

AMENDED

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

1. **CALL THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING TO ORDER:**
2. **INTRODUCTION OF LATE ITEMS:**
 - Add Item 11 (b) Correspondence – Letter dated 2012-JAN-13 from Mr. Mike Wansink, President, INfilm – Vancouver Island North Film Commission
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
 - (a) 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. *Pg. 3-6*
5. **PRESENTATIONS:**
 - (a) Mr. Bruce Halliday, General Manager, The Port Theatre Society, regarding current financial constraints and the Co-Management Agreement for the Port Theatre. *Pg. 7-11*
 - (b) Chief R. Lambert, Nanaimo Fire Rescue, to provide a presentation regarding the Fire Rescue Department budget.
 - (c) Mr. M. Dietrich, Manager of Police Support, to provide a presentation regarding the Police Services Department budget.
 - (d) Mr. I. Howat, Director of Strategic Relationships, to provide a presentation regarding the Strategic Relationships Department budget.
6. **DELEGATIONS PERTAINING TO AGENDA ITEMS: (10 MINUTES)**
 - (a) Delegations Pertaining to the 2012 – 2016 Financial Plan.
7. **COMMISSION REPORTS:**

NONE

8. **COMMITTEE REPORTS:**

NONE

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

NONE

10. **INFORMATION ONLY ITEMS:**

- (a) Report from Mr. K. Felker, Manager of Purchasing and Stores, *Pg. 12-14*
re: Quarterly Direct Award Purchases.

11. **CORRESPONDENCE:**

- (a) Letter dated 2012-JAN-04 from Ms. Rosemary Bonanno, Executive *Pg. 15-21*
Director, Vancouver Island Regional Library (VIRL), regarding VIRL's
Facilities Policy.
- (b) Letter dated 2012-JAN-13 from Mr. Mike Wansink, President, INfilm – *Pg. 21.1-*
Vancouver Island North Film Commission, requesting that the City of *21.3*
Nanaimo include a financial investment of \$32,000 in INfilm in the
2012 budget.

12. **NOTICE OF MOTION:**

NONE

13. **OTHER BUSINESS:**

NONE

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

NONE

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

16. 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):

- (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.

17. ADJOURNMENT:

MINUTES OF THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2011-DEC-12 COMMENCING AT 4:30 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

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

Staff: A. C. Kenning, City Manager
D. W. Holmes, Assistant City Manager and General Manager of
Corporate Services
I. Howat, Director of Strategic Relationships
T. L. Hartley, Director of Human Resources and Organizational Planning
T. P. Seward, Director of Development
A. J. Tucker, Director of Planning
P. Kristensen, Director of Information Technology
S. Clift, Director of Engineering and Public Works
D. Duncan, Manager of Finance, Community Services
S. Graham, Manager of Financial Planning and Payroll
S. Samborski, Senior Manager of Recreation and Culture Services
J. Ritchie, Senior Manager of Parks and Civic Facilities
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 4:30 p.m.

2. ADOPTION OF AGENDA:

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

3. 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-NOV-21 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

4. PRESENTATIONS:

- (a) Mr. D. W. Holmes, Assistant City Manager and General Manager of Corporate Services, provided a PowerPoint presentation and report on the five-year financial plan.

5. MAYOR'S REPORT:

- (a) Mayor Ruttan advised that he is putting together recommendations for appointments to various committees to be considered at the 2011-DEC-19 Council Meeting.

6. STAFF REPORTS:

CORPORATE SERVICES:

- (a) 2012 – 2016 Financial Plan

It was moved and seconded that Council:

1. receive the report for information; and,
2. review the 2012 – 2016 Financial Plan at upcoming Finance / Policy Committee of the Whole Meetings.

The motion carried unanimously.

7. COMMISSION REPORTS:

- (a) Parks, Recreation and Culture Commission – 2012 Sport Tournament Grant Requests

It was moved and seconded that Council approve the expenditure of \$10,000 for the first intake of the 2012 Sport Tournament Grant allocations as follows:

Group	Amount
BC/Yukon Regional Agility Championships	500.
Nanaimo Canoe and Kayak Club	500.
Nanaimo Curling Club – BC Mixed Curling Championships	500.
Nanaimo Dragon Boat Festival	1,000.
N&D Minor Fastball Association – Squirt Challenge	400.
N&D Minor Fastball Association – Pee Wee Challenge	400.
Nanaimo Kennel Club	1,000.
Nan. District Lacrosse – Bantam	400.
Nan. Minor Hockey Association	500.
Nan. Riptides Swim – Spring Sprint	500.
Nan. Riptides Swim – Van. Is Regionals	700.
Nan. Skating Club – Regionals	700.
Nan. White Rapids – BCSSA Provincials – one time event	2,500.

Group	Amount
WPVL – 97 Breakers	400.
TOTALS:	10,000.

The motion carried unanimously.

