

AGENDA FOR THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING  
TO BE HELD IN THE BOARD ROOM, CITY HALL,  
ON MONDAY, 2011-DEC-12, 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:**

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-NOV-21 at 4:30 p.m.

*Pg. 4-6*

5. **PRESENTATIONS:**

- (a) Staff to provide a PowerPoint presentation and report on the five-year financial plan.

6. **DELEGATIONS PERTAINING TO AGENDA ITEMS: (10 MINUTES)**

7. **COMMISSION REPORTS:**

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

*Pg. 7-8*

*Commission's Recommendation: 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	1000.
N&D Minor Fastball Association – Squirt Challenge	400.
N&D Minor Fastball Association – Pee Wee Challenge	400.
Nanaimo Kennel Club	1000.
Nan. District Lacrosse – Bantam	400.

<i>Group</i>	<i>Amount</i>
<i>Nan. Minor Hockey Association</i>	<i>500.</i>
<i>Nan. Riptides Swim – Spring Sprint</i>	<i>500.</i>
<i>Nan. Riptides Swim – Van. Is Regionals</i>	<i>700.</i>
<i>Nan. Skating Club – Regionals</i>	<i>700.</i>
<i>Nan. White Rapids – BCSSA Provincials – one time event</i>	<i>2500.</i>
<i>WPVL – 97 Breakers</i>	<i>400.</i>
<b>TOTALS:</b>	<b>10,000.</b>

(b) **Parks, Recreation and Culture Commission – Parks, Recreation and Culture Financial Plan 2012 – 2016** Pg. 9-21

Commission's Recommendation: 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.

City Manager's Recommendation: That this item be referred to the discussions regarding the 2012 – 2016 Financial Plan.

(c) **Parks, Recreation and Culture Commission – Request for Additional Funding for the Nanaimo Art Gallery** Pg. 22-25

Commission's Recommendation: That Council approve that the Nanaimo Art Gallery receive a two percent per year increase to their line item grant starting in 2012.

City Manager's Recommendation: That this item be referred to the discussions regarding the 2012 – 2016 Financial Plan.

(d) **Parks, Recreation and Culture Commission – Request for Additional Funding for the Vancouver Island Symphony** Pg. 26-39

Commission's 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.

City Manager's Recommendation: That this item be referred to the discussions regarding the 2012 – 2016 Financial Plan.

8. **COMMITTEE REPORTS:**

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

10. **INFORMATION ONLY ITEMS:**

- (a) Report from Mr. P. Kristensen, Director of Information Technology, Pg. 40-42  
re: City Telephone Services Upgrade Strategy.

11. **CORRESPONDENCE:**

- (a) Letter dated 2011-NOV-14 from Ms. Rosemary Bonanno, Executive Pg. 43-46  
Director, Vancouver Island Regional Library, regarding Appointment to  
the 2012 Vancouver Island Regional Library Board.

12. **NOTICE OF MOTION:**

13. **OTHER BUSINESS:**

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

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;
- (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.

17. **ADJOURNMENT:**

MINUTES OF THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING  
HELD IN THE BOARD ROOM, CITY HALL,  
ON MONDAY, 2011-NOV-21 COMMENCING AT 4:30 P.M.

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PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor W. L. Bestwick  
Councillor G. E. Greves  
Councillor W. J. Holdom  
Councillor D. K. Johnstone  
Councillor J. A. Kipp  
Councillor J. F. K. Pattje  
Councillor L. J. Sherry  
Councillor M. W. Unger

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  
A. J. Tucker, Director of Planning (Left at 5:30 p.m.)  
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. INTRODUCTION OF LATE ITEMS:

- (a) Add Agenda Item 6 (a) – Delegations Pertaining To Agenda Items – Mr. Dan Appell, 940 Hecate Street, Nanaimo, regarding the Hotel / Motel Revitalization Tax Exemption.

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-NOV-07 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

5. DELEGATIONS PERTAINING TO AGENDA ITEMS:

- (a) Mr. Dan Appell, 940 Hecate Street, Nanaimo, believes that an exact dollar amount should be set regarding the Hotel / Motel Revitalization Tax Exemption.

6. STAFF REPORTS:

CORPORATE SERVICES:

(a) Hotel / Motel Revitalization Tax Exemption

It was moved and seconded that Council:

1. consider "REVITALIZATION TAX EXEMPTION BYLAW 2011 NO. 7143" in conjunction with the objectives and policies set out in its financial plan; and,
2. direct Staff to modify the revenue objectives and policies to include the new objectives stated in "REVITALIZATION TAX EXEMPTION BYLAW 2011 NO. 7143".

The motion carried unanimously.

(b) Nanaimo Economic Development Corporation Borrowing Requirements

It was moved and seconded that Council authorize the Nanaimo Economic Development Corporation (NEDC) to incur \$25,000 of borrowing with Scotiabank to provide for corporate credit cards. The motion carried unanimously.

7. INFORMATION ONLY ITEMS:

- (a) Report from Mr. K. Felker, Manager of Purchasing and Stores, re: New Bicycle Disposal Process.

8. CORRESPONDENCE:

- (a) Email dated 2011-NOV-10 from Ms. Grace Elliott Nielsen, Executive Director, Tillicum Lelum Friendship Centre, requesting a letter of support in the BC's Aboriginal Friendship Centres urgent request to Government towards establishing a comprehensive Off-Reserve Aboriginal Strategy.

It was moved and seconded that Council direct Staff to write a letter in support of the BC's Aboriginal Friendship Centres urgent request to Government towards establishing a comprehensive Off-Reserve Aboriginal Strategy. The motion carried unanimously.

9. QUESTION PERIOD:

- Mr. Ron Bolin, re: Hotel / Motel Revitalization Tax Exemption.
- Mr. Fred Taylor, re: Hotel / Motel Revitalization Tax Exemption.
- Mr. Gord Fuller, re: Hotel / Motel Revitalization Tax Exemption, and the correspondence from Tillicum Lelum Friendship Centre.
- Mr. Dan Appell, re: Hotel / Motel Revitalization Tax Exemption.

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):

- (f) law enforcement, if the Council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and,
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*.

The motion carried unanimously.

Council moved into "In Camera" at 6:05 p.m.

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

11. ADJOURNMENT:

It was moved and seconded at 6:25 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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MANAGER,  
LEGISLATIVE SERVICES

**REPORT TO: MAYOR AND COUNCIL**

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

**RE: 2012 SPORT TOURNAMENT GRANT REQUESTS**

**RECOMMENDATION:**

That Council approve the expenditure of \$10,000.00 for the first intake of the 2012 Sport Tournament Grant allocations as follows:

<b>GROUP</b>	<b>2012 REQUEST</b>	<b>2012 RECOMMENDED</b>
BC/Yukon Regional Agility Championships	1,500.00	500.00
Nanaimo Canoe and Kayak Club	1,000.00	500.00
Nanaimo Curling Club - BC Mixed Curling Championships	2,000.00	500.00
Nanaimo Dragon Boat Festival	5,000.00	1000.00
N&D Minor Fastball Association -Squirt Challenge	1,000.00	400.00
N&D Minor Fastball Association - Pee Wee Challenge	1,000.00	400.00
Nanaimo Kennel Club	5,700.00	1000.00
Nan. District Lacrosse - Bantam	1,000.00	400.00
Nan. Minor Hockey Association	1,500.00	500.00
Nan. Riptides Swim - Spring Sprint	1,500.00	500.00
Nan. Riptides Swim -Van. Is Regionals	2,000.00	700.00
Nan. Skating Club - Regionals	2,000.00	700.00
Nan. White Rapids - BCSSA Provincials - <i>one time event</i>	7,500.00	2500.00
WPVL - 97 Breakers	750.00	400.00
<b>TOTALS</b>	<b>33,450.00</b>	<b>10,000.00</b>

**EXECUTIVE SUMMARY:**

At their meeting held 2011-NOV-09, the Recreation Committee reviewed the Sport Tournament Grant Applications and Allocation of Funds for the first intake of 2012 applications. The allocation of Sport Tournament Grants occurs bi-annually.

Funds available for the First Intake of 2012 Applicants:

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

At their meeting of 2011-NOV-23, the Parks, Recreation and Culture Commission passed a motion supporting the recommendation that Council approve the expenditure of \$10,000.00 in funding for the final intake of the 2012 Sport Tournament Grants.

**BACKGROUND:**

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

☐ Council  
☒ Committee *ELPLOW*  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2011-DEC-12

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

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

At their meeting of 2011-NOV-23, the Parks, Recreation and Culture Commission approved and recommended that Council approve the expenditure of \$10,000.00 for the first intake of the 2012 Sport Tournament Grant allocations as per the table.

Respectfully submitted,

A handwritten signature in black ink, reading "Diana Johnstone". The signature is fluid and cursive, with the first name "Diana" and last name "Johnstone" clearly distinguishable.

Diana Johnstone, Chair  
Parks, Recreation and Culture Commission

2011-DEC-05

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

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**REPORT TO: MAYOR AND COUNCIL**

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

**RE: PARKS, RECREATION AND CULTURE FINANCIAL PLAN 2012-2016**

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**RECOMMENDATION:**

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.

**EXECUTIVE SUMMARY:**

The Provincial Government requires that municipalities provide both a Five-Year Capital Budget and a Five-Year Operating Budget in the Financial Plan. As part of the budgeting process, the Commission is expected to review the Parks, Recreation and Culture Department component of the City's Financial Plan and make recommendations to Council for their consideration.

At their meeting of 2011-NOV-23, the Parks, Recreation and Culture Commission passed the following motions:

1. 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.
2. 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.
3. 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.

