and it is hoped that the Coroner's Report will be finalized this or next week. Once received, a PRCC Seminar Session will be held.
- Lockers at NAC – theft from lockers – two suspects have been apprehended – Press Release to go out tomorrow.
- Accident at pool – individual is at NRGH in care.
- Smoking Bylaw – discussions are being held regarding the public education component.

(c) Vancouver Island University Commemorative Plaque.

- Commission and Council to be invited to the unveiling of the plaque.
- Gyro Club and the neighbourhood association to be advised.

It was moved and seconded that the Information Only Items be received. The motion carried unanimously.

11. CORRESPONDENCE: (Action Required.) (None.)

CORRESPONDENCE: (Information)

- (a) Letter dated 2011-OCT-21 to Chair Diana Johnstone, from Ms. Bridget Deighton, Treasurer, Nanaimo Musicians Association Society, 1031 Timberwoods Drive,

Nanaimo, British Columbia, V9R 6N9, advising that they were unable to proceed with their event and returning the grant funding.

- (b) Minutes of the Nanaimo Harbour City Seniors, Board of Directors meeting, held 2011-NOV-04.

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

12. NOTICE OF MOTION: (None.)

13. CONSIDERATION OF OTHER BUSINESS: (None.)

14. BUSINESS ARISING FROM DELEGATIONS:

- (a) Jim Delorme, Norasea Park Committee - VIP Funding Norasea Park.

It was moved and seconded that Parks, Recreation and Culture Commission allocate \$25,000.00 from the 2012 VIP funds for development of the Norasea Park playground. The motion carried unanimously.

- (b) Vancouver Island Symphony - Symphony Funding.

*[Note: Dealt with under Item 9.(a)]*

- (c) Nanaimo Art Gallery - Art Gallery Funding.

*[Note: Dealt with under Item 9.(b)]*

15. UNFINISHED BUSINESS:

- (a) Feasibility Study for the Beban Park Barn Replacement (*referred to the Recreation Committee by PRCC 2011-JUL-27*).

It was moved and seconded that Item 15.(a) be removed from "Unfinished Business". The motion carried unanimously.

16. QUESTION PERIOD:

- (a) Commissioner Dempsey advised that 2011-DEC-05 is the Inaugural Meeting of the District of Lantzville and there is a possibility that a member other than himself will be assigned to represent the District of Lantzville on the Parks, Recreation and Culture Commission.

17. ADJOURNMENT:

It was moved and seconded at 9:20 p.m. that the meeting adjourn, with the next regular meetings as follows:

COMMISSION	Wednesday, 2012-JAN-25; 7:00 p.m. Bowen Park Complex Conference Room
Cultural Committee	Wednesday, 2012-JAN-04; 4:15 p.m. – if required Bowen Park Complex Conference Room
Recreation Committee	Wednesday, 2012-JAN-11; 3:00 p.m. – if required Bowen Park Complex Conference Room
Parks Committee	Thursday, 2012-JAN-12; 5:00 p.m. – if required Bowen Park Complex Conference Room

The motion carried unanimously.

CERTIFIED CORRECT:



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D. Johnstone, Chair  
Parks, Recreation and Culture Commission



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R. Harding, Director  
Parks, Recreation and Culture

2011-DEC-12  
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2012-FEB-02

## REPORT TO COUNCIL

TO: T.M. HICKEY, GENERAL MANAGER, COMMUNITY SERVICES

FROM: R.J. HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE

RE: PORT THEATRE OPERATIONS

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### STAFF'S RECOMMENDATION:

That Council approve the transfer of up to \$74,500 of the Port Theatre Society's capital reserve to the 2011 operating deficit.

### BACKGROUND:

At its 2012-JAN-16 Finance/Policy Committee of the Whole meeting the Port Theatre Society made a presentation requesting Council:

- to increase operating funding by \$90,000 annually
- to maintain the current annual City grant increase at 2%; and
- approve the transfer of \$74,500 from capital reserve to the 2011 operating deficit.

Council directed staff to prepare a report regarding the Port Theatre Society's request for Council's 2012-FEB-06 Finance/Policy Committee of the Whole meeting.

