

**MINUTES OF THE BUDGET MEETING OF THE CITY OF NANAIMO  
PARKS, RECREATION AND CULTURE COMMISSION, HELD IN THE CONFERENCE ROOM  
OF THE BOWEN PARK COMPLEX, ON WEDNESDAY, 2004-SEP-29, AT 5:00 P.M.**

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**PRESENT:**

|                 |                               |                                      |
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| <u>Members:</u> | Commissioner L. McNabb, Chair |                                      |
|                 | Commissioner P. Field         | Commissioner B. Lane                 |
|                 | Commissioner S. Lance         | Commissioner C. Tang                 |
|                 | Commissioner D. Johnstone     | Commissioner B. Sperling (6:00 p.m.) |

|                |                           |                        |
|----------------|---------------------------|------------------------|
| <u>Absent:</u> | Commissioner J. Whiteaker | Commissioner A. Young  |
|                | Commissioner G. Baltzer   | Commissioner B. Holdom |
|                | Commissioner D. Tyndall   |                        |

|               |            |            |                       |
|---------------|------------|------------|-----------------------|
| <u>Staff:</u> | T. Hickey  | J. Ritchie | C. Connett, Recording |
|               | B. Meunier | R. Harding |                       |

Commission Chair McNabb called the meeting to order at 5:00 p.m.

Mr. T. Hickey provided an overview of the City's financial planning and budgeting process. Council will review the 2005 - 2009 Financial Plan taking into consideration the recommendations made by the Parks, Recreation and Culture Commission.

**2005 to 2009 CAPITAL PLAN.**

Staff reviewed Appendix A – 2005 to 2009 (5 Year) Capital Plan, focussing on the projects scheduled for 2005. Information was provided on Commission's questions regarding various projects including:

Beach Access Upgrades – To replace / upgrade stairs and boardwalks at beach accesses (Blueback, Invermere).

Beban Park Development – The concept is to remove the deteriorating barns within the Equestrian/VIEX licence area and construct a facility, similar to the Centennial Building that could be used for a variety of events throughout the year. This project has been suggested by VIEX and can provide a good multi-purpose facility. This is a very preliminary concept and Commission discussion is needed this year regarding funding, design and operation.

Departure Bay Trail – The Nanaimo Port Authority is now making annual contributions of \$400,000 to the City for waterfront improvements, which are being directed to the Departure Bay Trailway starting in 2005. The City has also been allocating \$200,000 per year to this project.

Picnic Shelters – This project has been postponed several times. Commission is still interested in finding a community partner to fund 50% with Pipers Lagoon the first priority, followed by Neck Point Park.

Playground Improvements – Upgrading older equipment and commencing funding for a major playground at the Oliver Road site.

Sports Field Re-development – The construction of a lighted synthetic turf field at Grandview Bowl is scheduled to begin in Fall 2005. The Nanaimo District Youth Soccer Association has successfully raised \$300,000 for the project and the budget now reflects this. The 2004 Budget had a community contribution of \$400,000 for this project.

Third Street Field Development – Phase 1 of this project is being re-designed as a multi-purpose field with 2 baseball diamonds and 1 soccer field. The field design will be completed in November and at that time the project costs and community contribution can be better estimated and then reviewed by Commission. Currently the budget has a \$400,000 City contribution and a \$200,000 community contribution.

Trailway Development & Rehab – Continuing with Trail Implementation Plan priorities including connectors to the E&N trail and Parkway Trail rehabilitation. The Trail Implementation Plan will be updated after the Master Plan report is received.

VIP Program – Commissioner Lane asked if \$75,000 annually is sufficient. Mr. Harding advised that with the increasing costs of playground equipment we have occasionally had to ask groups to wait until the following year to commence their projects.

### **Motion**

It was moved and seconded that the Parks, Recreation and Culture Commission recommends increasing the Volunteer in Park Capital Budget by \$25,000.

**Carried unanimously.**

Water Park Development - Commissioners suggested that this project be discussed during the next seminar session considering water consumption, water reusability, costs, hours of use, etc.

Port Theatre Street Lighting – The existing lights are being vandalized on a continual basis and will be replaced with ones similar to the marine style on the Harbourfront Walkway.

E&N Trail Lighting – This is to light St. George Street to Waddington Road. Commissioner Lance noted that the area by golf course is especially dark because there is no street lighting and people are nervous. Commission Tang expressed concern about setting a precedent of providing lighted trails. Chair McNabb suggested that Commission discuss this further at a seminar session.

### **PARK DEVELOPMENT COST CHARGES AND FACILITY DEVELOPMENT FUND.**

Mr. Jeff Ritchie, Financial Manager, Community Services, advised that Park DCC's are projected to be \$1,050,000 at year end. These funds are generated from the issuance of building permits and are to be used in park areas. The Facility Development Fund, 20% of most revenue generated by the Parks, Recreation and Culture Department, is projected to be \$4.7 million at year end and is fully committed to the Oliver Road Leisure Centre in 2005. These funds are to be used for facilities on park property.

Chair McNabb asked staff to investigate whether seating can be added in the upper mezzanine area of the Frank Crane Arena.

### **2005 CAPITAL PLAN PRIORITIZATION.**

Mr. T. Hickey reviewed Appendix D – the proposed 2005 Capital Plan Prioritization list.

Commissioner Tang asked for the projects to be numbered in the future for easier reference.