**BACKGROUND:**

The Parks, Recreation and Culture Department's **2012 – 2016 Draft Provisional Capital Plan** is attached as "**Appendix A**". The Capital Plan matches projected revenue sources with anticipated community need for facility maintenance and development. The 2005 Parks, Recreation and Culture Master Plan is used as a guide to prioritize future capital development. The Plan is expected to be reviewed annually with a focus on the next year's Capital Budget.

☒ Council  
☒ Committee *ELPLOW*  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: *2011-DEC-12*

The funding sources available for these capital projects are indicated on the right hand side of “**Appendix A**”. The funding sources can be defined as:

- **General Revenue** - money allocated from taxation.
- **Grants** – money received through provincial or federal government programs on a cost-sharing basis with the City or community organizations.
- **Statutory Funds** – reserves established under the Local Government Act for specific purposes. The funds are segregated and invested with interest accruing to the funds. Expenditures must be approved by Bylaw. Parks, Recreation and Culture Department projects may be funded through Park Development Cost Charges Reserve or the Facility Development Reserve Fund; or for land purchases only, the cash in lieu of 5% land dedications (“**Appendix B**” and “**Appendix C**”).
- **General Reserves** – reserves established by the City for specific uses (i.e. Brechin Boat Ramp).
- **Borrowing** – funds borrowed by the City, most often through the Municipal Finance Authority.
- **Private Contributions** – money most usually contributed through community fundraising.

The Parks, Recreation and Culture Department **2012 Draft Provisional Operating Budget** is attached as “**Appendix E**”. As noted above, this plan matches projected revenue sources with anticipated community need for services and programs. The five-year financial plan is reviewed and revised annually with a focus on the next year’s operating budget. The **2012 Draft Provisional Operating Budget** maintains year 2010 service and program levels. “**Appendix F**” **2012 Draft Provisional Operating Projects Summary** provides a summary of increases by sections of the department.

Respectfully submitted,



Diana Johnstone, Chair  
Parks, Recreation and Culture Commission

Attachments:

- Appendix A – 2012 – 2016 Draft Provisional Capital Plan;
- Appendix B – Park Development Cost Charges Reserve
- Appendix C – Facility Development Reserve Fund.
- Appendix D – Net Operating Budget Summary.
- Appendix E – 2012 Draft Provisional Operating Budget.
- Appendix F – 2012 Draft Provisional Operating Projects Summary.

Appendix A  
City of Nanaimo - Parks Recreation & Culture  
2012 - 2016 Draft Capital Projects Plan - for discussion purposes only

Expenditures							Funding Sources						
	2012	2013	2014	2015	2016	Total	General Revenue	Grants	Facility Development Reserve	Parks DCC Reserve	Sustainability/ Property Sales/ Brechin Boat Ramp/Parks Mtce Reserves	Private Contribution/ PILTS	Total
<b>Recreation &amp; Culture Operations</b>													
<b>Community Recreation Services</b>													
Furniture Fixtures & Equipment				50,000		50,000	50,000						50,000
Beban - Read O Graph		100,000				100,000			100,000				100,000
Beban Social Centre - Preschool Washroom		75,000				75,000			75,000				75,000
Centennial Bldg				50,000		50,000			50,000				50,000
Bowen Complex				75,000		75,000			75,000				75,000
Bowen Complex - Replace Condenser Units	100,000					100,000			100,000				100,000
	100,000	175,000	0	175,000	0	450,000	50,000	0	400,000	0	0	0	450,000
<b>Arena Services</b>													
Nanaimo Ice Centre			80,000	300,000	200,000	580,000			580,000				580,000
Frank Crane Arena Facility				200,000	320,000	520,000			520,000				520,000
Frank Crane Arena - Motor Control Centre		110,000				110,000			110,000				110,000
Cliff McNabb Arena Facility			250,000			250,000			250,000				250,000
CM Arena - Building Envelope	1,600,000					1,600,000		50,000	1,425,000		125,000		1,600,000
	1,600,000	110,000	330,000	500,000	520,000	3,060,000	0	50,000	2,885,000	0	125,000	0	3,060,000
<b>Aquatic Services</b>													
Nanaimo Aquatic Centre			575,000	100,000	300,000	975,000	135,000		840,000				975,000
Nanaimo Aquatic Centre - Bulkhead Retrofit		75,000				75,000	10,000		65,000				75,000
Nanaimo Aquatic Centre - Moveable Floor Retrofit		50,000				50,000			50,000				50,000
Nanaimo Aquatic Centre - Bleachers	350,000					350,000			350,000				350,000
Beban Pool Facility			20,000		610,000	630,000			630,000				630,000
Beban Pool - Sauna Retrofit		90,000				90,000	10,000		80,000				90,000
Beban Pool - Washroom/ Changerooms Retrofit		10,000	200,000			210,000			210,000				210,000
Beban Pool Facility - Sustainability - Boiler Replacement	200,000					200,000			120,000		80,000		200,000
Beban Pool Facility - Sustainability - UV Water Treatment/Disinfection		200,000				200,000			120,000		80,000		200,000
Kin Pool					100,000	100,000	100,000						100,000
	550,000	425,000	795,000	100,000	1,010,000	2,880,000	255,000	0	2,465,000	0	160,000	0	2,880,000
<b>Total - Recreation &amp; Culture</b>	<b>2,250,000</b>	<b>710,000</b>	<b>1,125,000</b>	<b>775,000</b>	<b>1,530,000</b>	<b>6,390,000</b>	<b>305,000</b>	<b>50,000</b>	<b>5,750,000</b>	<b>0</b>	<b>285,000</b>	<b>0</b>	<b>6,390,000</b>

Appendix A  
 City of Nanaimo - Parks Recreatin & Culture  
 2012 - 2016 Draft Capital Projects Plan - for discussion purposes only

12

Expenditures							Funding Sources						
	2012	2013	2014	2015	2016	Total	General Revenue	Grants	Facility Development Reserve	Parks DCC Reserve	Sustainability/ Property Sales/ Brochin Boat Ramp/Parks Mtce Reserves	Private Contribution/ PILTS	Total
Parks Operations													
Bowen Park Tennis Court Improvements		85,000				85,000	85,000						85,000
Departure Bay Spraypark		250,000				250,000				250,000			250,000
Harewood Centennial Multi Use Facility		525,000				525,000	325,000			200,000			525,000
Italian Fountain	100,000					100,000	50,000					50,000	100,000
Maffeo Sutton Park Development	200,000		2,100,000	400,000	400,000	3,100,000						3,100,000	3,100,000
Nanaimo Science Centre				100,000		100,000	100,000						100,000
OWCC Access Improvements	100,000					100,000				100,000			100,000
Parks Yard Greenhouse	50,000					50,000	50,000						50,000
Piper Park Improvements				202,176		202,176					202,176		202,176
Playground Equipment Program	70,000	100,000	100,000	100,000	100,000	470,000	470,000						470,000
Sports Fields Development		200,000	200,000	200,000	200,000	800,000	400,000			400,000			800,000
Sports Fields Development - Bowen W	330,000					330,000	230,000			100,000			330,000
Trailway Development/Rehab	100,000	100,000	200,000	200,000	200,000	800,000	400,000			400,000			800,000
VIP Program	100,000	100,000	100,000	100,000	100,000	500,000	250,000			250,000			500,000
Total - Parks Operations	1,050,000	1,360,000	2,700,000	1,302,176	1,000,000	7,412,176	2,360,000	0	0	1,700,000	202,176	3,150,000	7,412,176
Civic Properties													
Centennial Museum	160,000					160,000					160,000		160,000
Port Theatre	50,000					50,000	50,000						50,000
	210,000	0	0	0	0	210,000	50,000	0	0	0	160,000	0	210,000
Community Development													
	0	0	0	0	0	0	0	0	0	0	0	0	0
Total - Parks Recreation and Culture	3,610,000	2,070,000	3,825,000	2,077,176	2,530,000	14,012,176	2,718,000	50,000	5,750,000	1,700,000	647,176	3,150,000	14,012,176

# Appendix B

## City of Nanaimo - Parks Recreation & Culture

### 2012 Draft Operating Projects Plan - for discussion purposes only

		Expenditures	Funding Sources	
			General Revenues	Facility Development Reserve
Recreation & Culture Projects				
4244	R&C Furniture Fixtures & Equipment	20,000	20,000	
4245	Gym Fitness Equipment Strength and conditioning equipment	140,000	140,000	
New	BC 2014 Summer Games	2,500	2,500	
4260	Bowen Complex			
	Replace divider door	20,000	20,000	
	Changeroom upgrades	40,000	40,000	
4261	Beban Social Centre			
	Pump replacement program	10,000	10,000	
	HVAC replacement program (3 units)	10,000	10,000	
	Lounge and kitchen upgrades	40,000	40,000	
4346	Beban Centre			
	Electrical upgrades - TEGG system	10,000	10,000	
	Interior painting - lobby admin area, washrooms, hallways	20,000	20,000	
	Exterior painting - entire exterior	51,000	51,000	
4248	Centennial Building			
	Oliver Woods Community Centre			
	Refinish gym floor	25,000	25,000	
	Plumbing replacement	20,000	20,000	
Subtotal - Operating Projects		408,500	408,500	0
Arena Operations Projects				
4940	Frank Crane Arena			
	HVC replacement program	10,000	4,000	6,000
4941	Cliff McNabb Arena			
4942	Nanaimo Ice Centre			
	Electric Duct Heater Replacement	5,000	5,000	
	Rebuild HVAC Compressor Unit	10,000	10,000	
	Dressing Room Upgrades - replace countertops	20,000	20,000	
	Washroom/dressing room plumbing upgrades	20,000	20,000	
	Refinish acid stain floor	15,000	15,000	
Subtotal - Operating Projects		80,000	74,000	6,000
Aquatic Operation Projects				
4382	Nanaimo Aquatic Centre			
	Electrical panel upgrades	20,000		20,000
	HVAC - replace dampers	15,000		15,000
	HVAC - replace compressor units	20,000		20,000
	Replace heat exchanger - hot tub	20,000		20,000