- (b) Parks, Recreation and Culture Commission – Parks, Recreation and Culture Financial Plan 2012 – 2016

It was moved and seconded that 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 be referred to the discussions regarding the 2012 – 2016 Financial Plan. The motion carried unanimously.

It was moved and seconded that Council grant the Vancouver Island Symphony their first quarterly payment based on the 2011 level of funding. The motion carried unanimously.

- (c) Parks, Recreation and Culture Commission – Request for Additional Funding for the Nanaimo Art Gallery

It was moved and seconded that the request for additional funding for the Nanaimo Art Gallery be referred to the discussions regarding the 2012 – 2016 Financial Plan. The motion carried unanimously.

- (d) Parks, Recreation and Culture Commission – Request for Additional Funding for the Vancouver Island Symphony

It was moved and seconded that the request for additional funding for the Vancouver Island Symphony be referred to the discussions regarding the 2012 – 2016 Financial Plan. The motion carried unanimously.

8. INFORMATION ONLY ITEMS:

- (a) Report from Mr. P. Kristensen, Director of Information Technology, re: City Telephone Services Upgrade Strategy.

9. CORRESPONDENCE:

- (a) Letter dated 2011-NOV-14 from Ms. Rosemary Bonanno, Executive Director, Vancouver Island Regional Library, regarding Appointment to the 2012 Vancouver Island Regional Library Board.

It was moved and seconded that Council appoint Councillor Brennan as the Representative, and Councillor Anderson as the Alternate to the 2012 Vancouver Island Regional Library Board. The motion carried unanimously.

10. QUESTION PERIOD:

- Mr. Ron Bolin, re: 2012 – 2016 Financial Plan; procedural motion to move "In Camera".
- Mr. Fred Taylor, re: 2012 – 2016 Financial Plan.
- Mr. Jim Routledge, re: 2012 – 2016 Financial Plan.

11. PROCEDURAL MOTION:

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

- (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;
- (g) litigation or potential litigation affecting 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*;
- (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; and,
- (o) the consideration of whether the authority under section 91 [*other persons attending closed meetings*] should be exercised in relation to a Council meeting.

The motion carried unanimously.

Council moved into "In Camera" at 6:35 p.m.

Council moved out of "In Camera" at 8:00 p.m.

12. ADJOURNMENT:

It was moved and seconded at 8:00 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

MANAGER,
LEGISLATIVE SERVICES



Jan 12th 2012

Mayor and Council
City of Nanaimo
Attn: Committee of the Whole

Mission Statement

The purpose of The Port Theatre is to stimulate and enhance artistic, cultural, and economic activities in the Central Vancouver Island Region through the operation of the 800-seat Port Theatre in the heart of downtown Nanaimo.

Vision Statement

The Port Theatre is a dynamic cultural facility that demonstrates a commitment to excellence, plays a leadership role in the artistic life of Central Vancouver Island, contributes significantly to the economic diversification of the region, is an integral part of the National touring network, and is a continuing source of pride for the City of Nanaimo, the Port of Nanaimo and the surrounding communities.

The Port Theatre is a City owned facility, built in 1998

\$2.9 million of the \$10.0 Million construction cost was raised privately in the community by The Port Theatre Society .

The Port Theatre Society is a registered Not-for Profit organization with an ongoing management agreement to occupy and operate the Port Theatre.

- The Port Theatre is an economic driver in the community with direct, indirect and induced impact of \$6 million to \$8 million annually
- hosts over 100,000 patrons each year to events
- books directly and indirectly, 200-500 hotel room nights annually, for artists and support staff and patrons
- stimulates thousands of meals being purchased in local restaurants for our artists and support staff and patrons
- facilitates and hosts an average of 230 rental events each year
- Employs 12-13 f/t staff, 12 f/t equivalent and p/t staff
- Employs up to 100 casual employees each year
- Spends over \$850,000 in wages and benefits to citizens in the region
- has no accumulated deficit
- receives over 12,000 donated volunteer hrs annually from community members
- provides many subsidized services to youth and social service agencies
 - reduced costs to community users
 - Two-Three thousand tickets offered to clients of Social service agency for those
 - Eyego tickets offered to high school students at \$5.00 per ticket
 - Two schools receive a free day in the theatre to produce an event for their school annually

Jan 12, 2012

☐ Council
☒ Committee *F/PCOW*
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: *2012-JAN-16*

The Port Theatre Society has requested this discussion regarding current financial constraints and our Co-Management Agreement.

