

## **AMENDED**

### **AGENDA FOR THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING TO BE HELD IN THE BOARD ROOM, CITY HALL, ON MONDAY, 2007-DEC-10, COMMENCING AT 5:00 P.M.**

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1. **CALL THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING TO ORDER:**

2. **INTRODUCTION OF LATE ITEMS:**

- Delegation from Ms. Shirley Lance and Mr. Dave Ilyn, Hotel Operators, regarding the Bed and Breakfast zoning regulations. *[See Item (c) under Delegations Pertaining to Agenda 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, 2007-NOV-26 at 4:30 p.m.

*Pg. 5-7*

5. **PRESENTATIONS:**

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

- (a) Delegations pertaining to the 2008 – 2012 Financial Plan.
- (b) Representatives from the Bed and Breakfast Operators Group regarding Bed and Breakfast zoning regulations.
- (c) Ms. Shirley Lance and Mr. Dave Ilyn, Hotel Operators, regarding the Bed and Breakfast zoning regulations. *(Supplemental)*

7. **COMMISSION REPORTS:**

- (a) **Parks, Recreation and Culture Commission – Review of Tournament and Festival Fund Grant Applications**

*Pg. 8-9*

*Commission's Recommendations: That Council:*

1. *not approve the Gabriola Arts Council application as it is not located within the City of Nanaimo;*

**AND:**

2. *not* approve a Tournament and Festival Fund Grant for the Global Film Festival, but that it be referred for consideration by the Cultural Committee as part of the review for funds from the Arts and Cultural Events Fund;

AND:

3. approve the following 2008 Tournament and Festival Grant requests:

		<b>2007 Requested</b>	<b>2007 Recommended</b>
1.	Dorman Timber Softball	\$ 1,500.	\$ 850.
2.	Hockey – Atom 'A' Clippers	1,000.	950.
3.	Hockey – Atom 'B' Clippers	1,000.	950.
4.	Hockey – Atom Division Tournament	1,000.	950.
5.	Hockey – PeeWee Division Tournament	1,000.	950.
6.	Lacrosse – Bantam Tournament	1,500.	950.
7.	Riptides Swim Team	1,500.	1,200.
8.	Soccer – Provincial Futsal Tournament	1,500.	1,200.
	<b>TOTAL:</b>	<b>\$10,000.</b>	<b>\$8,000.</b>

- (b) **Parks, Recreation and Culture Commission – Travel Assistance Application from Nanaimo Blind Bowls**

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Commission's Recommendation: That Council award the Nanaimo Blind Bowls \$200. from the Travel Assistance Program to offset costs related to participating in the Canadian Blind Sports National Championships – Lawn Bowling in Peterborough, Ontario.

- (c) **Parks, Recreation and Culture Commission – 2009 World Under 17 Hockey Challenge**

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Commission's Recommendation: That Council support the Port Alberni 2009 World Under 17 Hockey Challenge Organizing Committee's Island Coastal Economic Trust grant application by providing a letter of support.

## 8. COMMITTEE REPORTS:

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

DEVELOPMENT SERVICES:

(a) **Z1-50 – Bed and Breakfast Zoning**

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Staff's Recommendations: *That Council direct Staff:*

1. *to host a public Open House regarding the proposed changes to the Bed and Breakfast zoning regulations recommended in this report;*

AND:

2. *following the Open House, to prepare a Zoning Bylaw Amendment Bylaw for Council's consideration.*

CORPORATE SERVICES:

(b) **Voting Assignment of Regional District Directors**

Pg. 17

Staff's Recommendation: *That Council determine which four of its Regional District Directors will be assigned five votes, and which three of its Regional District Directors will be assigned four votes.*

(c) **Open Business Process Ltd.**

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Staff's Recommendation: *That Council approve the "SAP SOFTWARE LICENCE AGREEMENT", and authorize the Mayor to sign the agreement on the City's behalf.*

10. **INFORMATION ONLY ITEMS:**

- (a) Report from Councillor McNabb, Chair, Parks, Recreation and Culture Commission, re: "Portals to Our Heritage" at Departure Bay / Kin Hut and Jack Point Cultural Capital Project.

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11. **CORRESPONDENCE:**

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:**

MINUTES OF THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING  
HELD IN THE BOARD ROOM, CITY HALL,  
ON MONDAY, 2007-NOV-26 COMMENCING AT 4:30 P.M.