Appendix B  
City of Nanaimo - Parks Recreation & Culture  
2012 Draft Operating Projects Plan - for discussion purposes only

		Expenditures	Funding Sources	
			General Revenues	Facility Development Reserve
	Pump replacement program	20,000		20,000
	Washroom/dressing room plumbing upgrades	15,000		15,000
4380	Beban Pool			
	Replace/rebuild pneumatic compressor units	10,000	10,000	
	Replace heat exchangers	20,000	20,000	
	Pump replacement program	20,000	20,000	
Subtotal - Operating Projects		160,000	50,000	110,000
Parks Operations Projects				
4330	Central Control Irrigation	5,000	5,000	
4331	Parks & Facility Accessibility Projects	25,000	25,000	
4332	Chain Link Fence Replacement Program	27,500	27,500	
4333	Beach Access Upgrades	10,000	10,000	
4336	Reroof City Buildings	50,000	50,000	
4339	Public Art	10,000	10,000	
4340	Dog Off Leash Parks			
4326	Miscellaneous Projects			
	New May Richard Bennett Park Upgrades	75,000	75,000	
	NEW Beban Park - remove barn/parking improvements	50,000	50,000	
Subtotal - Operating Projects		252,500	252,500	0
Civic Properties Projects				
4776	Miscellaneous Projects			
Subtotal - Operating Projects		0	0	0
Total Parks, Recreation & Culture - Operating Projects		901,000	785,000	116,000

**Appendix C**  
**Parks, Recreation and Culture**  
**Park Development Cost Charges (DCC) Reserve**

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**Local Government Act Section 935 states:**

- (3) *Money in the Parks Development Cost Charge Reserve Funds, together with interest on it, may be used only for the following:*
- b) *to pay capital costs of:*
- i. *acquiring park land or reclaiming land as park land, or*
  - ii. *providing fencing, landscaping, drainage and irrigation, trails, restrooms, changing rooms and playground and playing field equipment on park land,*
- subject to the restriction that the capital costs must relate directly or indirectly to the development in respect of which the charge was collected;*
- c) *to pay principal and interest on a debt incurred by a local government as a result of expenditure under the above paragraph.*
- (4) *For the purposes of this subsection, "capital costs" includes planning, engineering and legal costs directly related to the work for which a capital cost may be incurred under this section.*
- Collected at:
    - Residential Subdivision – final approval stage
    - Building Permit stage
  - For Single Family Dwelling – Parks = '\$1,734.54 per lot'

Used to fund projects like:

<b>2007 Budget</b>	
Playground Improvements	\$250,000
Trailway Development	\$100,000
VIP Program	\$50,000
Beaufort Park	\$25,000
Linley Valley Maser Plan	\$50,000
NIC Landscaping	\$25,000
Lacrosse Box Upgrades	\$75,438
Sports Field Development	\$152,396
Washroom Renovations	\$8,942
Serauxmen Field Development	\$320,000
Skate Park Development	\$20,000

**Appendix C**  
**Parks, Recreation and Culture**  
**PARK DEVELOPMENT COST CHARGES AND RESERVE**

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**2008 Budget**

Playground Improvements Skate Park Development	\$174,500
Oliver Woods Community Centre	\$720,000
Parkland Acquisition	\$370,000
Loudon Park Improvements	\$225,000
Rotary Field house	\$376,234

**2009 Budget**

Playground Improvements	\$235,000
Trailway Development	\$195,000
VIP Program	\$ 63,500
Parkland Acquisition	\$508,500
Sports Field Development	\$150,000
Bowen Park Improvements	\$100,000
Seniors Park Development	\$ 25,000
Deverill Square Park	\$250,000
Departure Bay Centennial	\$100,000

**2010 Budget**

Neck Point Park Development	\$100,000
Playground Equipment	\$ 94,887
VIP Program	\$ 24,409
Sports Field Development	\$118,132
Bowen Park Improvements	\$50,459
Deverill Square	\$ 1,008
Harewood Centennial Park	\$ 1,175

**2011 Budget**

Artificial Turf Field	\$1,328,522
Playground Equipment	\$ 18,805
Trailway Development	\$ 14,233

- The balance in the Parks DCC Reserve is projected to be \$413,017 at December 31, 2011.



**Appendix D**  
**Parks, Recreation and Culture**  
**Facility Development Reserve Fund**

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- Adopted by Bylaw in 2010, a replacement for original bylaw adopted in 1993.
  - Money in the reserve shall only be used to pay for or assist in paying for:
    - new Parks, Recreation & Culture facilities
    - capital improvements to existing Parks, Recreation and Culture facilities
    - operating projects for ongoing lifecycle maintenance and repair to existing Parks, Recreation & Culture facilities (to a maximum of 25 per cent of money collected per year)
- 20% of Revenue generated from recreation facilities goes into this Reserve annually.
  - Annual contribution of approximately \$1,000,000 per year.
- Used to fund projects like:
  - Beban Pool Addition
  - Nanaimo Aquatic Centre
  - Bowen Complex Lobby Seating
  - Frank Crane Arena Seating
  - Oliver Road Community Centre
  - Major rehabilitation of Beban Park Centre
  - Cliff McNabb rehabilitation
- The fund balance as of December 31, 2010 was \$535,476 and is projected to be \$725,471 at December 31, 2011.

# Appendix E

## City of Nanaimo - Parks Recreation and Culture

### Summary of Culture Expenditures - not complete - see Important Notes

Funding sources for expenditures include general taxation revenues, user fees, reserves, grants, private contributions

#### Important Notes:

The Parks Recreation and Culture department plans and budgets for programs, facilities and events that support accessibility and development of culture in the community

Following is a list of expenditures that can be directly identified with programs, facilities and events that support accessibility and development of culture.

The list is not a complete summary of all culture related budgets/expenditures and does not include the following:

The Recreation and Culture department will budget and track expenditures by program or facility - eg Seniors Programs, youth Programs, Beban Social Centre Programs.

Programs and facilities can include activities with a cultural focus. Where costs for cultural programs and special events are not segregated they have been excluded from the following list.

The museum is located in the city owned Port of Nanaimo Centre. The museum pays a portion of common area costs only.

Property tax exemptions are given to many non-profit organizations - examples are Crimson Coast Dance Society, Nanaimo Art Gallery, Nanaimo Community Archives, Nanaimo Theatre Group, Port Theatre Society, Theatre BC/BC Drama Association/CVI Centre for the Arts, Theatre One, Vancouver Island Centre for the Arts, Vancouver Island Symphony.

	Expenditures (Gross)					
	2007	2008	2009	2010	2011	2011
	Actuals	Actuals	Actuals	Actuals	Actuals - Year to Date - Not Budgeted	Budget
Street Banners	35,833	3,445	38,180	34,285		52,349
Clay Works	40,582	50,311	52,221	53,094		45,722
<b>Community Events</b>						
Concerts in the Park	2,337	1,969	2,049	1,306		2,500
Canada Day Celebrations	7,338	6,268	11,893	7,728		8,808
New Year Finale	7,476	7,205	11,044	6,405		8,616
Craft Bazaar	7,199	6,435	7,295	7,299		7,982
<b>Public Art</b>						
Public Art			13,446	36,602		90,002
Larry McNabb Sport Zone Public Art		7,598	5,243	12,091		44,579
E J Hughes Restoration		94,912	71,941	80,199		
Public Art	94,520					
Oliver Woods Community Centre						
Grete & Co - glass art		15,000				
Michelle Sturley - 'A Thousand Fibres Connect Us'		4,795				
Dynamic Laser Image Inc - entrance sign		8,560				
<b>Heritage Buildings</b>						
Museum Building	14,942	10,944	16,822	23,215		36,600
Heritage Building Maintenance	2,120	3,224	12,044	15,614		11,500
<b>Grants</b>						
Travel Grants						7,500
Wellington Secondary School Band		1,500	2,000	2,000		
Tidesmen Barbershop Choir						
Woodlands Secondary Jazz Combo		400				
Art & Culture Event Fund	32,000	25,500	26,000	32,665		37,507
Art Gallery	60,000	60,000	60,000	60,000		60,000

## Appendix E

## City of Nanaimo - Parks Recreation and Culture

## Summary of Culture Expenditures - not complete - see Important Notes

Funding sources for expenditures include general taxation revenues, user fees, reserves, grants, private contributions

## Important Notes:

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Port Theatre Society, Theatre BC/BC Drama Association/CVI Centre for the Arts, Theatre One, Vancouver Island Centre for the Arts, Vancouver Island Symphony.