Bruce Halliday, The General Manager of The Port Theatre has met with the Director of Parks, Recreation and Culture, Richard Harding, regularly over the past years to discuss ticket sales, trends in the industry and changes in activity at The Port Theatre. The impact on the current operations and finances have been fully disclosed and detailed in monthly financial reports to the City of Nanaimo. Challenges in the Arts and other areas of our community as well as the projected 2011 deficit have been discussed often and in depth. The G.M. shared ongoing plans to reduce and diversify programming and develop new partnerships to minimize financial risk. In addition to regular meetings with Mr. Harding, the following exceptional information sessions were held:

- Aug 29th 2011 The G.M. and the Port Theatre Board of Directors met with Al Kenning and a Rep. of PR&C. (Jeff Ritchie) to update on the current financial issue (deficit) and to share directly the steps being taken to mitigate the impact.
- Oct 4th 2011 Presented to the RDN to update on current finances
- Oct 26th 2011, The G.M. and Mr. Harding co-presented to the P.R.C.C. to update commission on our current financial position.
- Nov 31st 2011 marked the end of our third five year Co- management agreement for The Port Theatre.
- Dec 21st Bruce Halliday met with Al kenning and P.R.C. rep. Suzanne Samborski for further discussion
- Jan 10th 2012 Presented to RDN Committee of the Whole to ask for annual increases

For the fiscal year 2011 the Port Theatre Society will post an operating deficit of approx \$114,000.00. This deficit, the 1st for the Port Theatre since operations began in 1998, is attributable to a few key factors:

1. The majority of the deficit is due to a sharp decrease in revenue (ticket sales) for our "Spotlight" Series. The Spotlight Series represents the Artists that we directly contract with a guaranteed fee for performance. The presenting of artists is inherently entrepreneurial, therefore involves risk taking. The Port Theatre has earned an excellent national reputation as a professional venue within the B.C. and the national touring network. This series represents the most artistically challenging but culturally significant performances available in Canada. For a number of years we have applied for and received substantial funding (\$62,000 2008-2012) from the Department of Canadian Heritage. We are currently in the third year of a multiyear funding ensuring, to a high degree, this funding for the 2012 / 13 season. The criteria for this funding is stringent and challenging to meet in this climate.(Artistic excellence and Artistic, Cultural and Geographic diversity) This is the only national funding available for programming / presenting in the Performing Arts. Our presenting series has put The Port Theatre and Nanaimo on the map across the country and internationally.
2. Another contributing factor toward our current deficit has been that we have experienced a 35% decrease in revenue for community rentals. As Council is likely well aware from other community organizations, provincial gaming funding decreases have had a large impact on local organizations with numerous Nanaimo based Arts organizations closing their doors, moving away or reducing their operations. (Theatre BC, Arts Now, Nanaimo Francophone assoc., Vancouver Island Children's Festival, Theatre One, Nanaimo Arts Council) The loss of the Vancouver Island Children's Festival alone represents a 10 less rental days annually.
3. Operations of the facility have seen a sharp rise in operating costs for the facility. Energy and maintenance costs have risen over the past 10 years at a rate far exceeding C.O.L. and most likely similar to the City venues like NAC and NIC . We are working to reduce our energy consumption through liaising with BC Hydro and the City of Nanaimo staff. Base operating costs for Building Services are approx. **\$170,000.00** annually.

Jan 12, 2012

Annualized Revenue Sources

- The City of Nanaimo contributes \$454,000.00 in operating funds to the Port Theatre Society annually, of which \$170,000 is allocated directly to base operating costs (utilities, maintenance, inspections etc.)
- The Port Theatre has applied for and received \$65,000.00 annually from the Department of Canadian Heritage to " Present" higher risk / culturally significant performances such as the National Ballet of Canada.
- The Port Theatre has applied for and received \$7000.00 annually from the B.C. Arts Council to " Present" higher risk / culturally significant, Canadian performances.
- The Port Theatre Society receives \$65,270.00 (plus \$9,000.00) from the R.D.N. annually based on a referendum held in 2002.

Electoral Area A	\$13,900..
Electoral Area B	\$13,915..
Electoral Area C	\$17,505...
Electoral Area E	\$19,950...
District of Lantzville	\$9000.00 restricted to capital

This funding has been for a fixed dollar contributions with no mechanism for annual increases since 2002. We are in discussions with the R.D.N. regarding this, having presented a request for annual increases to the board Jan 10th 2012.

MUNICIPAL SUPPORT COMPARISON FOR FISCAL YEAR ENDING 2010

BRITISH COLUMBIA	REVENUES	SUBSIDY	% Subsidy
Cowichan Theatre	\$1,310,733	\$921,833	70%
Centennial Theatre	\$908,614	\$412,424	45%
Vancouver Civic Theatres	\$6,157,337	\$2,662,777	43%
ACT Arts Centre and Theatre	\$1,500,000	\$624,000	42%
Chilliwack Arts & Cultural Centre Society	\$1,000,000	\$400,000	40%
Vernon & District Performing Arts Centre	\$682,000	\$177,324	26%
Port Theatre	\$1,786,400	\$445,247	25%
Rotary Centre for the Arts	\$1,300,000	\$263,000	20%
Sid Williams Theatre Society	\$721,934	\$130,000	18%
			37%

This survey represents operating funds only. Capital contributions not included.

