

AGENDA FOR THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING  
TO BE HELD IN THE BOARD ROOM, CITY HALL,  
ON MONDAY, 2011-FEB-21, 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-JAN-31 at 4:30 p.m. Pg. 3-7
  - (b) 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. Pg. 8-11
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)**  
**COMMUNITY SERVICES:**
  - (a) **Second Artificial Turf Field Award** Pg. 12  
  
*Staff's Recommendation: 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.*

10. **INFORMATION ONLY ITEMS:**

- (a) Report from Mr. B. E. Clemens, Director of Finance, re: 2011 Council Remuneration. *Pg. 13*

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):

- (c) labour relations or employee negotiations.

MINUTES OF THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING  
HELD IN THE BOARD ROOM, CITY HALL,  
ON MONDAY, 2011-JAN-31 COMMENCING AT 4:30 P.M.

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PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor W. J. Holdom  
Councillor D. K. Johnstone  
Councillor J. A. Kipp  
Councillor J. F. K. Pattje  
Councillor L. J. Sherry

Absent: Councillor W. L. Bestwick  
Councillor M. W. Unger

Staff: A. C. Kenning, City Manager  
D. W. Holmes, Assistant City Manager and General Manager of  
Corporate Services  
A. W. Laidlaw, General Manager of Community Services  
E. C. Swabey, General Manager of Community Safety and Development  
T. L. Hartley, Director of Human Resources and Organizational Planning  
B. E. Clemens, Director of Finance  
T. P. Seward, Director of Development  
Chief R. Lambert, Nanaimo Fire Rescue  
Deputy Chief C. Richardson, Operations, Nanaimo Fire Rescue  
D. Bell, Captain, Fire and Loss Prevention Division  
R. J. Harding, Director of Parks, Recreation and Culture  
R. Churchill, Manager of Bylaw, Regulation and Security  
B. Anderson, Acting Director of Planning  
M. Mauch, Project Manager, Engineering Construction  
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 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-17 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

4. COMMISSION REPORTS:

(a) Parks, Recreation and Culture Commission – 2011 Arts, Cultural and Festival Events Grants

It was moved and seconded that Council approve the following 2011 Arts, Cultural and Festival Events Grants:

GROUP	AMOUNT
Nanaimo African Heritage Society	800
Art Gallery Festival of Banners	1,650
Nanaimo Arts Council	1,900
Nanaimo Ballroom Dance Society (Island Fantasy Ball)	2,450
The Beat of the Street	600
Blues Festival Society	1,125
City of Nanaimo – Canada Day Organizing Committee	2,000
Celtic Performing Arts (Celtfest)	1,850
Central Vancouver Island Botanical Garden Society	850
Crimson Coast Dance Society	2,675
FRINGETASTIC! (Nanaimo's Fringe Festival)	2,482
Nanaimo Musicians Association Society (Pygmy Ballroom)	3,150
Nanaimo Sings! Choral Festival Society	1,775
Vancouver Island Children's Book Festival	1,000
Vancouver Island Exhibition	2,650
Vancouver Island Symphony (Symphony in the Harbour)	7,000
Nanaimo Highland Dancing Association	1,025
L'Association des francophone de Nanaimo	2,525
<b>TOTAL:</b>	<b>\$37,507</b>

The motion carried unanimously.

(b) Parks, Recreation and Culture Commission – 2011 Culture Operating Grants

It was moved and seconded that Council approve the following 2011 Cultural Operating Fund Grants:

GROUP	AMOUNT
A Cappella Plus Choral Society	2,050
The Nanaimo Arts Alive Summer School	2,300
Nanaimo Arts Council	10,550
Nanaimo Blues Society	7,000
British Columbia Boys Choir	1,956
C.V.I. Centre for the Arts – Nanaimo Society	6,000
Nanaimo Chamber Orchestra	3,300
Nanaimo Concert Band Society	4,800
Nanaimo Conservatory of Music	7,400

GROUP	AMOUNT
Crimson Coast Dance Society	14,400
FRINGETASTIC!	1,300
Malaspina Choir	2,200
Pacific Institute of Bagpiping and Celtic Music Society	2,200
Nanaimo Theatre Group	5,400
TheatreOne	28,000
Nanaimo (BC) Chapter of SPEBSQSA (Tidesmen Barbershop Chorus)	1,400
Tozan Cultural Society	6,300
Vancouver Island Symphony	59,300
L'Association des francophones de Nanaimo	5,800
<b>TOTAL:</b>	<b>\$171,656</b>

The motion carried unanimously.

- (c) Parks, Recreation and Culture Commission – Community Program Development Grant Application – Cedar 4-H Sr. Advisory Council for Beban Park 4-H Barnyard

It was moved and seconded that Council approve the Community Program Development Grant Application submitted by the Cedar 4-H Sr. Advisory Council in the amount of \$5,000 for the 2011 year. The motion carried unanimously.