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PRESENT: Councillor M. W. Unger, Chair

Members: Mayor G. R. Korpan  
Councillor W. L. Bestwick  
Councillor M. D. Brennan  
Councillor J. D. Cameron  
Councillor W. J. Holdom  
Councillor L. D. McNabb  
Councillor C. S. Manhas  
Councillor L. J. Sherry

Staff:	G. D. Berry	Chief R. Lambert
	A. C. Kenning	A. J. Tucker
	D. W. Holmes	R. J. Harding (5:13 p.m.)
	E. C. Swabey	L. Murray
	I. Howat	S. Graham
	J. M. McNeill	L. Coates
	B. E. Clemens	R. Reimer
	T. M. Hickey (4:35 p.m.)	K. King
	T. P. Seward	

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:

It was moved and seconded that Ms. Wendy Mewhort be permitted to address Council as a late delegation with a five-minute time limitation. The motion carried unanimously.

3. ADOPTION OF AGENDA:

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

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, 2007-OCT-22 at 4:30 p.m.

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

5. PRESENTATIONS:

- (a) Mr. B. E. Clemens, Director of Finance, to provide a PowerPoint Presentation introducing the 2008 – 2012 Financial Plan.

Mr. B. E. Clemens, Director of Finance, provided a PowerPoint Presentation introducing the 2008 – 2012 Financial Plan as well as a PowerPoint Presentation regarding Revenue Policy Review.

Councillor Bestwick vacated the Board Room at 5:31 p.m.

Councillor Bestwick returned to the Board Room at 5:34 p.m.

It was moved and seconded that Staff be directed to invite local MP's and MLA's to attend upcoming Council budget sessions in order to keep them apprised of the implications of the City budgeting process and related senior government factors. The motion carried unanimously.

6. DELEGATIONS PERTAINING TO AGENDA ITEMS:

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

- (a) Delegations pertaining to the 2008 – 2012 Financial Plan.

Mayor Korpan inquired if there was anyone in attendance who wished to speak to the 2008 - 2012 Financial Plan.

No one in attendance wished to make representation with respect to this matter.

7. STAFF REPORTS:

DEVELOPMENT SERVICES:

- (a) Union of British Columbia Municipalities Health Promotion Fund Application

Staff's Recommendation: That Council authorize forwarding the Nanaimo Foodshare application to the Union of British Columbia Municipalities Community Health Promotion Fund.

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

8. INFORMATION ONLY ITEMS:

- (a) Report from Mr. B. E. Clemens, Director of Finance, re: 2008 – 2012 Financial Plan.
- (b) Report from Mr. B. E. Clemens, Director of Finance, re: Revenue Policy Disclosure Requirements.

9. CORRESPONDENCE:

- (a) Letter dated 2007-NOV-19 from the Association of Vancouver Island Coastal Communities, 545 Superior Street, Victoria, BC, V8V 1T7, regarding topics for the 2008 AGM and Convention. *(Supplemental)*

10. DELEGATIONS PERTAINING TO ITEMS NOT ON THE AGENDA:

- (a) Ms. Wendy Lynn Mewhort, 4145 Orchard Circle, Nanaimo, BC, V9T 4C5, regarding her concerns of an upcoming earthquake and tsunami. *(Supplemental)*

Ms. Mewhort advised that, through intuition, she has reason to believe that an earthquake and tsunami will hit this area between 2007-NOV-30 and 2007-DEC-04 and requested that Council direct the evacuation of Protection Island.

11. PROCEDURAL MOTION:

It was moved and seconded that the following meeting be closed 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.

The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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DIRECTOR,  
LEGISLATIVE SERVICES

REPORT TO: FINANCE / POLICY COMMITTEE OF THE WHOLE

FROM: LARRY McNABB, CHAIR, PARKS, RECREATION AND CULTURE COMMISSION

RE: REVIEW OF TOURNAMENT AND FESTIVAL FUND GRANT APPLICATIONS

RECOMMENDATIONS: That Council:

1. not approve the Gabriola Arts Council application as it is not located within the City of Nanaimo;
2. not approve a Tournament and Festival Fund Grant for the Global Film Festival, but that it be referred for consideration by the Cultural Committee as part of the review for funds from the Arts and Cultural Events Fund; and,
3. approve the following 2008 Tournament and Festival Grant requests as listed below:

		2007 Requested	2007 Recommended
1	Dorman Timber Softball	\$ 1,500.	\$ 850.
2	Hockey – Atom 'A' Clippers	1,000.	950.
3	Hockey – Atom 'B' Clippers	1,000.	950.
4	Hockey – Atom Division Tournament	1,000.	950.
5	Hockey – PeeWee Division Tournament	1,000.	950.
6	Lacrosse – Bantam Tournament	1,500.	950.
7	Riptides Swim Team	1,500.	1,200.
8	Soccer – Provincial Futsal Tournament	1,500.	1,200.
	<b>TOTAL:</b>	<b>\$10,000.</b>	<b>\$8,000.</b>

EXECUTIVE SUMMARY:

The 2007 Parks, Recreation and Culture Budget includes funding to help the City host tournaments and festivals. The Parks, Recreation and Culture Commission's major thrust for this initiative is to encourage new, or to expand existing, tournaments and festivals. \$20,150 has been allocated for 2008 Tournament and Festival Fund Grants. With the allocation of \$8,000 being recommended for tournaments and festivals being held from January to May, 2008, the amount of \$12,150. remains for allocation in May 2008 for tournament and festivals held June to December 2008. At their meeting on 2007-NOV-28, the Parks, Recreation and Culture Commission unanimously passed a motion that Council approve the above recommendations.

BACKGROUND:

The Committee Members reviewed 10 submissions requesting funds from the Tournament and Festival Fund Grant program. Commissioners discussed each application individually and determined that each one met the grant qualifications and application criteria.

☐ Council  
☒ Committee F/PCOW  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2007 DEC-10



Committee members questioned the eligibility of the Gabriola Arts Council application as they do not fall within the City of Nanaimo.

Committee members questioned the relevancy of the Global Film Festival Application being considered as a tournament or a festival.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Larry McNabb". The signature is fluid and cursive, with the first name "Larry" and last name "McNabb" clearly distinguishable.

Larry McNabb, Chair,  
Parks, Recreation and Culture Commission.

File: B3-5-9  
2007-NOV-28  
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REPORT TO: FINANCE / POLICY COMMITTEE OF THE WHOLE

FROM: LARRY McNABB, CHAIR, PARKS, RECREATION AND CULTURE COMMISSION

RE: TRAVEL ASSISTANCE APPLICATION FROM NANAIMO BLIND BOWLS

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RECOMMENDATION:

That Council award the Nanaimo Blind Bowls \$200. from the Travel Assistance Program to offset costs related to participating in the Canadian Blind Sports National Championships – Lawn Bowling in Peterborough, Ontario.

EXECUTIVE SUMMARY:

The City of Nanaimo provides a contingency account for amateur groups and individuals to travel out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups winning Provincial or Regional competitions. Requests are considered on a first-come, first-served basis as funds remain available. The current policy provides \$100. per person to a maximum of \$2,000. At their meeting on 2007-NOV-28, the Parks, Recreation and Culture Commission unanimously passed a motion that Council approve the above recommendation.

BACKGROUND:

Recreation Committee members reviewed the travel assistance request in the amount of \$200. from the Nanaimo Blind Bowls to participate in Canadian Blind Sports National Championships – Lawn Bowling in Peterborough, Ontario, which was held in August of 2007.

Respectfully submitted,



Larry McNabb, Chair,  
Parks, Recreation and Culture Commission.

File: B3-5-9  
2007-NOV-28  
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☐ Council  
☒ Committee *F/P/CLW*  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2007-DEC-10

REPORT TO: MAYOR AND COUNCIL

FROM: LARRY McNABB, CHAIR, PARKS, RECREATION AND CULTURE COMMISSION

RE: 2009 WORLD UNDER 17 HOCKEY CHALLENGE

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RECOMMENDATION:

That Council support the Port Alberni 2009 World Under 17 Hockey Challenge Organizing Committee's Island Coastal Economic Trust grant application by providing a letter of support.

EXECUTIVE SUMMARY:

The City of Port Alberni has been awarded the 2009 World Under 17 Hockey Challenge which will take place from 2008-DEC-27 to 2009-JAN-05.

Port Alberni submitted a bid package to Hockey Canada that identified five mid island communities who will participate in the tournament through the hosting of games and practices (with a minimum two game guarantee). The partner communities included Campbell River, Courtenay, Parksville (Oceanside Place), Cowichan and the City of Nanaimo. At their meeting on 2007-NOV-28, the Parks, Recreation and Culture Commission unanimously passed a motion to approve the above recommendation of support.