Capital

The City of Nanaimo contributes \$100,000 annually to Capital upgrades and repair of the facility and equipment as specified in The Port Theatre's ongoing 7yr Capital plan.

The Port Theatre contributes \$50,000 annually to capital upgrades of the facility as per the 7yr plan. (\$650,000 to date)

The Port Theatre Society is requesting an increase in management fee to reflect the rising costs of facility management and to ensure stable, sustainable operations of our Regional Arts Centre. The Port Theatre Society is a registered Not for Profit Arts organization with a mandate to provide cultural experiences to the community.

For the upcoming year, 2012, The Port Theatre Board has created a budget that is very conservative in revenue expectations (tickets sales) and very realistic in expenses to address and meet the challenges of a changing economic environment, while continuing to bring some of the finest artists available to The Port Theatre.

It is clear that operating a regional community theatre in this current climate presents us with at a crossroads. This is not merely a crossroads where The Port Theatre Society and the City of Nanaimo must deal with the 1st deficit in 14 years of operations...We are at a crossroads at which we have the opportunity to choose growth, growth and adaptation in a changing world. It is our time, as leaders, to re-commit ourselves to providing this community with the very best in Arts and Culture.

The Port Theatre Society and the City of Nanaimo share a vested interest in this valuable City asset "The Port Theatre". We both share a desire to have the Port Theatre continue to succeed and be a showcase for Nanaimo and the region. This new co-management agreement is intended to reflect a commitment to the long term asset management of this community resource. To this end we have worked to ensure the health of the facility and operations through development of a 10yr capital plan and excellent stewardship. We have worked to ensure that City staff has an excellent understanding of our facility management and maintenance programs. Our goal is for The Port Theatre and the City of Nanaimo to continue to develop an excellent landlord / tenant or co-management relationship.

The Port Theatre Society requests that City Council consider the following proposal to address these issues:

1. The 2011 deficit
2. Escalation of operating costs for 2012 and beyond
3. The changing environment of operating a Community / professional facility
4. New Co- management Agreement for 2012 – 2016
5. The inclusion of The Port Theatre in the City of Nanaimo Asset Management plan



Proposal:

The Port Theatre Board of Directors requests:

- an increase to operating funds by \$90,000.00 annually.
- that the current annual increase remain at 2%
- that the new Co Management Agreement reflect these changes
 - City includes Port Theatre HVAC, Elevators inspections, Snow removal etc. in overall Civic facility maintenance plan. This would reduce the management fee appropriately.
 - Port Theatre is included in Asset management plan
- that Council approve in principal, the transfer of up to \$74,500.00 of Capital reserve to 2011 operating to reduce the deficit as The Port Theatre Board of Directors deems appropriate to best position the theatre for the future. With this consideration, The Port Theatre will be able to absorb the 2011 operating deficit without risking cash-flow issues

The Port Theatre Society would like to thank the Mayor, City Council and staff for the ongoing support of this community cultural facility.

Bruce Halliday
General Manager
The Port Theatre Society

Glynis Hayes
President, Board of Directors
The Port Theatre Society

"We believe in the transformational power of the artistic experience and are passionate about co-creating opportunities for artists and audiences to share magical moments."

Jan 12, 2012

FOR INFORMATION ONLY

REPORT TO: B.E. CLEMENS, DIRECTOR OF FINANCE

FROM: K. FELKER, MANAGER, PURCHASING AND STORES

RE: QUARTERLY DIRECT AWARD PURCHASES

STAFF'S RECOMMENDATION:

That Council receives this report for information.

EXECUTIVE SUMMARY:

As per Council's Purchasing Policy, a report to Council will be provided each quarter summarizing any direct award purchases between \$25,000 to \$250,000. Council approves any direct awards over \$250,000. This report covers the period 2011-Oct-01 to 2011-Dec-31.

BACKGROUND:

Council's Purchasing Policy gives authority to staff to directly award a contract to a vendor if certain conditions are met. This policy requires staff to provide a quarterly report to Council on direct awards (also known as "sole source" or "single source" purchases) valued between \$25,000 to \$250,000.

According to the policy, the circumstances under which a direct award can be made are as follows:

1. To ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative.
2. One with which staff has specialized training and/or extensive experience.
3. Where there is an absence of competition and no acceptable alternative or substitute exists.
4. For the purchase of used equipment or at auction.
5. Where it can be demonstrated the product or service is available only through one authorized manufacturer, distributor, dealer, or service provider.
6. Item is purchased for testing or trial use.
7. For matters involving high security and/or to protect the confidentiality of the City.
8. Urgently required on an emergency basis (e.g. life/death, health, safety, critical equipment or facility breakdown).
9. A Notice of Intent to Direct Award is posted electronically and is not challenged.
10. Where there is demonstrated value to continue consultant services into the next project phase (i.e. from design to construction).
11. Any other situation where it is clearly demonstrated there is only one viable source of supply.

