

AGENDA FOR THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING  
TO BE HELD IN THE BOARD ROOM, CITY HALL,  
ON MONDAY, 2011-MAR-07, 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-FEB-21 at 4:30 p.m.

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5. **PRESENTATIONS:**

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

- (a) Delegations Pertaining to the 2011 – 2015 Financial Plan.

7. **COMMISSION REPORTS:**

8. **COMMITTEE REPORTS:**

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

**CORPORATE SERVICES:**

- (a) **Mileage for Council**

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*Staff's Recommendation: Council direction is required.*

- (b) **Millstone Sewer Trunk and Laterals Study – Consultant Selection**

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*Staff's Recommendation: That Council award the consultant services for the Millstone Sewer Trunk and Laterals Study to Urban Systems Ltd./GeoAdvice Engineering Inc. in the amount of \$149,510.00 + HST.*

10. **INFORMATION ONLY ITEMS:**
11. **CORRESPONDENCE:**
12. **NOTICE OF MOTION:**
13. **OTHER BUSINESS:**
14. **DELEGATIONS PERTAINING TO ITEMS NOT ON THE AGENDA:**  
(10 MINUTES)
  - (a) 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;
- (g) litigation or potential litigation affecting the municipality; and,
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*.

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

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PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor W. L. Bestwick  
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. L. Hartley, Director of Human Resources and Organizational Planning  
T. M. Hickey, Director of Engineering and Public Works  
T. P. Seward, Director of Development  
A. J. Tucker, Director of Planning  
Deputy Chief C. Richardson, Operations, Nanaimo Fire Rescue  
S. Samborski, Senior Manager of Recreation and Culture Services  
S. Graham, Manager of Financial Planning and Payroll  
J. Horn, Social Planner  
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-JAN-31 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

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

4. STAFF REPORTS:

COMMUNITY SERVICES:

(a) Second Artificial Turf Field Award

It was moved and seconded that Council award the contract for the Second Artificial Turf Field to the low tenderer, Knappett Industries (2006) Ltd. for the low bid of \$699,030.08, HST included. The motion carried unanimously.

5. INFORMATION ONLY ITEMS:

- (a) Report from Mr. B. E. Clemens, Director of Finance, re: 2011 Council Remuneration.

6. QUESTION PERIOD:

- Mr. Ron Bolin, regarding 2011 Council Remuneration.

7. PROCEDURAL MOTION:

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

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

The motion carried unanimously.

Council moved into "In Camera" at 4:43 p.m.

Council moved out of "In Camera" at 6:44 p.m.

8. ADJOURNMENT:

It was moved and seconded at 6:44 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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MANAGER,  
LEGISLATIVE SERVICES

## STAFF REPORT

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

FROM: B. E. CLEMENS, DIRECTOR OF FINANCE

RE: MILEAGE FOR COUNCIL

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### STAFF'S RECOMMENDATION:

Council direction is requested.

### EXECUTIVE SUMMARY:

Staff has researched the option of providing Council with some reimbursement for mileage and the following is provided for Council's consideration:

1. Maintain the status quo, i.e., no mileage reimbursement for Council.
2. Reimburse for mileage expenses incurred while on City business, except travel to and from City Hall (travel to and from the Shaw Auditorium would be reimbursed).
3. Reimburse for all mileage expenses incurred while on City business (travel to and from City Hall would be taxable).
4. Provide Council with a fixed monthly vehicle allowance (two-thirds of this would also be taxable) with the amount to be determined by Council.

### BACKGROUND:

Currently, City employees who are required to use their personal vehicles at work are compensated either with a vehicle allowance, or by being paid for actual mileage at \$0.52 per kilometre. Similarly, volunteers who serve on the Board of Variance are entitled to be reimbursed at the same rate when travelling on City business.

While reviewing the policy for compensating staff, it was noted that Council members also regularly use their own vehicles for many purposes, such as visiting sites and attending meetings. In the past, it has generally been assumed that this expense was covered by the one-third of Council's remuneration that is designated as a tax-free allowance.

Staff considered the question as to whether it would be legally permissible to pay Council members for mileage incurred while undertaking their municipal responsibilities. Staff consulted with both the City's solicitor and the City's auditor. The conclusion is that Council could, as a matter of policy, provide for reimbursement of mileage expenses. This payment would not impact the status of the tax-free allowance. Under Canada Revenue Agency

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☒ Committee *FIPLOW*  
☒ Open Meeting  
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rules, any payment for mileage to and from Council's "usual place of business" (City Hall) would be subject to income tax, the remainder would not be taxable.

