

AGENDA
REGULAR COMMITTEE OF THE WHOLE MEETING
SHAW AUDITORIUM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2016-DEC-12, AT 4:30 P.M.

1. **CALL THE REGULAR 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 Committee of the Whole Meeting held in the Shaw Auditorium, 80 Commercial Street, on Monday, 2016-NOV-14 at 4:30 p.m.

Pg. 5-11

5. **PRESENTATIONS:**

NONE

6. **ADMINISTRATION:**

- (a) **Committee of the Whole – Change of Venue**

Purpose: To present for Council's consideration a proposal that Committee of the Whole meetings be held in the Service and Resource Centre board room.

Staff Recommendation: That staff be authorized to take steps necessary to hold Committee of the Whole meetings in the Service and Resource Centre board room.

Pg. 12-15

- (b) **2017 Association of Vancouver Island and Coastal Communities Resolutions**

Purpose: To obtain Council direction regarding the submission of resolutions to the Association of Vancouver Island and Coastal Communities for consideration at the 2017 Annual General Meeting.

Staff Recommendation: That Council:

Pg. 16-17

1. identify topics and provide general drafting instructions to staff on any resolutions to be submitted to the Association of Vancouver Island and Coastal Communities for consideration at the 2017 Annual General Meeting; and,
2. authorize staff to prepare draft resolutions for Council approval at the 2017-JAN-16 regular Council meeting.

(c) **2017 Federation of Canadian Municipalities Resolutions**

Purpose: To obtain Council direction regarding the submission of resolutions to the Federation of Canadian Municipalities for consideration at the 2017 Annual Conference and Trade Show.

Staff Recommendation: That Council:

Pg. 18-25

1. identify topics and provide general drafting instructions to staff on any resolutions to be submitted to the Federation of Canadian Municipalities for consideration at the 2017 Annual Conference and Trade Show; and,
2. authorize staff to prepare draft resolutions for Council approval at the 2016-DEC-19 regular Council meeting.

7. **CORPORATE SERVICES:**

(a) **2017 – 2021 Financial Plan Review**

Purpose: To update Council on key information in the 2017 - 2021 Financial Plan.

Pg. 26-61

Presentation:

1. Mr. Victor Mema

(b) **Downtown Nanaimo Business Improvement Association Budget Presentation**

Purpose: To present to Council the Downtown Nanaimo Business Improvement Association's 2017 Budget.

Presentation:

1. Mr. Corry Hostetter

Staff Recommendation: That Council continue to provide the full matching operating grant to the Downtown Nanaimo Business Improvement Association until the end of "Business Improvement Area No.1 (BIA 1) Bylaw 2013 No. 7168" and "Business Improvement Area No.2 (BIA 2) Bylaws 2013 No. 7169" on 2018-DEC-31.

Pg. 62-127

(c) **Nanaimo Economic Development Corporation Budget 2017**

Purpose: To present to Council the Nanaimo Economic Development Corporation's Economic Development budget for 2017 and Q1 budget for Tourism Nanaimo.

Presentation:

1. Ms. Amrit Manhas

Staff Recommendation: That Council:

Pg. 128-144

1. establish base funding for the partnership agreement between the City of Nanaimo and the Nanaimo Economic Development Corporation in the amount of \$683,634; and,
2. approve the 2017 Nanaimo Economic Development Corporation's budget in the amount of \$1,211,422 for the delivery of Economic Development initiatives and funding for Q1 Tourism Nanaimo.

8. **COMMUNITY SERVICES:**

(a) **Advisory Committee/Commission Minutes**

- Special Open Parks, Recreation and Wellness Committee Meeting held 2016-SEP-21.

Pg. 145-147

9. **CORRESPONDENCE (not related to a Report to Council):**

NONE

10. **NOTICE OF MOTION:**

11. **OTHER BUSINESS:**

12. **CORE SERVICES REPORT AND DELEGATIONS :**

13. **DELEGATIONS (not related to a Report to Council): (10 MINUTES)**

- (a) Mr. Darren Moss to present the final TN ReImagined report for Council's consideration.
- (b) Ms. Jana Zelenski to present the final TN ReImagined report for Council's consideration.