☐ Council
☒ Committee *FLPCOW*
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: *2012-JAN-16*

There were seven direct awards made during the three month period covered by this report.

Details of these are given below.

Vendor: Telus Business Solutions
Amount: \$146,911.74
Description: Upgrade the existing telephone system at the Nanaimo RCMP detachment
Reason: Telus is the only equipment vendor that can service 9-1-1 and also able to meet the RCMP stated requirements for in-house support.

Vendor: Dell Computer Corporation
Amount: \$41,577.60
Description: Storage equipment for the VMware upgrade project.
Reason: Compatibility with existing equipment.

Vendor: Newcastle Nissan
Amount: \$38,335
Description: To supply one (1) Nissan Leaf all Electric Vehicle
Reason: Purchased through a consortium with the Fraser Basin Council.

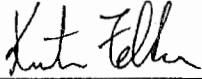
Vendor: Nanaimo Port Authority
Amount: \$81,231.97
Description: Supply & install a marine engine, waterous aquis foam system and waterous compressed air system in "NPA EAGLE"
Reason: Port of Nanaimo purchased pump on behalf of the City with prior Council approval.

Vendor: Raylec Power Ltd
Amount: \$31,000
Description: Traffic signal upgrades at Wakesiah and Second St.
Reason: Only contractor on Vancouver Island performing traffic signal installations.

Vendor: Rocky Point Engineering Ltd
Amount: \$29,800
Description: New City Hall/Annex HVAC & electrical studies
Reason: Consultant already performing Energy Modeling work on this project. This work is a continuation in order to be able to access BC Hydro Power Smart funding.

Vendor: Jeffrey Contracting Ltd
Amount: \$42,312.35
Description: Albert Street & Victoria Road Sidewalk Project
Reason: Misinterpretation of Council's Purchasing Policy which has been clarified with the end user department.

Respectfully submitted,



K. Felker
Manager, Purchasing & Stores



B. E. Clemens,
Director of Finance



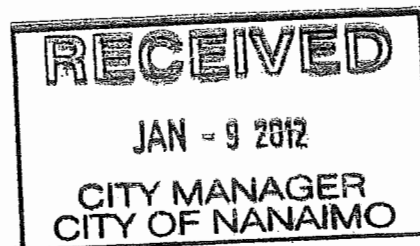
D. W. Holmes,
Assistant City Manager/
General Manager, Corporate Services

G:\Reports\Quarterly Reports\2011\Direct Award email approvals\Quarter 4



January 4, 2012

His Worship Mayor John Ruttan and Council
City of Nanaimo
455 Wallace Street
Nanaimo, BC V9R 5J6



Dear Mayor Ruttan and Council

Vancouver Island Regional Library (VIRL) is pleased to advise you that the Board has revised its Facilities Policy, including a facility decision process. For your convenience we have attached a copy.

To assist VIRL in our future facility planning process we would appreciate knowing if your community:

- Has any plans or concerns regarding the provision of library space;
- If so, when your community might be considering a new facility where a library might be housed;
- Any other pertinent information that might affect our planning process.

Vancouver Island Regional Library is vitally interested in being part of your planning process where library facilities are concerned. When responding, please consider that we already have several files open for new or expanded branches in:

- Bella Coola - nearing completion
- Quadra Island - nearing completion
- Cowichan Lake - at development permit stage
- Nanaimo North – at development permit stage
- Cumberland – in RFP stage
- Cortes Island – in negotiations
- Gabriola Island – in negotiations
- Sooke – about to proceed to public input stage

☐ Council
☒ Committee *FLPCOW*
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: *2012-JAN-16*

VIRL's priorities for facility development will be further refined once responses have been received and 2011 census data becomes available.

Your response, even if you have no current plans or concerns, would be appreciated.

Sincerely



Rosemary Bonanno, BA MLS
Executive Director
Vancouver Island Regional Library

Cc: Diane Brennan, VIRL Trustee
Alastair Kenning, Chief Administrative Officer

Title:	Facilities
Approved:	June 2011
Revised:	

The purpose of this policy is to ensure facilities meet the mission of the Vancouver Island Regional Library (VIRL) Board by maintaining and further developing an integrated network of service points, underpinned by designated resource hub libraries offering and supporting the delivery of in-depth information and readers' advisory services system-wide. Together, these approaches are designed to be responsive to the needs and expectations of VIRL customers. Facilities are designed to best meet the community needs. Ideally, library facilities are flexible, functional, attractive and adaptable.

Development of a Permanent Service Delivery Location

It is the responsibility of the associated political jurisdiction to make a request in writing to the Board to consider the development of a permanent service delivery location. A population threshold of 4,600 is expected to be met in 20 years' time in order for a branch to be considered by the Board. If the Board approves the request, it is the associated political jurisdiction's responsibility to conduct a public consultation process.