There are four options for Council's consideration:

1. Maintain the status quo, i.e., no mileage reimbursement for Council.
2. Reimburse for mileage expenses incurred while on City business, except travel to and from City Hall (travel to and from the Shaw Auditorium would be reimbursed). Under CRA rules, travel to the usual place of business is considered personal travel and is taxable income. City Hall would be considered Council's usual place of business.
3. Reimburse for all mileage expenses incurred while on City business (travel to and from City Hall would be taxable).
4. Provide Council with a fixed monthly vehicle allowance (two-thirds of this would also be taxable) with the amount to be determined by Council.

If Council chooses to receive any kind of mileage reimbursement under options 2 or 3, then some administrative rules will apply:

- Councillors will be required to keep a mileage log to document their travel and to receive reimbursement;
- Council members will be required to submit expense forms indicating the distance travelled and purpose of the trip;
- Mileage would be paid at the rate established for staff (currently \$0.52 per kilometre) for options 2 and 3.

If Council chooses option 4 (transportation allowance), then no documentation is required for reimbursement (unless Council wishes to add some) but may be required to claim expenses for income tax purposes.

Once Council has provided direction, staff will prepare a written policy for Council's final approval.

Respectfully submitted,



B.E. Clemens  
Director of Finance



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

BEC/ck  
FPCOW: 2011-Mar-7  
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# STAFF REPORT

REPORT TO: TOM HICKEY, DIRECTOR, ENGINEERING & PUBLIC WORKS

FROM: DORIS FOURNIER, MUNICIPAL INFRASTRUCTURE ENGINEER and  
KURTIS FELKER, MANAGER, PURCHASING & STORES

**RE: MILLSTONE SEWER TRUNK & LATERAL STUDY – CONSULTANT SELECTION**

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## STAFF'S RECOMMENDATION:

That Council award the consultant services for the Millstone Sewer Trunk & Laterals Study to Urban Systems Ltd./GeoAdvice Engineering Inc. in the amount of \$149,510.00 + HST.

## EXECUTIVE SUMMARY:

The Millstone Trunk Sewer generally parallels the Millstone River on the west side of the City, from Brannen Lake to the Nanaimo Harbour, for a distance of about 12 km. The entire Millstone Trunk Sewer catchment area is approximately 1,900 ha.

Significant increases in land use density resulting from rezoning and a new Official Community Plan (OCP) in 2008, and growing inflow and infiltration (I&I) due to an aging pipe network have contributed to increased sanitary flows in the Millstone Trunk Sewer. Currently, the trunk and laterals in the Lower Millstone Valley are approaching capacity.

The study is needed for future decisions on the sanitary sewer system improvements to service urban growth in the Millstone catchment area and to determine priorities for future capital projects based on capacity.

As per the Engineering Consultant Selection Policy Guidelines, approval by Council is required when the consulting services value is over \$100,000.

## BACKGROUND

City staff are actively pursuing ways of being sustainable by going beyond upsizing pipes. By locating and reducing inflow and infiltration (I&I) at the source, a large amount of flow can be removed from the sanitary sewer system and eliminate or postpone future system upgrades. The City's objective is to provide a sewage collection system that will support existing population and future development by upsizing the infrastructure only when necessary.

On 2010-Nov-05, the City issued a Request for Qualification; Associated Engineering, Kerr Wood Leidal and Urban Systems/GeoAdvice were invited to submit detailed proposals.

The selection committee reviewed the proposals in accordance with the Consultant Selection Policy. Urban Systems Ltd./GeoAdvice Engineering Inc. was the selected consultant. The Urban Systems Ltd./GeoAdvice Engineering Inc. team has expertise in modeling analysis to identify pipe capacity deficiencies, identifying methods to reduce I&I, pipe condition assessment, and asset management.

The total fees are \$149,510.00 + HST and are within the budgeted amount.

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☐ In-Camera Meeting  
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Funds for this work are available in the 2011 Budget from the General Sewer Revenues/Reserves.

Respectfully submitted,



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Doris Fournier  
Municipal  
Infrastructure Engineer



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Kurtis Felker  
Manager,  
Purchasing & Stores



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Tom Hickey  
Director,  
Engineering & PW

DF:fg/kr

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