E&N Trail Lighting/Beautification - Commissioner Johnston suggested that the beautification of trails is needed. She noted that local Rotary Clubs have indicated a desire to beautify trail areas and will be meeting with the Nanaimo Now Committee to further discuss. Commissioner Lance commented that vandalism is on the rise and some lighting on the E&N trail would possibly act as a deterrent.

Mr. Harding advised that the objective of lighting the E&N trail is to assist commuters especially during the fall and winter months.

**Motion**

It was moved and seconded that E&N Trail lighting be moved to the bottom of the list so that it is the first to be cut should a reduction be required.

**Carried.**

Opposed: Commissioner Lance and Johnstone.

**Motion**

It was moved and seconded that the Parks, Recreation and Culture Commission recommends that Council supports the 2005 Capital Plan Prioritization List as amended.

**Carried unanimously.**

**2005 OPERATING BUDGET.**

Mr. J. Richie reviewed Appendix F – the Net Operating Budget Summary that shows a snapshot of what staff propose for the 2005 Budget as compared to 2004. He advised that Council's 2004 - 2008 Financial Plan forecast an overall property tax increase of 2.7% for 2005 and the proposed Parks, Recreation and Culture Department 2005 Operating Budget reflects a 1.24% increase (\$125,000). Mr. Ritchie noted that no salary adjustment has been included for CUPE employees for 2004 or 2005 because no contract has yet been agreed upon. He stated that heating and lighting has significantly increased over the past year, which has impacted the operating budget.

The major factors for the recommended budget increase are:

|   |           |
|---|-----------|
| Youth Drop In Program (previously HRDC)   | \$ 16,000 |
| Nanaimo Aquatic Centre 6% increase in benefit costs for part-time staff   | \$ 55,300 |
| Nanaimo Aquatic Centre heating and lighting cost increases  | \$ 22,000 |
| Beban Pool Programs 6% increase in benefit costs for part-time staff  | \$ 29,000 |
| Increased maintenance to 6 new parks and facilities (Saxer, Dunster, Extension, Joan Point, additions to E&N trail, sand volleyball courts) | \$ 17,000 |
| Increases to parks maintenance contracts  | \$ 23,000 |
| New boulevard/median maintenance  | \$ 16,000 |
| Seasonal hiring of 3 Malaspina University College Horticultural students  | \$ 29,500 |

Mr. Harding commented on the Parks Operation budget pointing out that newly acquired parks require maintenance as do street boulevards/medians, electrical contractor rates are higher than previously and there has been staffing costs to work with Malaspina University-College horticultural students. Mr. Meunier commented that the HRDC grant for the newly established youth program was not renewed resulting in the City picking up costs to maintain the program.

**Motion**

It was moved and seconded that the Parks, Recreation and Culture Commission recommends that Council supports the 2005 Parks, Recreation and Culture Capital and Operating Budget as amended.

**Carried unanimously.**

**2005 HIGHER SERVICE LEVEL REQUESTS.**

Mr. Hickey reviewed Appendix G – Higher Service Level Requests.

- (1) **Port Theatre Society Grant Higher Service Level.** Mr. Hickey advised that the Port Theatre is requesting an additional \$100,000 per year to be used for capital improvements plus an annual 2% cost of living increase. He noted that staff included, at the end of the Higher Service Level request, the clauses from the management agreement regarding capital upgrades. The City is responsible for the building structure and major system repair. The Port Theatre Society funds capital improvements for operating or leasehold improvements.

Commissioner Lane stated that Commission and Council very recently approved a \$25,000 per year increase to the Port Theatre's Management fee and he believes that this request is out of line with respect to the existing management agreement.

Commissioner Field suggested that the City owns the building and has an obligation to provide some funding for capital projects. He further stated that when the building was turned over to the Port Theatre Board, not all furnishings and equipment were complete.

Commissioner Johnstone asked for clarification regarding the request for installing air conditioning in the Harmac Pacific Room. Mr. Hickey stated that Council made a motion at their 2004-JUL-19 meeting referring the request from the Port Theatre regarding the Harmac Pacific Room air conditioning to the 2005 budget process.

**Motion**

It was moved and seconded that the Parks, Recreation and Culture Commission recommends that Council supports a Higher Service Level request for \$35,000 to install air conditioning in the Harmac Pacific Room at the Port Theatre.

**Carried unanimously.**

- (2) **Community Co-operative Program regarding a Cultural Inventory.** Commissioner Field advised that the Cultural Committee fully support this request. He also noted that the Provincial Government recently announced a one time grant of \$25 million for marketing Vancouver Island tourism within various island communities and is hopeful that Nanaimo may receive some of this new funding.

**Motion**

It was moved and seconded that the Parks, Recreation and Culture Commission recommends that Council support the Higher Service Level request providing the Cultural Committee with \$6,000 plus \$2,500 annually to compile and maintain a cultural facilities inventory and an events calendar.

**Carried unanimously.**

- (3) **PacificSport Group Higher Service Level.** Mr. Hickey noted that the City was an original partner with PacificSport and provided grant funding for the first few years to help them become established. During the past couple of years, PacificSport has requested and received funding in the amount of \$4,000. For 2005, PacificSport is requesting \$20,000 in funding as well as in-kind services for 2005. Mr. Drew Cooper will be attending as a delegation at the Regular meeting to discuss their Higher Service Level request and to answer any questions.

**Motion**

It was moved and seconded that the Parks, Recreation and Culture Budget Meeting be adjourned.

**Carried.**

**ADJOURNED:** 6:40 p.m.