Service Delivery Models

To maximize efficiencies and effectiveness VIRL will offer a multi-tiered service delivery model. Requests for contracting services from VIRL will be between the political jurisdiction and the Vancouver Island Regional Library Board. Discussions will not be undertaken with individuals or local interest groups. Support of the local jurisdictions is a prerequisite.

Books-by-Mail

Books-by-Mail is an individualized serviced offered to communities of less than 1,000 people. All requests are handled at the nearest resource hub.

Core Library

The Core Library is located in a concentrated area of expressed need. The physical size of the Core Library is a target of 2,750 square feet, serving a population up to and including 4,600. The service is valued as a focal point of the community identity, a community meeting place and a destination for all. It may be co-located. It provides convenient access to the resources of the entire library system. Core children's services (including programming) and services to targeted groups such as teens or seniors may

be stressed. The collection may contain up to 15,000 popular items. Electronic information resources provide access to a broad range of reference and support materials. Access to the Internet will be provided in relation to the population served.

Community Library

The Community Library is a local community focal point and is a gathering place and an intentional destination. It may be co-located. The Community Library is up to 18,000 square feet. The building should support the growth of the community for 20 years. These libraries focus their services on recreational and informational needs, providing access to a full range of print and non-print items. Their collections, based upon demand, support browsing and general information. The base core collection is further developed to support a broader range and scope of information. The Community Library delivers information and reader's advisory services, programming for all targeted groups, outreach, reading lounge, designated study space and multipurpose meeting space are all part of their mandate. Access to the Internet will be provided in relation to the population served.

Resource (Hub) Library

The Resource (Hub) Library underpins the delivery of information and readers' advisory services throughout the Board's service area. Further to that it provides community needs to the local area. It may be co-located. The Resource Library exceeds 18,000 square feet based on population. The building should support the growth of the community for 20 years. Its extensive collections serve the recreational and informational needs through a mix of circulation and electronic materials. Local or special collections may also be developed and housed in hub libraries. The resource hub library has an important role in supporting the print and non-print infrastructure of the library system through the development and provision of specialized in-depth collections and staff expertise. It provides the full range of services for children and adults, programming, outreach, distribution centre for the hub, and multipurpose meeting space are all part of its mandate.

eLibrary

It is the vision of the Vancouver Island Regional Library to become a provincial leader in the integration of technology into library services. Electronic resources and technological access to information and services will not result in the demise of the library as a destination. Rather, technology will be expanded and used to enhance customer access to library services, whether from within library branches or from home, place of work, or other locations within the community. Using new tools customers and staff will access information resources more effectively and communicate in new and innovative ways. Services offered electronically will be tailored to the individual needs of customers, recognizing the diversity of the community, social and economic barriers faced by all its members.

Standards

Standards may be defined as a degree or level of requirement, excellence or attainment that serve as a point of reference. They are a framework for planning and achieving best practices and excellence in the management and provision of library service. At the same time, standards provide a baseline measure for the development of facilities.

VIRL will:

- Establish and maintain libraries according to the service delivery model.
- Locate facilities as best possible utilizing site selection criteria.
- Use a recognized source (PCensus or Stats Canada) to access population and demographic information on which to base needs for new or expanded facilities.
- Implement a minimum target size of 2,750 sq ft or 0.6 sq ft per capita.
- Recognize the difference between urban and rural delivery by:
 - Grandfathering existing sites in their present geographic location until such time as population increases warrant replacement, and that grandfathered branches be maintained with a focus on WCB and health & safety issues subject to funding provided by the additional maintenance levy above, and that priority maintenance be given to the rural branches as identified in the CFMP report.
 - Base rural priorities on a weighted basis (10% population 30% date of most recent move/work, 30% compliance with minimum requirements, 30% physical condition) as outlined in this report.
 - Consider one or more rural branches and one urban branch per year be considered by the Board for expansion or replacement when requested by the local jurisdiction.
- An additional levy of 1.25% per year for facilities over a 10 year period, and an additional levy of 1% per year for maintenance over a 10 year period, is required to implement this policy.
- Implement as opportunities arise the preferred ownership model.
 1. VIRL ownership
 2. Public sector ownership
 3. Private sector ownership