### DISCUSSION:

City staff met with the Port Theatre General Manager regarding the funding request and to discuss how the terms of the co-management agreement between the City of Nanaimo and the Port Theatre Society impact operations. The five-year term of the co-management agreement ended December 2011 and needs to be updated.

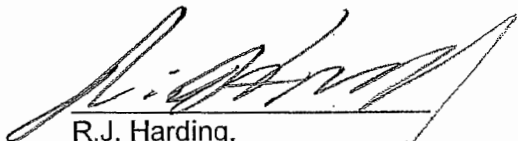
The Port Theatre has been in operation since 1999. In 2011 they have an operating deficit for the first time. The operating deficit of \$114,000 is primarily because of reduced ticket sales and theatre rentals. The Port Theatre Society is asking that Council approve the transfer of up to \$74,500 from the Port Theatre Society's capital reserve to assist in offsetting the 2011 operating deficit.

☐ Council  
☒ Committee *FPCW*  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: *2012-FEB-06*

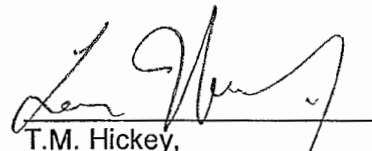
The Port Theatre is also requesting a \$90,000 annual increase to their operating budget of \$454,000 or a combination of reduced operating and capital costs through energy savings and facility maintenance. The Port Theatre also receives \$100,000 annually from the City for capital expenditures. To be proactive the Port Theatre Society has reduced the number of events that it will be promoting in 2012. This action has both reduced operating expenses and the need to generate revenue through ticket sales and will enable the Port Theatre to operate within budget for the short-term. At this time staff are not making recommendations in regard to an increase to the Port Theatre's operating grant.

As a next step, Port Theatre and City staff will work to update the co-management agreement and to assess operating budget needs and opportunities with the long-term focus on energy efficiency, facility maintenance and programming. This work will be completed by mid-March for review by the Port Theatre Society Board, the Parks, Recreation and Culture Commission and City Council prior to the adoption of the 2012 City budget in May.

Respectfully submitted,



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



T.M. Hickey,  
General Manager,  
Community Services

Council: 2012-FEB-06

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## FOR INFORMATION ONLY

REPORT TO: D.W. HOLMES, ASSISTANT CITY MANAGER/GENERAL MANAGER  
OF CORPORATE SERVICES

FROM: B. E. CLEMENS, DIRECTOR OF FINANCE

RE: REVIEW OF CONTRACTED SERVICES

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### STAFF'S RECOMMENDATION:

That Council receive the report for information.

### EXECUTIVE SUMMARY:

Council directed staff to undertake an external review of contracted services. The consultant who performed the review, MMK Consulting, is in attendance at tonight's meeting to present their findings and answer Council's questions about the report. Staff will prepare a report for a future Council meeting regarding changing the service delivery for downtown parking and security to an in-house model. Staff will also investigate the areas identified in the MMK report where the consultant's assessment of the potential for changing the current operating model was either "high" or "medium".

### BACKGROUND:

At the Regular Meeting of Council held 2011-MAR-28, Council adopted the following motion:

"... that Council direct staff to undertake an external core review on current contracting out of City services."

An RFP was issued and Council confirmed the selection of MMK Consulting to perform the review. MMK has now completed their work and their report has been distributed to Council.

The consultant reviewed a list of contracted services to identify potential areas where service to the community could be provided using an alternative service delivery model (i.e. either more or less contracting). Although staff were consulted during this review, the consultant had complete freedom to explore any service. The report contains their reviews and assessments of 27 different service areas. In each case, they determined the cost of an alternative operation, as well as non-financial factors, and assessed the potential for change. The potential of switching to the alternate operation is assessed as high if the benefits clearly outweigh the costs; medium if the trade-offs between costs and other considerations could influence the decision in either direction; and low if there are no savings, or where potential savings are small in relation to other considerations.

☐ Council  
☒ Committee FLPCOW  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2012-FEB-06

The consultant's overall conclusion was as follows:

"Our review found a number of areas where the City has an opportunity to achieve cost savings, and/or to improve service levels, through in-house provision of services. However, for most of the areas examined, our review confirmed that it is in the City's interest to continue its contracting out of services."