BACKGROUND:

Representatives from the City of Port Alberni Bid Committee, Hockey Canada and Hockey BC toured the Nanaimo ice facilities on 2007-NOV-04. The following day, a press conference was held in Port Alberni where Hockey Canada announced that ten teams are confirmed to participate in the tournament. There are five from Canada (Team Atlantic, Team Quebec, Team Ontario, Team West and Team Pacific) and five international teams (Russia, Finland, Slovakia, Germany and the USA).

Hockey Canada will announce a proposed game schedule in January 2008 to assist the partner communities with their 2008-09 season planning. Hockey Canada will finalize the schedule in spring 2008. Each game awarded to a city will require a thirty minute game day skate, a four hour game slot and a location for pre and post game meals for both teams.

Nanaimo Minor Hockey supports both the tournament and the opportunity for Nanaimo to host games; and will work with Parks, Recreation and Culture to create legacy opportunities for youth in Nanaimo.

This event will bring the mid island region together through the spirit of international sport and youth development. It will provide a great opportunity for Nanaimo to showcase its recreation facilities and the communities support for sport tourism.

The Port Alberni 2009 World Under 17 Hockey Challenge Society has applied for an Island Coastal Economic Trust grant to help offset the costs associated with hosting the event. Any surplus funds remaining at the end of the tournament would form a legacy to be distributed throughout the region.

☐ Council  
☒ Committee *FLP/CLW*  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: *2007-DEC-10*

The Port Alberni 2009 World Under 17 Hockey Challenge Society has asked its partner communities to provide the required facilities and services in-kind. This not only assists the Society in meeting its financial obligations, but also signals to the Island Coastal Economic Trust Committee that the tournament is truly a regional event with regional support.

Hockey Canada has indicated that Nanaimo *could* host up to four games in a two games per day format.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Larry McNabb". The signature is fluid and cursive, with the first name "Larry" and last name "McNabb" clearly distinguishable.

Larry McNabb, Chair  
Parks, Recreation and Culture Commission

RH:dft

File:

2007-NOV-28

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## STAFF REPORT

REPORT TO: A. TUCKER, DIRECTOR, PLANNING & DEVELOPMENT, DSD

FROM: D. LINDSAY, MANAGER, PLANNING DIVISION, DSD

RE: Z1-50 - BED & BREAKFAST ZONING

### STAFF'S RECOMMENDATION:

That Council:

1. direct Staff to host a public open house regarding the proposed changes to the Bed & Breakfast zoning regulations recommended in this report; and
2. direct Staff, following the open house, to prepare a Zoning Bylaw Amendment Bylaw for Council consideration.

### EXECUTIVE SUMMARY:

On 2007-JUL-09 Staff forwarded a report to Council regarding Bed & Breakfast (B&B) operations with a recommendation not to proceed with enforcement action until a further report could be considered by Council, regarding options including potential amendments to the existing B&B operation regulations. After consulting with B&B operators, and researching B&B zoning regulations in other BC municipalities, Staff recommends the B&B zoning regulations be amended as follows:

1. The maximum allowable number of B&B guestrooms in a single-family dwelling within a residential or agricultural zone be increased from two to three bedrooms and from four to six guests.
2. The maximum length of stay restriction (14 days) be eliminated.
3. That limited cooking facilities be allowed within B&B guestrooms.
4. To allow secondary suites to be included within the B&B operation.

### BACKGROUND:

The current City regulations pertaining to B&B's have been in place, relatively unchanged, since 1986. B&B's are permitted in any single-family dwelling with the condition that a B&B has no more than two sleeping units (four sleeping units if the dwelling is located within a zone which permits multi-family residential) and no cooking facilities within the guestrooms. The operator of the B&B must reside within the dwelling unit. The length of stay within a B&B is limited to 14 days.

In July 2005, Staff forwarded a report to Council regarding B&B operations with a recommendation to implement business licence requirements, commencing January 2006. As such, Staff proceeded with licensing and inspected 18 existing B&B's where a variety of non-compliance issues were identified. The majority of B&B's contravened the no cooking facilities regulation by having appliances such as microwaves, toaster ovens, etc., within the sleeping units. Five of the B&B's inspected, contained self-contained suites.