- (d) Parks, Recreation and Culture Commission – License of Use – Nanaimo Canoe and Kayak Club at 1844A Stewart Avenue

It was moved and seconded that Council approve a License of Use for a portion of City property located at 1844A Stewart Avenue to the Nanaimo Canoe and Kayak Club (NCKC) for a term of ten (10) years, ending on 2020-NOV-30. The motion carried unanimously.

- (e) Parks, Recreation and Culture Commission – License of Use – Nanaimo Marine Rescue Society for The Canadian Coast Guard Auxiliary Boathouse at 1844B Stewart Avenue

It was moved and seconded that Council approve a License of Use for a portion of City property located at 1844B Stewart Avenue to the Nanaimo Marine Rescue Society (NMRS) for a term of ten (10) years, ending on 2020-NOV-30. The motion carried unanimously.

- (f) Parks, Recreation and Culture Commission – Management and Operating Agreement – Nanaimo Museum in the Port of Nanaimo Centre

It was moved and seconded that Council approve the Nanaimo Museum Management and Operating Agreement for a five (5) year term with an option to renew for another five (5) year term. The motion carried unanimously.

5. STAFF REPORTS:

COMMUNITY SERVICES:

(a) Request to Direct Award Musco Field Lighting System

It was moved and seconded that Council approve a sole-source contract to Musco Lighting for sports field lighting at the new artificial turf field. The motion carried unanimously.

6. INFORMATION ONLY ITEMS:

- (a) Report from Mr. D. Bell, Captain, Fire and Loss Prevention Division, re: Fire Protection and Life Safety Bylaw.

7. CORRESPONDENCE:

- (a) Letter dated 2011-JAN-20 from Mr. Diego Marchese, Chief Operating Officer, Heart and Stroke Foundation of BC and Yukon, and Mr. Scott McDonald, President and CEO, BC Lung Association, regarding Smoke-Free Outdoor Public Places.
- (b) Email dated 2011-JAN-24 from Mr. Gary Korpan, regarding the reimbursement of Councillor Bestwick's legal fees.

It was moved and seconded that Council refer Item (b) – Email dated 2011-JAN-24 from Mr. Gary Korpan, regarding the reimbursement of Councillor Bestwick's legal fees, to the "In Camera" session. The motion carried unanimously.

8. QUESTION PERIOD:

- Mr. Fred Taylor, re: Fire Protection and Life Safety Bylaw.

9. PROCEDURAL MOTION:

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

- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (c) labour relations or employee negotiations;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public.

The motion carried unanimously.

Council moved into "In Camera" at 5:17 p.m.

Council moved out of "In Camera" at 6:20 p.m.

10. ADJOURNMENT:

It was moved and seconded at 6:20 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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MANAGER,  
LEGISLATIVE SERVICES

MINUTES OF THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING  
HELD IN THE BOARD ROOM, CITY HALL,  
ON MONDAY, 2011-FEB-07 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 (Arrived at 4:34 p.m.)

Staff: A. C. Kenning, City Manager  
D. W. Holmes, Assistant City Manager and General Manager of  
Corporate Services  
A. W. Laidlaw, General Manager of Community Services  
E. C. Swabey, General Manager of Community Safety and Development  
T. L. Hartley, Director of Human Resources and Organizational Planning  
B. E. Clemens, Director of Finance  
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  
P. Kristensen, Director of Information Technology (Vacated at 5:35 p.m.)  
T. Davidson, Supervisor of Bylaw Services  
S. Graham, Manager of Financial Planning and Payroll  
T. Moscrip, Senior Manager of Engineering  
B. Sims, Manager of Water Resources  
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 (b) – Delegations Pertaining To Agenda Items – Ms. Hanne Maltesen regarding Resident Only Parking in Area Most Affected by Parking Overspill from Vancouver Island University.



3. ADOPTION OF AGENDA:

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

4. PRESENTATIONS:

- (a) Mr. B. E. Clemens, Director of Finance, provided a PowerPoint presentation regarding budget methods.

5. DELEGATIONS PERTAINING TO AGENDA ITEMS:

- (b) Ms. Hanne Maltesen, 391 Hillcrest Avenue, Nanaimo, requested that Council include the 300 block of Hillcrest Avenue in Phase 1 of the "resident only" parking restrictions in areas most affected by parking overspill from Vancouver Island University.

6. STAFF REPORTS:

COMMUNITY SERVICES:

(a) Garbage and Kitchen Waste Collection Trucks

It was moved and seconded that Council authorize Staff to order three split pack garbage trucks through the Vehicle Replacement Fund at approximately \$300,000 per unit. The motion carried unanimously.

It was moved and seconded that Council direct Staff to prepare a report on the collection and disposal of sanitary material. The motion carried unanimously.

(b) Quarterway Bridge / Bowen Road Widening Construction Services

It was moved and seconded that Council:

- 1. award the street light / traffic signal construction services to PBA Engineering for \$29,151; and,
- 2. award the landscape construction services to Archadia Landscaping for \$39,940.