The consultant recommended the following:

1. That the City give further consideration to the proposal to establish an in-house daytime parking and security patrol function for downtown Nanaimo;
2. that the City give further consideration to the hiring of one or more Engineering services staff (the report identifies the potential for up to three, including a design engineer, a design technician and a CADD technician);
3. that the City establish a "watching brief" with respect to residential solid waste collection and processing, with a view to undertaking a detailed review of the City's options well in advance of the March 2014 expiry of the current recycling contract;
4. That the City give further consideration to the potential to add:
  - one tandem dump truck and/or backhoe
  - a hydro-flushing unit

The consultant's report has been reviewed by senior staff to ensure that there are no obvious errors in fact or assumptions. Staff have not provided any commentary on the consultant's conclusions.

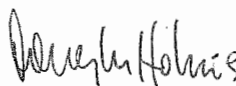
It is staff's intention now to prepare a report for Council on establishing a downtown parking and security patrol function. Staff will also investigate the other service areas where the consultant identified the potential benefit for change as either high or medium, and determine whether it is appropriate to proceed with a change in service delivery.

The introduction to the report includes an overview of the advantages and disadvantage of contracting out that may be of interest to Council. There is also an appendix with an inventory of City contracted services totalling \$31.7 million in 2010. The total will include charges for services (labour), materials and equipment.

Respectfully submitted,



B.E. Clemens  
Director of Finance



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

cc: B. Gurrie, Pres CUPE Local 401

BEC/ck  
FPCOW: 2012-Feb-06  
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## FOR INFORMATION ONLY

REPORT TO: T. HICKEY, GENERAL MANAGER, COMMUNITY SERVICES

FROM: S. CLIFT, DIRECTOR, ENGINEERING AND PUBLIC WORKS

RE: TRAFFIC CONTROL CONTRACT

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### STAFF'S RECOMMENDATION:

That Council receive this report for information.

### EXECUTIVE SUMMARY:

In accordance with the City's Purchasing Policy, this report is to advise Council that staff will be issuing a tender to procure a contractor to provide traffic control services. These services provide the necessary flagging personnel and traffic control signage to support the ongoing maintenance and in-house capital construction projects.

The City has been tendering for contract traffic control services for over 10 years.

As per the previous contracts, this contract will be for a one (1) year term with the option to extend the contract for three (3) additional one (1) year terms. The value of the contract in 2011 was \$364,000.

Respectfully submitted,



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S. Clift, Director  
Engineering & Public Works



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T. Hickey, General Manager  
Community Services

FPCOW: 2012-FEB-06

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☐ Council  
☒ Committee  
☒ Open Meeting  
☐ Camera Meeting  
Date: 2012-FEB-06

# INFORMATION ONLY

## STAFF REPORT

REPORT TO: IAN HOWAT, DIRECTOR, STRATEGIC RELATIONSHIPS

FROM: IAN BLACKWOOD, MANAGER, FACILITY MAINTENANCE & CONSTRUCTION

RE: NORTHFIELD ROTARY PARK - INFORMATION KIOSK TENDER

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### STAFF'S RECOMMENDATION:

That Council receives the report.

### EXECUTIVE SUMMARY:

As part of the Rotary Park Tourist Information Kiosk, Sani-Dump station and Dog off Leash Park Project for 2012, staff will be hiring a general contractor for the construction of the Kiosk under a City Tender. As this tender is expected to exceed \$250,000, staff has provided this Information Only Report to Council prior to going out for bids.

### BACKGROUND:

As part of the new Tourism/Economic Development delivery model, a decision was made to move the primary Visitor Information Centre to a new location at the intersection of Northfield and the Parkway. The Rotary Park Shelter was identified as the only means to provide an information centre at that location because the Transportation Finance Authority would not consider any new structures on their land, with the exception of redeveloping the existing building.

The City of Nanaimo is undertaking to renovate the existing washroom building at Northfield Rotary Park to create a space to operate a Tourist Information Kiosk. Design work is being completed by Raymond deBeeld Architect, Rocky Point Mechanical Engineering, R & B Electrical Engineering and Herold Engineering for Structural Review. Tender for the construction is to be released in February, 2012, construction beginning in May and completion in July, 2012.

A grant from Island Coastal Economic Trust has been awarded towards the project with the amount not to exceed \$155,000. The total budget is \$560,000 with City funding coming from the 2011 Financial Plan.