☒ Council  
☒ Committee of the Whole  
☒ Open Meeting  
☐ In-Camera Meeting  
 Meeting Date: 2007-DEC-05

In addition, Staff has compiled a database of known B&B's within Nanaimo. Of those advertised, 21 stated that they provide guests with their own kitchen facilities. Facilities range from full kitchens within a self-contained suite to kitchen sets and / or a microwave / fridge combo. As per Council's direction, Staff has not proceeded with enforcement action for any B&B.

### **Other Municipalities**

Staff has reviewed zoning code regulations relating to B&B's within 15 other BC municipalities. Of those studied, only 3 municipalities permit full kitchen facilities within sleeping units. Whistler allows kitchen facilities within each sleeping unit while Abbotsford and the District of North Vancouver permit B&B's to operate within a secondary suite if the operator resides in the dwelling unit. Ucluelet specifically forbids ovens within B&B guestrooms, but allows a toaster, coffee maker and / or a microwave, and a fridge less than six cubic feet in capacity.

Half of those municipalities contacted do not regulate the maximum length of stay for B&B guests. Of those municipalities which did specify the maximum length of stay, 30 consecutive days or 100 days of the calendar year appear to be the norm. Nanaimo's length of stay limit of 14 days is more restrictive than all of the other municipalities studied.

The following table identifies the number of beds permitted, the permitted length of stay and whether or not kitchen facilities are permitted for B&B's within various BC Municipalities.

<b>Bed and Breakfast Regulations by Municipality</b>			
<b>Municipality</b>	<b># of Bedrooms</b>	<b>Kitchens allowed?</b>	<b>Length of Stay</b>
City of Nanaimo	2 in single-family zones, 4 in multi-family zones	No	14 days per year
Whistler	3	Yes	Less than 4 consecutive weeks
Victoria	2	No	Not specified
Comox	2	No	Less than 28 consecutive days or 128 per year
Tofino	2	No	4 weeks
Ucluelet	3	No but a coffee maker, toaster (not toaster oven) and/or a small microwave is permitted in rooms	Not specified
North Vancouver	2 / 3 if heritage	No	Not specified
North Vancouver	Class 1= 3 Class 2 (Council approval required) = 6	Yes in suites	28 days
RDN	2 in single-family zones, 4 in multi-family zones	No	120 days per year
Kelowna	4	No	Not specified

White Rock	3	No	Not specified
Oak Bay	Doesn't allow B&B's	Doesn't allow B&B's	Doesn't allow B&B's
Surrey	3	No	No more than 30 days in a 12-month period
Port Alberni	2 or 8 where Guest Houses are permitted	No	Not specified
Abbotsford	4	Yes, bed and breakfast can be operated within a secondary suite	30 days per year
Penticton	4	No	Not specified
Prince George	4	No	Not specified

### ***B&B Operator Concerns***

At Staff's recent meetings with B&B operators, there was a desire from B&B operators to work with City Staff to find ways to promote B&B's as a viable accommodation option for visitors to Nanaimo. The B&B operators, Tourism Nanaimo and Destination Nanaimo are hoping to attract long-stay clients. The operators wish to attract long-stay clients during the October to March off-season. In order to permit long-stay guests, the B&B operators are requesting the Zoning Bylaw be amended to remove, or decrease, the limits imposed on guests' length of stay. Long-stay guests generally desire the ability to prepare their own meals in their rooms; for this reason, the B&B operators are requesting the bylaw be amended to allow limited cooking facilities within guestrooms. The B&B operators also feel that increasing the number of guestrooms from two to three is necessary in order to make the B&B use viable.

### ***Parking***

The current Parking Bylaw requires B&B's to provide one parking space per B&B sleeping unit, plus two spaces for the single-family dwelling. The Zoning Bylaw states parking and storage of vehicles for each single-family dwelling sited on a lot shall not exceed the combined total of more than four motor vehicles, recreational vehicles and recreational boats. If the number of B&B guestrooms were to be increased from two to three, the Parking Bylaw would inherently contradict the Zoning Bylaw. In order to avoid this contradiction, Staff recommends amending the Parking Bylaw to require two parking spaces for a single-family dwelling, plus two for the B&B use, where there is no suite, or two spaces for a single-family dwelling, one for the B&B, plus one for the guestroom where a B&B contains a secondary suite. These amendments would require four on-site parking stalls for any home operating a B&B, whether or not it contains a secondary suite.