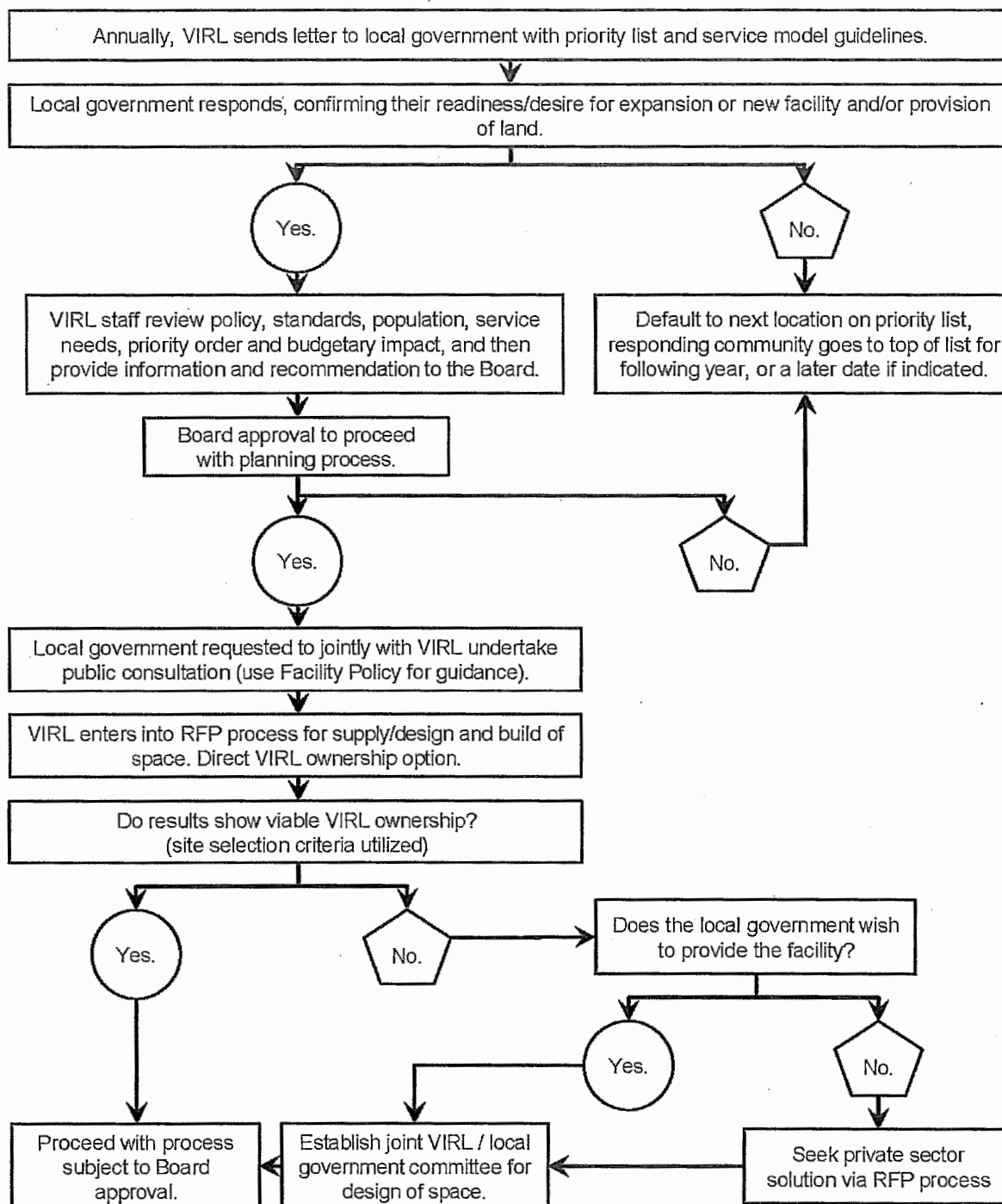
Prototype Library Program / Minimum 2,750 sq ft.

	Total Area (SF)	Description / Standard
Collection Space	1,000	15,000 books @ 15bk/sf
Circulation Desk	150	
Public Access Catalogues	40	
User Seating	240	8 seats x 30sf
Children's Area	300	12% of area
Teen Area	100	4% of area
Public Access Computer Space	100	4 users
Work / Storage Room	250	11% of library area
Washrooms	80	1 male 1 female
Circulation	490	19% of net area
Total	2,750	

Site Selection

		Site 1	Site 2	Site 3	Site 4	Site 5
Physical Site						
1	Site accommodates facility which meets area standard for catchment area					
2	Central to catchment area					
3	Site is in future growth area					
4	High visibility within community					
5	Close to commercial node / activity					
6	Close to other community facilities					
7	Site restrictions (ie flood plane or restrictive covenants)					
8	Library use permitted by existing zoning					
Site Access						
9	Accessible by public transit					
10	Vehicle parking is maximum permitted by zoning					
11	Bicycle parking is provided (as per zoning if applicable)					
12	Access for service and delivery vehicles					
Building						
13	Meets minimum area requirement (for branch size)					
14	Meets building code standards					
15	Barrier free access					
15	Access to telephone, Internet, cable, communication infrastructure					
17	Overall premise / building is in good condition					
18	Available for long term period (20 years)					
19	Affordable					
20	Separate entrance					
Total (maximum score = 100)						

Facility Decision Process





January, 13 2012

City of Nanaimo
455 Wallace Street
Nanaimo, BC
V9R 5J6

Re: Investment in Creative Economy, Film and New Media

Dear Mayor Ruttan and Council;

The ongoing work of the Island North Film Commission (INfilm) continues to promote your community and others on Vancouver Island to a global creative industry that maintains its financial strength despite current economic challenges.