This project also includes the addition of a Sani-Dump Station and a Dog off Leash Park but will not form part of the tender.

Respectfully submitted,



Ian Blackwood  
Manager  
Facility Maintenance & Construction



Ian Howat  
Director  
Strategic Relationships



Tom Hickey  
General Manager  
Community Services

2012-FEB-01  
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Committee Follow  
Open Meeting  
In-Camera Meeting  
Meeting Date: 2012-FEB-01

## FOR INFORMATION ONLY

REPORT TO: AL KENNING, CITY MANAGER

FROM: RICHARD HARDING, DIRECTOR, PARKS, and RECREATION & CULTURE  
TOM HICKEY, GENERAL MANAGER OF COMMUNITY SERVICES

RE: VANCOUVER ISLAND SYMPHONY PORT THEATRE RENTAL

### STAFF'S RECOMMENDATION:

That Council receive this report.

### BACKGROUND:

At its Monday, 2012-JAN-17 FPCOW meeting, Council was reviewing the Higher Service Level requests for 2012 and asked staff to gather information regarding Vancouver Island Symphony's (VIS) rental of the Port Theatre.

### DISCUSSION:

Attached is a spread sheet that lists and summarizes invoices to the VIS from the Port Theatre for the 2010 and 2011 seasons. The spread sheet shows that total invoicing for 2010 was \$69,932 and for 2011 it was \$56,640.

Theater rent and a portion of the Technical Labor charge are revenues to the theatre that help cover indirect costs and reduce the net operating budget. Revenues from the VIS for the rental of the Port Theatre totaled \$25,876 in 2010 and \$21,772 in 2011.

The other revenues received by the Port Theatre from the VIS cover direct costs and have no impact on the net operating cost of the Port Theatre. For example, every dollar expended for SOCAN fees by the Port Theatre is directly billed to the VIS.

The Vancouver Island Symphony has requested the City Council increase their annual grant to \$85,000 and to make their funding part of the City budget rather than have their funding provided through the Cultural Grant program.

The Cultural Grant Program was initiated in the Nanaimo Cultural Policy that was received by Council in 1994 and further developed in the 2003 Cultural Strategy when Council increased the grant funding to \$2 per capita.

Cultural Grants were established to defray a portion of the expenses of organizations that also receive revenue from other sources (ticket or membership sales, donations from private sector, and support from foundations and other levels of government). The Cultural Grant program was developed specifically to help organizations like the VIS, among others.

One of the goals of the Cultural Grant process is to encourage good financial management and accountability within cultural organizations and maximize a variety of revenue sources including grants, donations, sponsorships and earned revenue.

For several years all Cultural Grants were applied for and allocated on an annual basis. Some organizations were finding it difficult to make long term plans and to apply for other federal or

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provincial funding when the grants were allocated on an annual basis. Based on input from Cultural Organizations, City Council ammended the Cultural Grant process to include Three-Year Operating Funding that is now available to established not-for-profit professional arts organizations that have been in existence for at least four (4) years and have demonstrated long term financial stability and planning.

The VIS has requested, through the Parks, Recreation and Culture Commission to Council, that their City funding be increased from \$60,000 to \$85,000 annually to ensure consistency in VIS operations and service delivery throughout the year. One of the contributing factors for the VIS funding request is that the Three Year Operating Funding they receive through the Cultural Grant Program has a start and end date which makes long term planning difficult.

While no long term funding is ever guaranteed, City Council could modify the Cultural Grant process so that the Three Year Operating Funding is based on an ongoing three year financial plan. This change in process will provide the VIS and other cultural organizations the ability to do long term planning.

As noted, the VIS has requested an additional \$25,000 per year in funding to be made through either:

- 1) Line Item in City of Nanaimo Budget (\$85,000).
- 2) Line Item in City of Nanaimo Budget (\$25,000) and a Cultural Operating Grant (\$60,000 on-going).
- 3) Possible break in Port Theatre rental fees (\$25,000) and a Cultural Operating Grant (\$60,000 on-going).
- 4) A combination of all three options listed above.