	Expenditures (Gross)					
	2007	2008	2009	2010	2011	2011
	Actuals	Actuals	Actuals	Actuals	Actuals - Year to Date - Not Budgeted	Budget
Cultural Grants	163,200	164,842	172,100	174,141		174,326
<u>Centrestage, 25 Victoria Rd</u>						
City owned facility, tenant responsible for operating and repairs/maintenance costs						
Purchase of 25 Victoria St		525,094				
Misc Bldg Maintenance						
Repairs costs paid by the city are not budgeted						
Flood repairs				12,751	26,562	
HVAC repairs			9,218			
Roof replacement			21,821			
Roof repair		270				
Replace broken sprinkler heads					796	
<u>Centre for the Arts, 150 Commercial St</u>						
City owned facility, tenant responsible for operating and repairs/maintenance costs						
Misc Bldg Maintenance						
Repairs costs paid by the city are not budgeted						
Emergency clean up					7,712	
Electrical repairs					127	
<u>Port Theatre</u>						
Port Theatre Maintenance	12,598	10,430	11,803	4,945		15,000
Port Theatre Society	456,515	424,483	432,973	515,641		550,465
Port Theatre Window Replacement	72			12,957		
Port Theatre Improvements	86,247	324,234	229,200	72,143		
Sub total - Port Theatre	555,432	759,146	673,976	605,686		565,465
<u>Bastion Building</u>						
Bastion Building Upgrade			5,043	370,616		

# Appendix E

## City of Nanaimo - Parks Recreation and Culture

### Summary of Culture Expenditures - not complete - see Important Notes

Funding sources for expenditures include general taxation revenues, user fees, reserves, grants, private contributions

#### Important Notes:

The Parks Recreation and Culture department plans and budgets for programs, facilities and events that support accessibility and development of culture in the community

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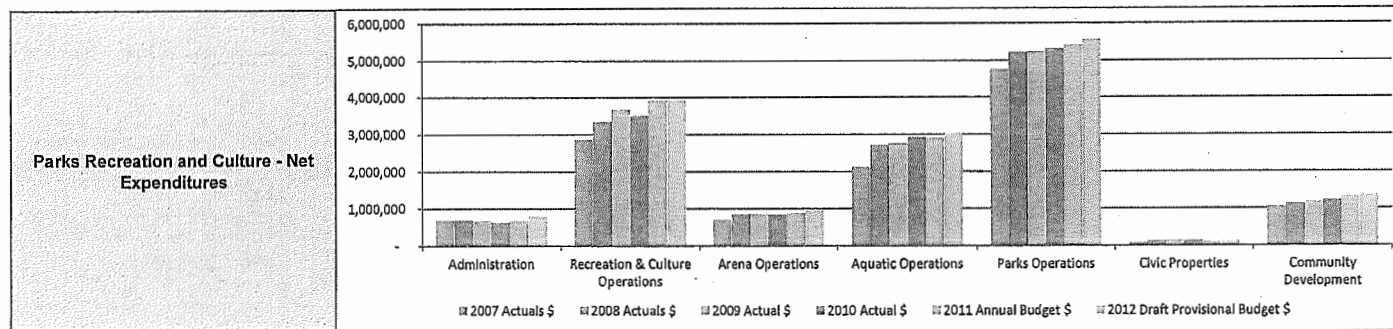
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Port Theatre Society, Theatre BC/BC Drama Association/CVI Centre for the Arts, Theatre One, Vancouver Island Centre for the Arts, Vancouver Island Symphony.

	Expenditures (Gross)					
	2007	2008	2009	2010	2011 Actuals - Year to Date - Not Budgeted	2011 Budget
	Actuals	Actuals	Actuals	Actuals		
<b>Library</b>						
Vancouver Island Regional Library	2,464,252	2,567,366	2,677,332	2,785,204		2,977,667
<b>Museum</b>						
Museum Grants	255,888	629,965	329,409	322,204		328,348
Total - before Cultural Capital of Canada	3,707,287	4,951,306	4,180,896	4,608,820		4,407,122
<b>Cultural Capital of Canada</b>						
Cultural Capital of Canada	23,647	1,013,844	84,158			
Total - not complete - see Important Notes	3,730,934	5,965,150	4,265,054	4,608,820		4,407,122

Appendix F  
City of Nanaimo - Parks Recreation & Culture  
Net Operating Budget Summary (excludes Debt, VI Regional Library, Regional Parks Agreement)



Net of Revenues - \$								
Department	2007 Actuals \$	2008 Actuals \$	2009 Actual \$	2010 Actual \$	2011 Annual Budget \$	2012 Draft Provisional Budget \$	2012 - Increase/ (Decrease) - \$	%
Administration	689,080	694,153	664,669	633,640	677,968	798,899	120,931	18.2%
Recreation & Culture Operations	2,848,369	3,333,852	3,655,087	3,502,585	3,906,111	3,900,578	(5,533)	-0.2%
Arena Operations	698,888	839,589	857,563	835,333	868,902	940,547	71,645	8.4%
Aquatic Operations	2,122,224	2,698,817	2,741,483	2,906,160	2,884,302	3,019,235	134,933	4.9%
Parks Operations	4,748,804	5,201,216	5,221,557	5,292,869	5,389,581	5,545,338	155,757	3.0%
Civic Properties	93,558	108,940	128,267	124,280	106,020	101,945	(4,075)	-3.2%
Community Development	1,049,525	1,114,512	1,156,757	1,214,348	1,318,699	1,349,220	30,521	2.6%
<b>TOTAL</b>	<b>12,250,448</b>	<b>13,991,079</b>	<b>14,425,383</b>	<b>14,509,215</b>	<b>15,151,583</b>	<b>15,655,762</b>	<b>504,179</b>	<b>3.5%</b>

NOTES:

2011 and 2012 budget \$ - CUPE staff at 2010 contract rates

Administration Position transferred from Strategic Relationships to PRC Administration

Recreation & Culture Operations Facility technicians allocated to each facility, \$25k increase in bank charges (chip cards), increased LEAP discounts

Arena Operations CM Arena closed for part year

Aquatic Operations Increased lifeguard hours, facility technician allocations, decrease in heating, no planned shutdown in 2012

Parks Operations Position transferred from Engineering Services to Parks Operations less BC Hydro grant

**REPORT TO: MAYOR AND COUNCIL**

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

**RE: REQUEST FOR ADDITIONAL FUNDING FOR THE NANAIMO ART GALLERY**

---

RECOMMENDATION:

That Council approve that the Nanaimo Art Gallery receive a 2 percent per year increase to their line item grant starting in 2012.

EXECUTIVE SUMMARY:

The Nanaimo Art Gallery is requesting an increase of \$15,000 in 2012 which would bring their annual municipal funding to \$75,000. This would represent 18% of the Gallery's annual operating budget.

At their meeting of 2011-NOV-23, the Parks, Recreation and Culture Commission passed a motion supporting the recommendation that Council approve that the Nanaimo Art Gallery receive a 2 percent per year increase to their line item grant starting in 2012.

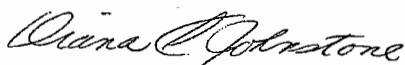
BACKGROUND:

The Nanaimo Art Gallery has been in discussions with the Parks, Recreation and Culture regarding an increase in city funding to the Gallery. A letter from the Nanaimo Art Gallery outlining this request was received by Mr. Harding on 2011-JUN-11 (attached).

Currently the Nanaimo Art Gallery receives \$60,000 as a line item in the city budget. This amount has remained constant since 1999 while the costs to operate the Gallery have risen in all areas. The Gallery presented a comparison of what the level of funding would have been if they had received a 2% annual cost of living increase (document attached). The Gallery has also provided a comparison of funding to municipal art galleries in other BC communities (attached).

The Nanaimo Art Gallery is requesting an increase of \$15,000 in 2012 which would bring their annual municipal funding to \$75,000. This would represent 18% of the Gallery's annual operating budget.

Respectfully submitted,



Diana Johnstone, Chair  
Parks, Recreation and Culture Commission

Attachment

2011-DEC-05

File: A4-1-2 / A2-4 / M1-2

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☐ Council  
☒ Committee *FLPLOW*  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2011-DEC-12



VISUAL ART

MUSIC

DESIGN

LOCAL

REGIONAL

& NATIONAL EXHIBITS

Richard Harding  
Director, Parks, Recreation and Culture  
City of Nanaimo  
500 Bowen Road.  
Nanaimo, BC, V9R 1Z7

June 9, 2011

Dear Richard;

Further to our recent discussion I am writing to request consideration of an increase in the level of line object funding provided to the Nanaimo Art Gallery in the Parks, Recreation and Culture budget.

As you know the Gallery receives \$60,000 in annual funding support from Parks Recreation and Culture— this amount has remained constant since 1999 without any inflation or cost of living increases during which time the Gallery has faced regular increases in virtually all of its costs. I have attached as Annex 1 a table outlining what the effect on our funding would have been had we received a modest (2%) annual inflation or cost of living increase - had this been the case we would now be receiving more than \$77,500 annually and would have received a cumulative total of more than \$100,000 in additional funding over that period.

Another aspect to consider is a comparison of the level of funding provided to other public galleries. I have attached as Annex 2 a table outlining the level of municipal funding provided to the public art galleries in several other BC municipalities (including a couple that are much smaller than Nanaimo). The level of annual funding provided ranges from \$88,000 to \$479,000 in straight dollar terms, and from 24% to 59% when expressed as a percentage of the Gallery's operating budget.

In consideration of these factors I respectfully request that you give favorable consideration to increasing the Gallery's line object allocation in the 2012 budget to at least \$75,000 (this would represent 18% of the Gallery's Operating Budget).

Thanks for you consideration of this request and please let me know if you need anything further.