Film production has been and will remain a key function of our operation as the industry matures and evolves. INfilm has kept up with the ever-accelerating pace of change. Nanaimo can continue to benefit in the future by investing with INfilm, as we continue to provide a leadership position in this rapidly changing industry.

The Role of a Regional Film Commission; Balancing Act - Then and Now

Our role in the film industry has been about locations. This is the commodity we were selling – constantly trying to set ourselves apart from other regions by profiling our diversity, our splendid landscapes or wide variety of architecture.

Locations are still important but are now only one segment of a complex, sophisticated and often baffling puzzle, reflecting the drastic changes in the industry and the global economy. In the past we were more aligned with tourism or arts and culture. Not surprisingly, we are now more aligned with economic development and a growing creative economy.

Film Commissions are expected to be experts in:

- Tax and other incentive schemes,
- Film financing – debt, equity investments – gap financing, bridge loans
- production and postproduction
- all things digital
- visual effects, animation, 2D/3D, gaming, interactive, simulation, visualization, new distribution platforms.

Film Commissions are increasingly involved with:

- Education – as it connects to career pathways and job creation
- The creation of indigenous industries

☐ Council
☒ Committee *Flow*
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: *2012-JAN-16*

Maybe the biggest change for regional commissions is creating their own industry. From identifying a local crew base, promoting local business and services, to financing, digital media facilities, soundstage facilities....to capture and become a viable, sustainable industry in their area.

As a true community resource, INfilm is comprised of a Board of Directors that represents a broad range of communities and regional Districts including active First Nations partners. As such, there are a number of benefits to the larger community.

- Economic Diversification – Business attraction for creative industries and new media, and First Nations economic development.
- Tourism – opportunity to market a unique locations and communities globally to attract a wide array of visitors looking to experience what they have seen on the screen.
- Opportunity to demonstrate local talent in creative industries and the continued promotion of skill development and associated program development to match future human resource needs of employers.

We are in a time when the basic economic components of many communities in our region are reinventing themselves, whether they are based in natural resources, agriculture or manufacturing. The need to diversify our economies is the reason behind dramatic change as governments worldwide compete to capture a piece, large or small, of the film and media industries. Capturing a piece of the industry means something completely different than it did 10 – 15 years ago.

The Future:

Vancouver Island and the Sunshine Coast is at a crossroads with a 21st Century entertainment industry. British Columbia is on the leading edge of the digital entertainment revolution with the convergence of film & television production, visual effects and interactive media.

By leveraging on the combined strengths of these industries, Vancouver Island and the Sunshine Coast is in a position to capitalize on the new opportunities arising from convergence.

Credibility is Essential:

INfilm has a reputation within the industry as the gatekeeper to the region. Our credibility rests with our experience, knowledge and understanding. We deal with issues such as intellectual property rights, confidentiality agreements, production company publicist constraints and contact with the myriad of potential supporting industries. We focus our activities to *facilitation with*, as opposed to *promotion of* particular productions.

Governance:

The volunteer Board of Directors represents a geographically wide selection of communities on the Island and the Sunshine Coast. It is required that all members of the Board have no vested personal or business interest in film or media production and no personal conflict of interest.

Invest:

In 2011 INfilm serviced **31** productions with a regional economic impact of approximately **\$1.9 million** in direct economic benefits . We are forecasting another strong year with productions already gearing up to film on location throughout the region. We are requesting that The City of Nanaimo include a financial investment of \$32,000 in INfilm in your 2012 budget

We appreciate the leadership shown by the communities and regional districts who have and continue to recognise the strength of a collaborative regional investment and encourage all other communities and regional districts to consider becoming partners in the attraction and growth of this viable economic driver.

Island North Film Commission Board invites each community and regional district to participate in a **"Regional Film Forum"** Friday, February 17th at the Qualicum Beach Civic Centre 1:00 pm to 3:00 pm. This forum will include a panel of key industry Producers and Location Managers who provide an overview of filming on location. Our staff and Directors will be on-hand to discuss forging a stronger relationship. Personal invitations will be sent out to each Mayor, Councillor or Director, and we encourage you all to mark this date on your calendar.

Yours truly,

Mike Wansink,
President, INfilm - Qualicum Beach

2012 Board

Stephanie Tipple, Vice President - Campbell River
Marsha Foster, Secretary / Treasurer - Comox Valley
Kathy Campbell, Director at Large - Comox Valley
Lillian Hunt, Director at Large - Alert Bay
Geoff Lyons, Director at Large - Ucluelet
Paul Galinski, Director at Large - Powell River
Glenn Wong, Regional Liaison - Alberni Clayoquot Regional District

A hard copy of this letter will also be mailed out.

For more information call INfilm at (250) 287-2772 or email film.info@infilm.ca