The Parks, Recreation and Culture Commission at its 2011-Nov- 23 meeting unanimously carried the recommendation that Council approve:

- the total amount of funding per year as a line item to the Vancouver Island Symphony of \$85,000;
- a Higher Service Level Request for the Vancouver Island Symphony in the amount of \$25,000;
- that \$60,000 from the Cultural Operating Grants be used to fund the Vancouver Island Symphony each year; and,
- the amount be reviewed in three years.

Staff believes, that to best maintain the intent and consistency of the Cultural Grant program and to address the VIS funding request, that City Council can increase the Cultural Grant from \$2 per capital to \$2.30 per capita (a \$26,760 increase in grant funding). The VIS can then continue to receive its funding through the Cultural Grant program.

Respectfully submitted,



R. Harding, Director  
Parks, Recreation & Culture



T. Hickey, General Manager  
Community Services

## Expenses invoiced to Vancouver Island Symphony

**2010**

	Rent	Ticket Centre	Credit Card s/c	Front Of House	Technical Labour	Technical Other	Socan	Advtsing	Total
Jan 22/10	1,600				1,211				2,811
Jan 23/10	1,400	200	406	305	528		249	612	3,700
Feb 20/10	1,400	200	540	274	1,179		304	603	4,500
Feb 27/10	2,050	200	417	247	1,594	120	257	603	5,488
Mar 20/10	2,550	200	479	379	2,416	145	285	603	7,057
Apr 17/10	2,550	200	473	415	1,447		282	603	5,970
May 16/10	2,700	600	419		2,018	385		1,291	7,413
Aug 6/10	500				434				934
Sept 16/10	1,400	1,217	1,921	26	1,213	248	1,004		7,029
Oct 23/10	2,550	492	566	355	2,153	240	312		6,668
Nov 10/10	900	214	176	238	757	190	180		2,655
Nov 21/10	3,281	439	806	464	2,668		413		8,071
Dec 19/10	2,995	416	957	265	2,396	120	487		7,636
<b>TOTAL 2010</b>	<b>\$25,876</b>	<b>\$4,378</b>	<b>\$7,160</b>	<b>\$2,968</b>	<b>\$20,014</b>	<b>\$1,448</b>	<b>\$3,773</b>	<b>\$4,315</b>	<b>\$69,932</b>

Education Concert  
Orchestra Games  
Quartetto Gelato  
Clarinet, Heartstrings & Big Brass  
Midsummer Night's Dream  
Heroes  
Nanaimo Piano Festival  
Symphony In The Park rehearsal  
Canadian Tenors  
Remembrance  
Chicks & Chocolate  
Tribute To Boston Pops  
Heart of Christmas

**2011**

Jan 22/11	4,140	409	775	493	3,672	445	433		10,367
Jan 22/11		640	35						675
Feb 19/11		296		50					346
Feb 19/11	1,932	212	451	331	2,765	45	250		5,986
Feb 20/11	2,050	205	99		463		49		2,866
Mar 5/11	2,550	209	502	229	2,146	5	281		5,922
Apr 30/11	2,550	213	537	490	2,977	105	293		7,165
May 14/11	900	215	313	56	647		322		2,453
Oct 22/11	2,550	1,227	685	360	2,109	245	347		7,523
Nov 19/11	2,550	504	734	443	2,407		375		7,013
Dec 3/11	2,550	220	669	420	2,120		345		6,324
<b>TOTAL 2011</b>	<b>\$21,772</b>	<b>\$4,350</b>	<b>\$4,800</b>	<b>\$2,872</b>	<b>\$19,306</b>	<b>\$845</b>	<b>\$2,695</b>	<b>\$0</b>	<b>\$56,640</b>

Old Wine New Bottle Festival  
Wine Festival - cancelled  
French Kiss - open rehearsal  
French Kiss  
Education Concert  
Airs d'Espagne  
Water  
Barrage  
Genius & Madness  
Last Night Of The Proms  
A Brassy Christmas

# FOR INFORMATION ONLY

REPORT TO: SUSAN CLIFT, DIRECTOR, ENGINEERING & PUBLIC WORKS

FROM: BILL SIMS, MANAGER, WATER RESOURCES

RE: WATER TREATMENT PLANT AND NUMBER ONE RESERVOIR  
MATERIALS SUPPLY TENDER

## STAFF'S RECOMMENDATION:

That Council receive the report for information.