Sincerely,

Ed Poli  
Manager  
Nanaimo Art Gallery

900 FIFTH STREET, NANAIMO, BC V9R 5S5

(250) 755-8790 FAX (250) 741-2214 nag@mala.bc.ca www.mala.bc.ca/~nag/nag.htm

## **Annex 1**

### **City of Nanaimo Funding of NAG - Inflation Adjustment**

<b>Year</b>	<b>Actual City Funding</b>	<b>City Funding w/ 2% inflation</b>	<b>Accumulated Deficit</b>
1999	\$60,000.00		
2000	\$60,000.00	\$61,200.00	\$1,200.00
2001	\$60,000.00	\$62,424.00	\$3,624.00
2002	\$60,000.00	\$63,672.48	\$7,296.48
2003	\$60,000.00	\$64,945.93	\$12,242.41
2004	\$60,000.00	\$66,244.85	\$18,487.26
2005	\$60,000.00	\$67,569.75	\$26,057.00
2006	\$60,000.00	\$68,921.14	\$34,978.14
2007	\$60,000.00	\$70,299.56	\$45,277.71
2008	\$60,000.00	\$71,705.55	\$56,983.26
2009	\$60,000.00	\$73,139.67	\$70,122.93
2010	\$60,000.00	\$74,602.46	\$84,725.38
2011	\$60,000.00	\$76,094.51	\$100,819.89
2012		\$77,616.40	

**Attachment to June 9, 2011 letter from Ed Poli to Richard Harding**



## Annex 2

### Sample of Municipal Funding of Art Galleries in BC

Gallery	Operating Budget & Municipal Funding
Two Rivers (Prince George) - Pop. 70,000	<ul style="list-style-type: none"><li>• \$900K Operating Budget</li><li>• \$385K (43%) from Regional District</li></ul>
Kelowna - Pop. 120,000	<ul style="list-style-type: none"><li>• \$800K Operating Budget</li><li>• \$475K (59%) from City</li></ul>
Kamloops - Pop. 87,000	<ul style="list-style-type: none"><li>• \$1.2M Operating Budget</li><li>• \$4595K (38%) from City<ul style="list-style-type: none"><li>– 312K –Operating Grant</li><li>– 24K Annual Capital Grant</li><li>– 123K maintenance Grant</li></ul></li><li>• City also provides some in-kind services (e.g. printing &amp; signage)</li></ul>
Penticton - Pop. 38,000	<ul style="list-style-type: none"><li>• \$370K Operating Budget</li><li>• \$88K (24%) from City – annual grant application</li></ul>
Vernon - Pop. 36,000	<ul style="list-style-type: none"><li>• \$370K Operating Budget</li><li>• \$185K (50%) from Reg. Dist. (includes \$60K rent)</li></ul>

Attachment to June 9, 2011 letter from Ed Poli to Richard Harding

**REPORT TO: MAYOR AND COUNCIL**

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

**RE: REQUEST FOR ADDITIONAL FUNDING FOR THE VANCOUVER ISLAND SYMPHONY**

---

**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.

**EXECUTIVE SUMMARY:**

In 2010 the Vancouver Island Symphony (VIS) made a presentation to the Parks, Recreation and Culture Commission to request that the City of Nanaimo increase the current operating grant allotted to the VIS as a three year operating grant by \$25,000, for a total of \$84,300, in funding for the Symphony and add the group as a separate line item to the 2011 City of Nanaimo budget. The Parks, Recreation and Culture Commission deferred this request until the 2012 budget deliberations.

At their meeting of 2011-NOV-23, the Parks, Recreation and Culture Commission passed a motion supporting 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.

**BACKGROUND:**

The Vancouver Island Symphony, appeared as a delegation to the Parks, Recreation and Culture Commission on 2010-JUL-28 requesting that the City of Nanaimo increase the current operating grant (\$59,300) allotted to the VIS as a three year operating grant by \$25,000, for a total of \$84,300, in funding for the Symphony as a line item to the 2011 City of Nanaimo budget. The Parks, Recreation and Culture Commission referred the item to the Cultural Committee for review and recommendation.

The Cultural Committee recommended "That the Parks, Recreation and Culture Commission request that the Vancouver Island Symphony submit their request for approval of \$25,000 as a budget line item to the City of Nanaimo 2012 Budget." This motion was approved by the Commission at their meeting held 2010-SEP-22. The Symphony has received funding from the Cultural Operating Grant Fund on a yearly basis. They received \$59,300.00 in 2011. This was

☐ Council  
☒ Committee E. (PCOW)  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2011-DEC-12

the last year of their three year guaranteed funding which began in 2009. They have applied for three year funding again, beginning in 2012, in the amount of \$85,000.00. Their application is very thorough and the relevant portion of their application is appended to this report as additional information.

Staff recommendation was 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.

Respectfully submitted,

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

Diana Johnstone, Chair  
Parks, Recreation and Culture Commission

Attachment

2011-DEC-05  
File: A4-1-2 / A2-4 / J2-8  
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Keeping Music *LIVE!*

Oct. 31, 11

Dear Members of the Cultural Committee

I hope this letter finds you well. If you read these grant applications alphabetically – you are almost done! I have sat on a few juries and I know that when you get to the end of the pile – it is sometimes hard to read another word! Therefore I have tried wherever possible to use point form in our application and also to share a few things that are important from our perspective in regard to what the Vancouver Island Symphony is offering to our community.

The role of the symphony in the community is no longer about just performing on stage. We believe that we are a creative asset in our community and this requires that we are out in our community promoting the arts to as many people as possible. When planning any event we ask “how is this event contributing to the **artistic vibrancy** in our community?” This is taking stock of our “**Creative Capital**” which is the *capacity to express, imagine and invent – ecology of new ideas.*

- For the VI Symphony this means not just giving experiences to children – but to families so that the discussion at the dinner table is about what happened at the Symphony rehearsal and everyone is part of the ongoing discussion. This is why we are inviting families into two **NoteworthyKids Music Club** events this year. It is also why **all ages** are invited to **Symphony Community Days** – so that families have dialogue about their arts experiences.
- As a result of this new approach ...we have created a “**Symphony Starter Kit**” for anyone new to the Symphony that knows nothing but wants to know more and wants to try it!
- It is also about inviting the **people to participate on stage** – thus the reason we create an opportunity for people to sing with us at the *Last Night at the Proms Concert*.
- *A bigger picture question ... we let kids try instruments at our musical instrument zoo on community days – but how do we make sure that any child that wants to – can learn to play them if they want to?*

**Our goal is to create more creative capital in the region for everyone. This is done through exposure and participation, great or small and why all arts groups need the continued support of their governments to invest in our creative capital.**

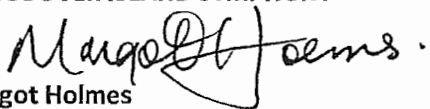
I believe that Alan Brown – an arts researcher states it well... *“Creative capital is a human phenomenon and a lived experience. It is a value system that encourages, rewards and integrates imaginative thinking into community life. It is an asset that increases the effectiveness of individuals, brings families closer together, and enables communities to imagine and realize a better future. The community with the most creative capital wins! Why? Because it is safe, clean, colourful, because its residents have a strong sense of connectedness and shared purpose, and because it is the place where everyone wants to live”.*

Nanaimo is one of those places because of the arts and culture we present.

*Thank you for your work to make the arts an important influence in our community.*

Yours sincerely

VANCOUVER ISLAND SYMPHONY



Margot Holmes  
Executive Director



# City of Nanaimo

## Cultural Grant Application November 2011

### Vancouver Island Symphony

#### 1. Briefly describe the operation and history of your organization.

The Vancouver Island Symphony (originally incorporated as the Nanaimo Symphony, February 20, 1957) has been registered under the Society Act of the Province of British Columbia since that date. The Vancouver Island Symphony constitution states the purposes of the society are "to foster and encourage the playing of symphonic music by musicians in an orchestra sponsored by the Vancouver Island Symphony and to present concerts by the said orchestra".

The Vancouver Island Symphony, currently in its 17<sup>th</sup> season, is a professional orchestra based in Nanaimo performing at The Port Theatre. The VIS has been a drawing card for new residents to Nanaimo and the Central Vancouver Island region. When a community has a Symphony, Theatre and Art Gallery - people from bigger cities are drawn because they are use to these amenities. The VIS draws **patrons and ticket holders from Duncan through to Campbell River** that come to Nanaimo on a regular basis to hear the Vancouver Island Symphony - the only professional orchestra on Vancouver Island - north of Victoria.

- The VIS is a professional, non-profit, charitable organization operating with a volunteer Board of Directors, consisting of 12 Directors, a professional Artistic Director and Executive Director. The professional core orchestra that ranges in size from 33 - 55 musicians depending upon the music being performed.
- The Vancouver Island Symphony runs a season of 8-12 concerts from October – April each year.
- In addition, the VI Symphony presents an Education and Outreach Program for students in Nanaimo and region.

#### 2. Describe the specific cultural activity or project to which the grant funding would be applied: describe the need for this activity in the community and the level of community involvement.

**The Cultural Activity:** The Vancouver Island Symphony is applying for an operating grant to assist with operations. **The government's investment will be used to assist with the production of concerts at The Port Theatre and the Symphony's Youth & Education Concerts in Nanaimo.**

**A Note:** *For most concerts, the VIS must raise an additional \$15,000 - \$20,000 to cover artistic and production costs even if the house is SOLDOUT (administration costs are not included). Orchestras are a very expensive art form.*

**Need for Activity:** The VI Symphony has 338 season ticket holders for its 17<sup>th</sup> Season, which includes seven concerts. In addition to season tickets, the Symphony sells additional 250-350 single tickets for each performance. **The first concert of the season was 97% sold out.**

- There has always been a demand for the Vancouver Island Symphony and this remains even in a **downturned economy.**

- The VI Symphony's Education Programs in Nanaimo are consistently **SOLD OUT**. In the last two years, school districts from other regions of the Island have not had the funds to bring students to Nanaimo because of BC Gaming cutbacks to PAC organizations. The Symphony continues to offer Education Shows to schools and students because we believe it is an important part of their education.
  - 1500 students attend the two sold out concerts, whereas in the past before the government cuts - over 5500 Island students (from 10 school Districts) had an opportunity to hear a symphony LIVE before they finished Elementary School.
  - The cost of the concerts has increased for the VIS however the students/ schools pay less – therefore additional funding is required to present Education Programs.