### ***Proposed Changes***

The proposed amendment bylaw, if adopted, will make a number of changes to B&B regulations within the City of Nanaimo. In order to allow B&B operators to target the long-stay market, the proposed bylaw amendment plans to permit limited cooking facilities within B&B guestrooms, eliminate the 14-day length of stay restriction and permit up to two B&B guestrooms within a secondary suite. In addition, the proposed amendment will increase the number of guestrooms permitted for a B&B from two to three guestrooms. The total number of guestrooms will include guestrooms within a secondary suite. In addition, when a B&B is operating within a single-family dwelling, which also includes rooms for boarders and lodgers, the number of rooms, boarders and lodgers shall be included within calculating the number of guestrooms and guests permitted.

The following chart illustrates the existing B&B zoning regulations as well as the proposed changes:

<b>Regulation</b>	<b>Existing Bylaw</b>	<b>Proposed Amendment</b>
Number of bedrooms	2 in single-family zones and 4 in multi-family zones	3 in single-family zones and 4 in multi-family zones
Length of stay	14 day maximum stay	No restriction
Kitchen facilities	Not permitted in bedrooms	Allow limited cooking facilities (i.e.: microwave, fridge, coffeepot, toaster) in guestrooms
Secondary Suites	B&B's not permitted where a secondary suite exists	Up to 2 B&B guestrooms permitted in a secondary suite

### Next Steps

Staff recommend that, prior to proceeding with an amendment bylaw, a public open house be held regarding the proposed changes to the B&B regulations. Following the open house, Staff will forward a report and proposed amendment bylaw to a future Council meeting for consideration of First and Second Reading. All public comment sheets received at the open house will be included in the report.

Respectfully submitted,

  
 D. Lindsay  
 Manager, Planning Division  
**Development Services Department**

  
 A. Tucker  
 Director, Planning & Development  
**Development Services Department**

DS/pm  
 Committee: 2007-DEC-10  
 3900-30-Z1-50

To: CITY MANAGER  
 FORWARDED FOR CITY MANAGER'S  
 REPORT TO COUNCIL  
  
 GENERAL MANAGER OF DEVELOPMENT SERVICES



# STAFF REPORT

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

FROM: I. HOWAT, DIRECTOR OF LEGISLATIVE SERVICES

RE: VOTING ASSIGNMENT OF REGIONAL DISTRICT DIRECTORS

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## STAFF'S RECOMMENDATION:

That Council determine which four of its Regional District Directors will be assigned five votes and which three of its Regional District Directors will be assigned four votes.

## EXECUTIVE SUMMARY:

At the Regular Meeting of Council held 2007-DEC-03, Council ratified the appointment of Councillor Unger as the seventh Regional District Director from the City of Nanaimo.

City of Nanaimo Board Directors are collectively assigned 32 votes. Section 783 of the *Local Government Act* states that:

- "(6) The votes of a municipality referred to in subsection (2) are to be equally distributed by the Council among the directors from that municipality.
- (7) If equal distribution is not possible under subsection (6),
  - (a) the council must assign the municipality's votes to each director as evenly as possible, but in no case may the difference between the maximum and minimum number of votes assigned be greater than one, and
  - (b) the municipal corporate officer must notify the regional district corporate officer of the assignment made under paragraph (a)."

As the City of Nanaimo's votes cannot be equally distributed, Council must assign votes to its RDN Directors as follows:

- 4 Directors to be assigned 5 votes each;
- 3 Directors to be assigned 4 votes each.

Respectfully submitted,



I. Howat  
DIRECTOR,  
LEGISLATIVE SERVICES

☐ Council  
☒ Committee *E/PCOW*  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: *2007-DEC-10*

November 27, 2007

## STAFF REPORT

REPORT TO B. E. CLEMENS, DIRECTOR OF FINANCE

FROM R.J. REIMER, MANAGER, REVENUE SERVICES & FINANCIAL SYSTEMS

RE: OPEN BUSINESS PROCESS LTD

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### STAFF RECOMMENDATION

That Council approve the "SAP SOFTWARE LICENCE AGREEMENT" and authorize the Mayor to sign the agreement on the City's behalf.