## EXECUTIVE SUMMARY:

Detail design of both the Water Treatment Plant and #1 Reservoir are proceeding, with scheduled completion this summer. A component of both projects that will proceed in parallel is the supply and installation of pipelines to serve both facilities. For the Water Treatment Plant, two large diameter pipelines will be built from the existing supply mains on Nanaimo River Road to the site (one raw water supply, one treated water return). In the case of Reservoir No. 1, a single pipeline will be extended along Nanaimo Lakes Road from the south end of the existing reservoir to the new reservoir's location.

Due to relatively long delivery times, and for maximum cost savings, it is prudent for the City to pre-purchase the steel pipe and large-diameter valves in advance of a tender for the construction of the pipelines themselves. This approach has been successfully applied on several other water supply projects.

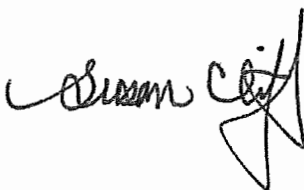
It is proposed to issue public tender calls for materials associated with the two projects' pipelines in February, to allow time for suppliers to respond, award contract and to fabricate the materials. This will enable the installation contractor to proceed on schedule. The pipeline installation contract will be the subject of a separate tender call, which will be issued following a period of prequalification.

The estimated costs for the materials supply contracts for both projects are in excess of \$3 million. Funds are included in the 2011/2012 capital budget for both projects.

Respectfully submitted,



Bill Sims, Manager  
Water Resources



Susan Clift, Director  
Engineering & Public Works



Tom Hickey, General Manager  
Community Services

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WS/fg

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☒ Committee *FPCOW*  
☒ Open Meeting  
☐ In-Camera Meeting  
 Meeting Date: *2012-FEB-06*

# FOR INFORMATION ONLY

REPORT TO: SUSAN CLIFT, DIRECTOR, ENGINEERING & PUBLIC WORKS

FROM: BILL SIMS, MANAGER, WATER RESOURCES

RE: WATER TREATMENT PLANT AND NUMBER ONE RESERVOIR  
CONTRACTOR PREQUALIFICATION

## STAFF'S RECOMMENDATION:

That Council receive the report for information.

## EXECUTIVE SUMMARY:

Detail design for both the Water Treatment Plant and No. 1 Reservoir are expected to be complete by this summer. The next step following design will be tenders for the construction of both projects.

It is proposed to tender the projects in the following construction contracts:

- Water Treatment Plant and No. 1 Reservoir pipeline installation
- Water Treatment Plant general contract
- No. 1 Reservoir and Energy Recovery general contract

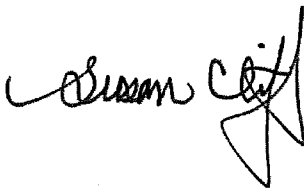
Prior to tendering , and to ensure that only qualified contractors bid on these complex contracts, staff will be prequalifying contractors. Prequalification ensures that those contractors that have demonstrated experience will bid on the project, while still ensuring a competitive bid.

To satisfy the requirements of the Agreement on Internal Trade, Trade Investment and Labour Mobility Agreement (TILMA) and New West Partnership Trade Agreement (NWPTA), a widely-advertised invitation for prequalification will be released. Respondents' experience, capability and past performance on similar projects will be evaluated and ranked. Following evaluation and short-listing of those that meet the minimum criteria, general contractors will be invited to bid on the various tenders. This will follow the City's normal bidding process for the invited contractors.

Respectfully submitted,



Bill Sims, Manager  
Water Resources



Susan Clift, Director  
Engineering & Public Works



Tom Hickey, General Manager  
Community Services

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Pat Portsmouth has requested an appearance before council.

The requested date is Feb 6, 2012.

The requested meeting is:

FPCOW

Presenter's information

Address: 934 Highview Terrace

City: Nanaimo

Province: B.C.

Postal Code: V9R 6K5

Details of Presentation:

Plus and minus of using Handy Dart.

**RECEIVED**

**JAN 26 2012**

**LEGISLATIVE SERVICES**

☐ Council  
☒ Committee FPCOW  
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☐ In-Camera Meeting  
Meeting Date: 2012-FEB-06