### **Our Symphony in the Community... the last 16 years....**

- **70,000+ tickets** have been sold for performances at the Port Theatre
- **38,000+ students** have heard the Symphony in an Education Show.
- **40,000+ people** have heard the VIS at Symphony in the Harbour (2000 – 2009)
- **3000+ people** have attended the FREE Annual Open Rehearsal Event at The Port Theatre.
- **2900 + people** have attended the Pre & Post Concert Talks
- **120 schools** have been visited by VIS musicians as part of the Education Program.
- **550 Kids** have been nominated to be NoteworthyKids x 40 NWK Music Club Events.
- **180 people** sang with the VIS in 2010-2011 Season including **60 youth**.
- **290+ nights of rent at the Port Theatre** (11 years). The VIS is the largest community based tenant at The Port Theatre paying rent for 25-28 days each year.
- **10,500 Hotel Nights** – 35+ orchestra musicians spend 25-30 nights in hotels and dining and shopping in Nanaimo.
- **25,000 + cars in the City Parkade** under the Port Theatre.
- The VIS has honoured our local Heroes: Fire R.C.M.P., Paramedic and Coast Guard in 2010 and will repeat this special concert in January 2012.
- The VIS participates in the **Theatre Angels Program** annually giving tickets to people that are not able to purchase one.
- **100 groups** annually receive a **Gift Certificate from the Symphony to raise funds for their organization**. *Some of these include: Haven Society, Service Clubs, Probus, Heart & Stroke, Theatre BC, Howie Meeker Golf Tournament, VI University Foundation (Festival of Trees), Jazz Affair, Rotary Oceanside James Bond, Theatre One - Bite of Nanaimo, Child Development Centre, Fashion Show to support Cancer, Crimson Coast Dance, Conservatory of Music, Malaspina Choir and local schools, churches and non profit groups.*

### Currently our Community Programs include:

- **3 Season Launch Events** – June 1, 2011 – Free Events for Community
- **7 Subscription Concerts** at the Port Theatre
- **1 Special Concert** featuring The Celtic Tenors
- **2 Symphony Community Day Events:** November 19, 2010 & February 18, 2011 - FREE to the public (see details below...)
- **8 Community Concerts** with smaller VIS ensembles at local community events (FREE and by Admission events).
- **1500 Students** attending *Mayhem in the Museum of Music* Education Shows in February 2011- **SOLDOUT**
- **7 NoteworthyKids Music Club Events**, hosted by Joel Stobbe, Principal Cellist includes an opportunity for kids ages 8-13 to meet musicians and learn about instruments and the Symphony. Twice a year this event is open to families at the Symphony's Community Days.
- **7 Ambassador's Club Volunteer events** at Origin's at Longwood.
- **100+ volunteers** assist with Symphony community and fundraising projects each year.
- **240 local sponsors, businesses** and organizations supporting the VIS
- **85 singers** from **19 Choirs** will sing with the Symphony in November 2011 as part of Last Night of the Proms concert.
- **3 Island Runout Concerts:** the VIS has been booked to perform in **Courtenay** at the Sid Williams Theatre in March 2012, and the Cowichan Symphony Society has booked the VIS to perform in **Duncan** in April 2012. The VIS will take a smaller orchestra on tour for a concert on **Denman Island** in April 2012 including Education concerts in the North Island region.
- In 2011, the VIS participated in the **Dragon Boat Festival** and the **Silly Boat Regatta** offering kids and adults an opportunity to try the instruments of the orchestra.
- **VIU and Nanaimo Conservatory Students** are invited to attend Symphony rehearsals
- **Rush Seats** are available for all performances at 7 p.m. \$20 Adults \$5. Students.
- **Random Act of Symphony Tickets:** this year for each concert the VIS will offer complimentary tickets to particular groups in the community that we believe might benefit from receiving the tickets.

In 2010, when the VIS *Symphony in the Harbour* concert had to be cancelled due to cold weather, it cost the VIS \$28,000. The VIS Board reviewed the financial risk related to this event - if this were to happen in the future. After much discussion, it was decided that the financial risk for the VIS to continue with *Symphony in the Harbour* was too great, especially in a down turned economy.

- The VIS has moved the outreach activities offered at Symphony in the Harbour to (2) **Symphony Community Days** including Musical Instrument Zoo (9 instruments) and the NoteworthyKids Music Club – Family Day event – these two activities tied into the Open Rehearsal Event allow people to experience the Symphony for FREE, with **1500 seats available**.



- In addition, the VIS will offer two **FREE Concerts** at **Woodgrove Centre** this season: one took place on **September 1** under the direction of Calvin Dyck, VIS Concertmaster and the other will take place on **Valentine's Day**.
3. Organizations applying for funds in excess of \$15,000 are required to include a brief summary of their strategic plan. Organizations applying for less than \$15,000 are encouraged to include a brief summary of their strategic plan. *Maximum two pages*. Your strategic plan should include the following information if it is not provided elsewhere in your application:

With the appointment of a new Artistic Director, the VIS undertook a Strategic Planning process in 2008 that was completed in 2009. Since that time the plan has been reviewed by the Board of Directors and updated on an annual basis. **A copy of the plan is attached.**

- In 2010, the Society commissioned an **Economic Impact Study** to see the Symphony's Economic Impact on the region. **(copy attached)**
- In 2011, following the Economic Impact Study, the VIS Board undertook a **Stakeholders Study** where 30+ people were interviewed about the Symphony. There was a **need** for this Study as 2010-2011 saw the lowest ticket sales in many years and fewer individual donations from VIS stakeholders. As a result, the VIS needed to establish if this was something we were doing or were these factors due to the economy. This Study prepared by arts consultant Patricia Blakney Huntsman will be reviewed by the Board of Directors in November 2011. *In previewing the Study with Patricia, our Stakeholders are pleased with what the Symphony is offering and it appears that the economy was a major factor last season.*

**Specific Fundraising activities:** the following are the fundraising activities that are undertaken by the Vancouver Island Symphony each season in order present symphony concerts in Nanaimo. **These events are evaluated each year.**

- **VIS Annual Campaign:** the VIS holds an Annual Campaign requesting donations from supporters each year. Our goal for 2011-2012 is \$100,000 compared to other years where the goal was \$70,000- \$80,000. The VIS musicians are participating in this Campaign called **Share the Love** – each section of the orchestra will host a party.
- **Corporate Sponsorship** for Season Concerts and the Education and Outreach programs. \$40,000 - \$50,000 is raised.
- **Special Events:** the VIS has streamlined the number of special events that it undertakes each year – the following two events have become the mainstay of the Symphony: ***Symphony of Roses Day*** in April; ***Symphony Sizzle*** in March.
- **NEW this YEAR: *Symphony Sweeps Charity Raffle*** – 6 great prizes, one a month for six months.
- **Symphony Idol:** anyone can pay \$2 a vote for the Symphony they want to hear the following season. This is not a large fundraising however it does allow VIS audience members to provide feedback to the VIS.
- **Foundations, Service Clubs:** the VIS asks for funding for specific projects and programs annually from foundations and service clubs.

- **Government Investment:** the VI Symphony is most grateful for the grants it receives from the City of Nanaimo, BC Arts Council, Canada Council and BC Gaming.

**NOTE:** The three year commitment from **BC Gaming** is now complete for the VI Symphony – we must reapply in February 2012. We do not know as yet what will happen in regard to application guidelines as this program is under review with the BC government. The VIS is planning that we will receive \$50,000 less from Gaming than in the past.

**4. Describe the organizational structure of your organization including staffing complement (volunteer and paid), membership and facilities: both office space and performance/display venues used. Maximum one page.**

The VIS is a non-profit society and is therefore run by a **Board of Directors**. There are currently 12 directors on the Board and a Musician's Representative. The Board has spent a great amount of time developing a strong Board that follows governance and policy as required by the Society's Act.

There is an Executive & Finance Committee, a Nominations Committee and Special Events Committee. Additional committees are formed as the Board requires.

**Contracted Staff:**

**ARTISTIC TEAM:**

**Artistic Director:** is responsible for the artistic direction of the VIS. **Pierre Simard** was appointed to this post for the 2008 thru 2011 seasons. His Contract has been renewed for another three years until 2014. The Artistic Director reports to the Board.

All **VIS Musicians** are professional musicians and members of the American Federation of Musicians Union. They are contracted by the Society annually for Core musicians and per concert for extra musicians.

**Personnel Manager/ Music Librarian:** **Pippa Williams** has been the Personnel Manager of the orchestra for the past 16 years. Her role is to hire the musicians and order the music.

**ADMINISTRATION TEAM:**

**Executive Director:** **Margot Holmes** is responsible for the overall administration and financial operations of the VI Symphony. The E.D. reports to the Board. Over the last five years, the VIS has been very fortunate to retain a consistent and dedicated staff who works full time for part time wages:

- **Administrator:** **Jae Valentine**
- **Education & Outreach Coordinator:** **Bobbi Kurtz**
- **Special Events:** **Kate Hynes**
- **Publicist:** **Rosemary Phillips**
- **Bookkeeper:** **Monique St. Pierre**

**Volunteers:** The VIS is reliant on volunteers to assist us in a variety of areas including all our special events. Currently we have over 100 active volunteers that assist us throughout the year.

**RENTAL SPACES:**

The **VI Symphony** offices are located at the Centre for the Arts, 150 Commercial Street, Nanaimo.

The VIS performs at its *home* The Port Theatre 7-8 times each season.

5. Describe current and planned approaches to audience development - include program planning, marketing and promotion, school programs, and cooperation with other artists, arts organizations and community groups. *Maximum two pages.*

The VI Symphony continues to develop and follow a **Promotion & Fundraising Plan** that outlines the Symphony's three target audiences. The techniques used to reach these audiences is different each year based on what the prior year indicates. Because our tickets sales were down last year, the VIS has added new community development opportunities including exposure at more community events, speaking engagements, Ambassador's Club events and extensive use of our ticket database.