### EXECUTIVE SUMMARY

In 2007, SAP Canada established Open Business Process Ltd. (OBP) as its new All-in-One Partner for Western Canadian small market customers, which requires the City to sign a new agreement.

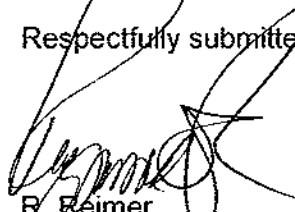
### BACKGROUND


On 2001-Nov-06, the City of Nanaimo entered into an End-User Licence Agreement (EULA) with FinTech Solutions Ltd. At that time, FinTech was SAP Canada's licenced reseller for Western Canadian small market customers (called an All-in-One-Partner).


In 2007, SAP Canada established Open Business Process Ltd. (OBP) as its new All-in-One Partner for Western Canadian small market customers. This move requires the City to sign a new "SAP SOFTWARE AGREEMENT" between the City and OBP. This new agreement wholly reflects the Cities current agreement; the only material change being the inclusion of OBP as our All-in-One Partner of record.

The EULA and the related maintenance fee are required in order to continue to use the SAP software. Because the annual maintenance fee for SAP is \$157,017, and is a multi year contract, this agreement requires Council approval. The City can cancel the contract at any time with 30 days notice to SAP.

Respectfully submitted,

  
R. Reimer  
Manager, Revenue Services  
& Financial Systems

  
B.E. Clemens  
Director, Finance

  
D. W. Holmes  
General Manager,  
Corporate Services

RR/sf

Council: 2007-Dec-10

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☐ Council  
☒ Committee *F/PCOW*  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: *2007-DEC-10*

# INFORMATION ONLY REPORT

REPORT TO: MAYOR AND COUNCIL

FROM: LARRY McNABB, CHAIR, PARKS, RECREATION AND CULTURE COMMISSION

RE: "PORTALS TO OUR HERITAGE" AT DEPARTURE BAY / KIN HUT AND JACK POINT  
CULTURAL CAPITAL PROJECT

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## RECOMMENDATION:

That Council receive the report.

## EXECUTIVE SUMMARY:

In partnership with the Snuneymuxw First Nation, this Nanaimo Cultural Capital project, as approved by Commission, will create three 'Portals' along the shores of Nanaimo, which could be visited by canoe or kayak, as well as by walking trails. Public art, with audio and visual historical information, would tell the story of the significance of the sites to the Snuneymuxw First Nation. Two of the sites are on land owned or operated by the City. Departure Bay / Kin Hut land is leased from the Province and Jack Point Park is City owned. The third portal will be located on Newcastle Island. The Cultural Committee is in full support of this Cultural Capital of Canada project. At their meeting on 2007-NOV-28, the Parks, Recreation and Culture Commission unanimously passed a motion to approve this project and placement of the portals at Departure Bay and Jack Point Park.

## BACKGROUND:

With the arrival in Nanaimo of the 2008 Tribal Journeys in late July, on their way to the North American Indigenous Games in Cowichan, BC, Cultural Capital of Canada Committee hope to open the first 'Portal to Our Heritage' in Departure Bay in July 2008. As many as 80 ocean going canoes with Respected Elders and youths from communities all along the eastern coast of Vancouver Island are expected and they will join our community at large in Nanaimo in the traditional ceremonies and celebrations. The portal at Departure Bay would be installed near the Kin Hut and be done in such a way as to allow it to be easily moved if necessary. The portal would be two cedar posts with a carved cross piece. There will be a canvas hanging down with a depiction of the original First Nations village showing the long houses that were once located on the site and information about the significance of the site to the Snuneymuxw First Nation.

The Newcastle Island and Jack Point Portals if approved would be installed later in 2008 to coincide with events such as the return of the spawning salmon past Jack Point. The portal at Jack Point will incorporate the petroglyph presently at Pipers Park (the Museum site) which will be

☐ Council  
☒ Committee E.P.C.O.W.  
☒ Open Meeting  
☐ In-Camera Meeting  
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returned to its original location at Jack Point. Information / Story Boards will be installed to provide information about the history and significance of the site to the Snuneymuxw First Nation.

The Cultural Committee is in full support of this Cultural Capital of Canada project.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Larry McNabb". The signature is fluid and cursive, with the first name "Larry" and last name "McNabb" clearly distinguishable.

Larry McNabb, Chair  
Parks, Recreation and Culture Commission

RH:dft  
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