The motion carried.

Opposed: Councillors Kipp and Sherry

7. INFORMATION ONLY ITEMS:

- (a) Report from Ms. J. E. Harrison, Manager of Legislative Services, re: Cilaire Streetlighting Petition Results.

- (b) Report from Mr. E. C. Swabey, General Manager of Community Safety and Development, re: Resident Only Parking in Area Most Affected by Parking Overspill from Vancouver Island University.

It was moved and seconded that Council instruct Staff to include the 300 block of Hillcrest Avenue (between Fourth Street and Foster Street) in the first phase of the "resident only" parking program.

It was moved and seconded that Council amend the main motion to include Hillcrest Avenue up to Harewood Road. The motion carried.

Opposed: Councillor Kipp

The vote was taken on the main motion as amended.

The main motion carried as amended.

Opposed: Councillor Kipp

8. QUESTION PERIOD:

- Mr. Fred Taylor, re: resident only parking, parking studies conducted by consultants, and split pack garbage trucks.

9. 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;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (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 6:37 p.m.

Council moved out of "In Camera" at 8:40 p.m.

10. ADJOURNMENT:

It was moved and seconded at 8:40 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: R. HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE

FROM: M. MAUCH, PROJECT MANAGER, ENGINEERING CONSTRUCTION

RE: SECOND ARTIFICIAL TURF FIELD AWARD

### STAFF'S RECOMMENDATION:

That Council awards 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.

### EXECUTIVE SUMMARY:

This Tender is for the civil portion of work for the Second Artificial Turf Field at Beban Park. The work includes excavation, the supply and installation of the field drainage system, base stone, fencing, surrounding concrete sidewalks, the installation of the City supplied field lighting system. The Turf infill system will be tendered separately. The field construction is scheduled for completion by September 2011.

### BACKGROUND:

Tenders were called for the Second Artificial Turf Field contract on 2011-JAN-26.

Thirteen (13) tenders were received by the Manager of Purchasing and Stores on Wednesday, 2011-FEB-09 and opened in the Purchasing and Stores Department at 2:00 p.m.

1. Knappett Industries (2006) Ltd	\$699,030.08
2. Windley Contracting Ltd.	\$732,764.45
3. Locar Industries Ltd.	\$745,424.96
4. Copcan Contracting Ltd.	\$815,158.40
5. Fournier Excavating Ltd.	\$817,992.00
6. Wilco Landscape Westcoast Inc.	\$892,154.82
7. Milner Group Ventures Inc.	\$895,396.32
8. Hub Excavating Ltd.	\$902,306.00
9. Cedar Crest Lands (BC) Ltd.	\$935,582.50
10. Palladian Developments Inc.	\$946,735.64
11. Hazelwood Construction Services.	\$951,990.04
12. JS Ferguson Construction Inc.	\$952,000.00
13. J. Mayzes Excavating Ltd.	\$960,054.48

The tenders have been checked and all mathematical errors have been corrected.

The low tender of \$699,030.08 is within the City's budget (P-4098-02-14-000).

Respectfully submitted,

*M. Mauch*

M. Mauch, Project Manager  
Engineering Construction

FPCOW: 2011-FEB-21  
MM:wj

*R. Harding*

R. Harding, Director  
Parks, Recreation & Culture

☐ Council  
☒ Committee *FPCOW*  
☒ Open Meeting  
☐ In-Camera Meeting  
 Meeting Date: *2011-FEB-21*

2011-Feb-4

## FOR INFORMATION ONLY

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

FROM: B. E. CLEMENS, DIRECTOR OF FINANCE

RE: 2011 COUNCIL REMUNERATION

### STAFF'S RECOMMENDATION:

That Council receive this report for information.

### EXECUTIVE SUMMARY:

In 2009, Council adopted the policy of establishing an annual increase to their remuneration equal to the CPI rate for British Columbia, with implementation commencing on 2009-JAN-01.

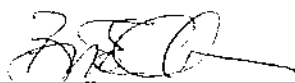
There are a number of different versions of the Consumer Price Index, including "year-over-year" comparisons and "annual average index". According to Statistics Canada, the use of annual averages is the preferred option for indexation purposes. This is the method that was used to determine Council's increase in 2009 and 2010 (there was no increase in 2010).


CPI information is published on the BC provincial government website. The 2010 average annual change was 1.3%. Therefore, unless Council directs otherwise, Council remuneration will be increased by 1.3% effective 2011-JAN-01.

The new rates will be:

	2009/10	2011
Mayor	\$ 78,526	\$ 79,547
Council	\$ 26,075	\$ 26,413

Respectfully submitted,

  
B.E. Clemens  
Director of Finance

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

BEC/ck  
FPCOW: 2011-Feb-21  
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☐ Council  
☒ Committee *Flow*  
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☐ In-Camera Meeting  
Meeting Date: *2011-FEB-21*