**VI Symphony's three (3) target audiences:**

**Audience #1:** VI Symphony patron that loves classical music.

**Audience #2:** The audience member "*Joe and Jane Public*" are out for the evening and want to be entertained and likes lighter classical and *Pops* programming more than serious classical music.

**Audience #3:** Our student audience, which is reached mostly through our Education Shows, NoteworthyKids Music Club,

***Of Note:** An extensive survey has been conducted by nine US orchestras that explores the latest trends in the symphony ticket buyer and stewardship. This study has been shared by these orchestras through Orchestra Canada and the VIS has started to use this data to assist us in our marketing.*

This year after much thought and discussion with staff members and marketing professionals, and with feedback from Board members during the June 2011 Brainstorming Meeting – we have chosen to use the following as ways to promote the Symphony. **Our goal is to try and share with others why a live symphony experience is something they should do!** Describing "the symphony experience" is not the easiest one to put into words but we will attempt this in a variety of ways.

**CONCEPT:** The Symphony is about people and the gathering of the people (friends & family) to share the symphonic experience... the concert. We know that people come to the Symphony to have **social interaction** and to **learn** something new. All of our activities centre on these components.

- Our main marketing tool is our new E-newsletter called ***Symphony Social***.... named because it will have a bit of gossip and acknowledgement of people (friends & family), that support the VIS in addition to all our events.
- The **VIS encore magazine**, distributed at concerts we will include a newsletter that we can use on its own for people that do not have email.
- 7000 **VIS Season Brochures** & 3500 **VIS bookmarks** have been distributed.
- Advertising in local publications will continue including the Port Theatre Magazine.
- **Newspaper editorial** is an important component of our marketing campaign. Both local newspapers have indicated their commitment to Symphony this year.
- **Direct Mail** remains our most successful tool where we mail directly to people that have attended a concert in the past that features a specific composer or instrument. An Interview is included in these mailings.

**Audience Feedback:**

In March of 2011, the Season Ticket holders were asked their favourite piece of music and when they responded they could share additional information about the Symphony. What they liked and what they would like to change. Additional feedback will be used from the Stakeholder's Study. *The Artistic Director and Executive Director use this information when planning upcoming symphony seasons.*

**6. Please detail your organization's approach to and participation in community philanthropy. i.e. free or low cost events, distribution of free or low cost tickets et al. *Maximum one page.***

The Symphony presents a variety of accessible events that cost either no money or a small ticket price: these have already been mentioned in **Question #2.**

- Rush Seats
- Symphony Community Days: 2 events
- NoteworthyKids Music Club for a whole year of activities for \$40.  
(Bursaries are available based on need.)
- Theatre Angels Program
- The VIS presents Gift Certificates to organizations
- Music Students from Vancouver Island University and local Secondary schools are welcome to attend rehearsals for free at anytime.
- FREE CONCERTS: Woodgrove Centre
- Sing with the Symphony – Nov 2011 \$25.Fee

**7. Describe how your activity/project will impact the local economy. Please ensure to provide specific details including ticket sales, out of town attendees, funds spent locally for employment, supplies and venue rentals. *Maximum one page.***

- The Vancouver Island Symphony has a **huge impact on the local economy**. Like many professional orchestras, all our musicians do not live here (the VIS does not provide enough work for them to live here) and so approximately 35-40 musicians come to Nanaimo and stay approximately 25-30 nights a year in hotels, they eat and drink in local restaurants and shop in Nanaimo businesses. Many bring their families for the weekend.
- Our Symphony patrons will fill up **downtown parking** garages 7-8 times each season. ***From VIS Economic Impact Study:*** average amount generated in parking lot for one night of Symphony parkers: **\$517 x 8 nights this season.**
- Our patrons eat out in restaurants before and after each of our nine performances. ***Statistics from our Economic Impact Study*** show that  
**32% purchase meals** at local restaurants before or after attending a symphony performance.  
**\$11,400 = the amount of revenue for local restaurants for one performance night x 8 nights this year: \$91,200.**
- The VIS is the largest local tenant of the Port Theatre paying rent and staff costs for Symphony productions. The VIS rents the theatre for 25 -28 days a year.
- All promotional materials are printed in Nanaimo.

- The Symphony holds fundraising events in venues in Nanaimo: Coast Bastion, Dorchester Hotel, Nanaimo Museum, Beban and Bowen complexes and local restaurants.

**8. Copy of current Society Act Form - sent under separate cover.**  
(the VIS just had its AGM and this form has just been filed)

**9. List of Board - attached**

**10. Audited statements - attached**

**11. Financials - attached**

**12. Schedule of Programmes - Vancouver Island Symphony**

**Pierre Simard has addressed programming in the attached document.**

**13. Report on 2010-2011 Season.**

The **City of Nanaimo Operating Investment Grant** allowed the Vancouver Island Symphony to continue to present a fabulous season of performances at The Port Theatre for the citizens of Nanaimo.

**Please see annual report attached.**

## Artistic Director's Statement / Season 2011-2014

In a challenging economical environment for most symphony orchestras across North America, the orchestra remains committed to its role as a hub for new artistic partnerships, quality programming, and imaginative, risk-taking productions.

### ***General and Specific Programming, 2012 Season and Beyond***

As a reminder, I would like to reiterate my own programming guidelines for the VIS. Deciding factors include technical aspects such as timing and budgetary limitations, but ultimately, must be driven by artistic and social impulses. I try to include the following in my approach:

- Works which have special appeal to the audience, through which an immediate relationship of "belonging" will be established between the orchestra and its patrons;
- Works which reflect my own personal musical strengths: the classical, romantic, modern and contemporary repertoire (Canadian and otherwise);
- Works which will challenge and improve the orchestra's own abilities, on both technical and artistic sides. Ultimately, works which will foster the orchestra's long-term development;
- Programs which will be cohesive on their whole, with or without a unifying "theme";
- Works by local or nationally renowned living composers;
- Works which will feature a locally or nationally renowned artist; these will often serve as the first "building block" of any given program.

More specifically, programming for 11-12 maintains the VIS tradition of balance, originality and plurality, making for varied offerings to the audience, and more opportunities at improving the orchestra's overall level of playing. One specific "trademark" of our programming for next season will be an attempt at less "segregation" in-between perceived and applied labels to different musical styles. "Lighter classics" will be featured on an equal footing as major symphonies, on same-night programs. Marketing and audience development will focus on accessibility and transformative aspects of our concerts. *Brochure enclosed.*

Every season, we maintain our commitment to Canadian artists and composers. Once more, in 2011-2012, the quasi totality of the season's guest artists is Canadian; as well, we feature three original orchestral works by Canadian composers Harry Freedman, Gary Kulesha and Cameron Wilson.

As a rule of thumb, at least two Canadian original compositions of significant length must be performed on any given season. In 2012-2013, we are planning performances of works by Malcolm Forsyth and Georges-Émile Tanguay, as well as an extended-length (50 minutes) cantata by the VIS's own Artistic Director. Plans for 2013-2014 are yet to be confirmed; however focus will be on composers having ties with Vancouver Island: Jason Nett (former VIS composer-in-residence), Rodney Sharman and Tobin Stokes (both former Victoria Symphony composers-in-residence).

### ***Beyond 2011-2012***

As a regional symphony orchestra presenting seven to nine programs a year, our timeline in securing guest artists and adapting artistic decisions from season to season is of a more flexible nature (than for a larger orchestra), **and includes a large part of self-reflection.** Hence, plans presented here for the season 2012-2013 should be considered of a "draft" nature, and plans for 2013-2014 will be even more determined by factors which will have played out and revealed themselves in the course of the immediately preceding seasons.

As a whole, and after facing disappointing ticket sales (despite great artistic success) with our programming of “mini-festivals” (Mozart Festival and “Festival 88” (Piano Festival) in 2009-2010, “Old Wine in New Bottles” Festival in 2010-2011), we have decided to revert to a more traditional structure of main series concerts, at least for next season and probably beyond; namely:

- October: Season-opener, Standard Symphonic Repertoire (incl. Canadian content) – large orchestra
- November: Chamber orchestra
- December: Seasonal (Christmas)
- January: Standard Symphonic Repertoire – medium size orchestra
- February: Chamber Orchestra
- March: Standard Symphonic Repertoire – small orchestra
- April: Season-ender, Standard Symphonic Repertoire larger orchestra

The season also includes at least one set of orchestral matinees for schools.

Programming reflects our economic reality and corresponding artistic offer to our community, to the best of our abilities.

Artistic decisions are taken as an ongoing process which integrates:

- Suggestions and opinions expressed from the orchestra’s Advisory Artistic Committee (this committee being formed of musicians, board members, staff members including A.D. and E.D., personnel manager, and an exterior “audience-representation” member);
- Proposals from guest artists and artist agencies;
- Developed artistic vision;
- Past programming experience and successes.

All in all, the VIS plans on maintaining artistic improvement within a framework and concert structure which has proven to be well-balanced for us. I will personally continue to devote all my expertise and abilities in making this orchestra into one which fully realizes its role as cultural leader in its community.

*Pierre Simard, Artistic Director, Vancouver Island Symphony*

## FOR INFORMATION ONLY

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

FROM: P. KRISTENSEN, DIRECTOR, INFORMATION TECHNOLOGY

RE: CITY TELEPHONE SERVICES UPGRADE STRATEGY

☐ Council  
☒ Committee F/P/OW  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2011-DEC-12

### RECOMMENDATION:

That Council receive the report for information.

### EXECUTIVE SUMMARY:

Staff is proceeding with the implementation of the new telephone service for the Public Works yard at a cost of \$75,000. This installation will be assessed to determine suitability of this solution for City-wide deployment. Should the installation be successful, then the second phase will be City Hall and the annex installation, planned to coincide with the opening of the new annex building in the fall of 2012. The estimated cost of the second phase installation is \$225,000. and is funded from the IT computer reserve.

### BACKGROUND:

The City operates 14 separate facilities with telephone (voice) services at each location. These telephone services are provided through a mix of larger systems (PBX) at the major locations and smaller (KEY) systems. The equipment comes from a variety of manufacturers and interoperability is limited creating a barrier to smooth communications across the City.

All of the major sites have PBX equipment that are nearing end-of-life status and are ready to be upgraded or replaced. The telephone equipment installed at the seven primary City locations are 16 to 20 years old. All this equipment is out-of-production and service/support is provided by the manufacturers on best efforts only, placing the City at risk should there be a key component failure. Public Works yard (PW) is the oldest equipment and it lacks basic functionality, such as voice mail.

Over the past two years, staff has been reviewing voice services upgrade and replacement options to determine how best to meet current and future requirement of the City. This review has included evaluation of Open Systems, consideration of cellular services only and implementation of a newer Voice Over IP service. The Open Systems (i.e. Asterisk) alternative is considered too high a risk, requires additional in-house staff to support and only one other BC Municipality has implemented this solution. With the growing trend towards mobile phones, consideration was given to elimination of traditional desktop telephone



services in favour of cellular phones. A typical cellular phone will cost \$500 per year, while a smartphone will average \$900 per year. A typical desk phone is \$1,000 installation and 10% annual operating costs. A mobile only phone strategy is at a significantly higher cost and fails to meet integration and communication needs.

Implementation of an integrated City wide voice service is seen as a necessity for improving internal and external communication and public services. Staff envisions a long term strategic goal of implementing an IP based telecom service based on a common platform for all facilities that delivers Unified Communications over a converged network infrastructure. This integrated telephone service would include cellular and wireless telephones.

Earlier this year Staff proceeded with a Request for Proposal (RFP) for City wide voice services that would provide this integrated service. Following an extensive inter-departmental review, a manufacturer and vendor have been chosen. The successful bid came from Communications Connections Inc., a local vendor. The chosen solution identifies a corporate strategy and a first phase of replacing the PW telephone system. Subsequent Phases for replacement of downtown (City Hall/annex), Fire Services and PR&C locations have been outlined. This solution is flexible and fully integrates cellular and wireless phones to create a service that meets the diverse needs of City departments.

The combined value of the RFP for phases one and two was not thought to exceed staff's purchasing limit of \$250,000 under Council's purchasing policy. Because it did exceed the limit, staff will prepare a further information report to Council after the evaluation of phase one so that Council can provide alternative direction at that time should it so wish.

Installation of the new telephone equipment for PW will proceed over the next two months at a cost of \$75,000 and is expected to validate the suitability of this equipment solution for all City sites. Should the City not be satisfied, there is no commitment for further installations.

With the new annex currently under construction, this is an opportune time to upgrade the City Hall and annex telephone system. The current telephone system requires dedicated telephony cabling, while the new system will operate on the same cabling infrastructure as the data services. Avoiding the installation in the new annex of dedicated telephone cabling that will only be used for a short period is cost effective and environmentally responsible.

The existing City Hall/annex and Fire Services telephone equipment is manufactured by Nortel, a company that no longer exists. Although the equipment is out of production, there is still product available through independent suppliers, plus the old components removed from the Police Services building will be retained for backup. It is anticipated that the existing equipment can be kept operational for three years, however, there will be no feature improvements or enhancements for the voice services and our ability to service it and find components will dwindle during its remaining life. The cost to upgrade City Hall and the annex location is estimated at \$225,000.

The remaining major sites at PR&C and Fire Services will be planned for upgrades in 2013 through 2015. The smaller systems will be replaced during this period or later.

The Police Service telephone system at 303 Prideaux Street is currently being upgraded in 2011 at a cost of \$175,000. This service is intentionally kept separate from the rest of the City voice services as it needs to integrate with the RCMP telecommunication services.

Respectfully submitted,



Per Kristensen  
Director, Information Technology



Douglas Holmes  
Assistant City Manager/  
General Manager, Corporate Services

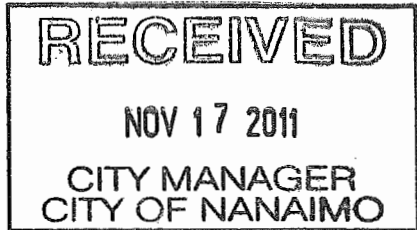
PK/DWH/jdk

2011-DEC-12  
F/P Committee of the Whole

G:2011 Files/ITO(0440-20)/Staff Report City wide phone services upgrade Dec2011

November 14, 2011

Mr Alastair Kenning  
Chief Administrative Officer  
City of Nanaimo  
455 Wallace Street  
Nanaimo, BC V9R 5J6



Dear Mr Kenning

**Re: Appointment to the 2012 Vancouver Island Regional Library Board**

With the new year not too far off, it is time to consider your representation at the Board of Trustees of Vancouver Island Regional Library – the fourth largest library system in British Columbia that serves more than 410,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the central coast. Vancouver Island Regional Library enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

According to the *Library Act*, each municipality and/or regional district that is party to the regional library district must, by resolution, appoint a member and an alternate member at the first meeting of the municipal council or regional district board for a term of one year, January 1 - December 31, 2012. Members are eligible for reappointment but may not serve for more than eight consecutive years. Reappointment of sitting members is encouraged in the interest of continuity.

Provincial legislation requires certified resolutions to be submitted to Vancouver Island Regional Library by December 15, 2011. I enclose 2012 appointment forms for a Board member and alternate member to ensure we have accurate contact information.

VIRL Board of Trustees requires its members to complete a *Statement of Financial Disclosure* and, to that end, I enclose forms to be completed by your member and alternate member representatives. A copy of the form completed for municipal purposes is also acceptable.

Please complete the enclosed forms and return, along with a copy of the certified resolution, by December 15, 2011 to Kathryn Oldham: fax 250.758.2482 or email [koldham@virl.bc.ca](mailto:koldham@virl.bc.ca).

Thank you for your continuing support of Vancouver Island Regional Library!

Sincerely,



Rosemary Bonanno, BA, MLS  
Executive Director

**Library Act**  
**[RSBC 1996] CHAPTER 264**

**Excerpt from Part 3 – Regional Library Districts**

**How the library board is appointed**

- 16 (1) The library board is to consist of a representative of each municipality and regional district that is a party to the agreement to establish the regional library district.
- (2) A municipal council must, by resolution,
- (a) appoint one of its members to be a member of the library board, and
  - (b) appoint another of its members as an alternate member to serve on the library board if the member appointed under paragraph (a) is absent or unable to act.
- (3) If there is more than one electoral participating area in the regional library district, the regional district board must, by resolution,
- (a) appoint from among the directors of the electoral participating areas a member of the library board, and
  - (b) appoint another of the directors of the electoral participating areas as an alternate member to serve on the library board if the member appointed under paragraph (a) is absent or unable to act.
- (4) If there is only one electoral participating area in a regional library district,
- (a) the director of the electoral participating area is a member of the library board, and
  - (b) the alternate director of the electoral participating area is the alternate member on the library board if the director of the electoral participating area is absent or unable to act.

**When members are appointed**

- 17 (1) Each municipal council and each regional district board must appoint its representative and alternate representative at the first meeting of the municipal council or regional district board after the regional library district is established under section 14 (3).
- (2) All subsequent regular appointments must be made each December at the first meeting of the municipal council or regional district board.
- (3) A vacancy arising during the term of an appointment is to be filled, for the remainder of the term, by an appointment made at the first meeting of the municipal council or regional district board after the vacancy arises.
- (4) If an appointment is not made at the time specified in this section, the appointment must be made as soon as convenient.

**Term of office**

- 18 (1) A member of the library board holds office for a term of one year, or for the remainder of the year for which the appointment is made.
- (2) A member is eligible for reappointment, but no member may serve for more than 8 consecutive years.
- (3) The term of office of a member continues until a successor is appointed unless the member is removed for cause.
- (4) A municipal council or regional district board may remove its representative on the library board for cause, including if the representative fails to attend 3 consecutive regular meetings of the library board without the written approval of the library board.

# 2012 Appointment Form

Trustee

The City of Nanaimo has appointed Councillor \_\_\_\_\_ as *Trustee* on the Vancouver Island Regional Library Board for the year 2012. The term of the appointment is January 1 – December 31, 2012. This appointment will continue until a successor is appointed, as provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided under Section 18(4) of the Library Act.

## Representative's Information

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Courier Address: \_\_\_\_\_

☐ check if same as above

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

## Email

Home: \_\_\_\_\_

Municipal: \_\_\_\_\_

Other: \_\_\_\_\_

**Phone** (please check preferred contact number)

☐ Home: \_\_\_\_\_

☐ Municipal: \_\_\_\_\_

☐ Other: \_\_\_\_\_

**Birthdate** (required for insurance purposes)

Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

## Staff Contact

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Please attach certified copy of the resolution**

# 2012 Appointment Form

Alternate

The City of Nanaimo has appointed Councillor \_\_\_\_\_ as *Alternate* on the Vancouver Island Regional Library Board for the year 2012. The term of the appointment is January 1 – December 31, 2012. This appointment will continue until a successor is appointed, as provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided under Section 18(4) of the Library Act.

## Representative's Information

Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Courier Address: \_\_\_\_\_  
☐ check if same as above \_\_\_\_\_  
 City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

## Email

Home: \_\_\_\_\_ Municipal: \_\_\_\_\_  
 Other: \_\_\_\_\_

## Phone (please check preferred contact number)

☐ Home: \_\_\_\_\_ ☐ Municipal: \_\_\_\_\_  
☐ Other: \_\_\_\_\_

## Birthdate (required for insurance purposes)

Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

## Staff Contact

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
*Signature* *Date*

**Please attach certified copy of the resolution**