Pg. 148

Pg. 149

14. **QUESTION PERIOD:** *(Agenda Items Only)*

15. **ADJOURNMENT:**

ACTING MAYOR: COUNCILLOR THORPE
2016-NOV-30 to 2017-JAN-17

MINUTES
REGULAR COMMITTEE OF THE WHOLE MEETING
SHAW AUDITORIUM, 80 COMMERCIAL STREET,
MONDAY, 2016-NOV-14 AT 4:30 P.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick
Councillor M. D. Brennan
Councillor G. W. Fuller
Councillor J. Hong
Councillor J. A. Kipp
Councillor W. L. Pratt
Councillor I. W. Thorpe
Councillor W. M. Yoachim

Staff: T. Samra, Chief Administrative Officer
B. McRae, Chief Operations Officer
V. Mema, Chief Financial Officer
J. Van Horne, Director of Human Resources
R. J. Harding, Director of Parks and Recreation
P. Stewart, Manager, Engineering Projects
P. Rosen, A/Director of Engineering
P. Cooper, Communications Manager
D. Blackwood, Client Support Specialist
S. Gurrie, A/City Clerk
D. Stennes, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Regular Committee of the Whole Meeting was called to order at 4:30 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add Agenda Item 5(a) presentation from Mr. Gary Green, Director of Brisbin Brook Beynon Architects regarding the proposed Events Centre Feasibility and Options.
- (b) Agenda Item 8(c) Bastion Street Rehabilitation add presentation by Mr. Phil Stewart, Manager, Engineering Projects.
- (c) Add Agenda Item 11(b) Reconsideration Carry Over from Council Meeting 2016-NOV-07 regarding Gender Specific Guarding/Nanaimo Gaol Staff Reduction.
- (d) Agenda Item 13(c) Delegations (not related to a Report to Council) – remove Mr. Des Bosa and add Mr. Mark Cuhn and Mr. Bright Zhang.

Regular Committee of the Whole Meeting
2016-DEC-12

- (e) Agenda Item 15 Procedural Motion add *Community Charter* Sections 90(1):
 - (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and,
 - (c) labour relations or other employee relations.
- (f) Councillor Brennan advised that Ms. June Ross was in attendance and wished to address Council as a late delegation regarding Agenda Item 12 Core Services Report and Delegations.

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 Committee of the Whole Meeting held in the Shaw Auditorium, 80 Commercial Street, Nanaimo, BC, on Monday, 2015-AUG-22 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS:

- (a) Mr. Gary Green, Director, Brisbin Brook Beynon Architects, provided a presentation regarding the proposed Events Centre Feasibility and Options.

It was moved and seconded that Council receive for information the presentation from Mr. Gary Green, Director, Brisbin Brook Beynon Architects regarding the proposed Events Centre Feasibility and Options.

6. COMMUNITY SERVICES:

- (a) Stream Restoration Concept Plans

It was moved and seconded that Council direct Staff to proceed with engineering and design of the stream restoration project, for a total project budget of \$15,000. The motion carried unanimously.

- (b) Stevie Smith Community Bike Park at Beban Park

Delegations:

- 1. Ms. Michelle Corfield spoke in support of the Stevie Smith Community Bike Park at Beban Park.

It was moved and seconded that Council receive the delegation from Ms. Michelle Corfield. The motion carried unanimously.

2. Mr. Jim Thompson and Mr. Dana Butcher, Gyro Club of Nanaimo, provided an overview of the funding support they have received from the community.

It was moved and seconded that Council receive the delegation from Mr. Jim Thompson and Mr. Dana Butcher. The motion carried unanimously.

It was moved and seconded that Council approve the Stevie Smith Community Bike Park Project and direct Staff to amend the 2016 Financial Plan to include a total project cost of \$412,619 with \$233,407 funding from in kind and cash contributions and up to \$200,000 from the Community Works Fund. The motion carried unanimously.

(c) Bastion Bridge Rehabilitation

Presentation:

1. Mr. Phil Stewart, Manager, Engineering Projects.

Councillor Brennan vacated the Shaw Auditorium at 6:15 p.m.

It was moved and seconded that consideration of the Bastion Bridge Rehabilitation project be tabled until further review is completed by Staff. The motion carried unanimously.

Councillor Bestwick vacated the Shaw Auditorium at 6:17 p.m.

Councillor Brennan returned to the Shaw Auditorium at 6:19 p.m.

(d) Advisory Committee/Commission Minutes

It was moved and seconded that Council receive for information the following Minutes:

- Public Safety Committee Meeting held 2016-SEP-06.
- Public Works and Engineering Committee Meeting held 2016-SEP-20.
- Design Advisory Panel Meeting held 2016-SEP-22.
- Finance and Audit Committee Meeting held 2016-OCT-04.

The motion carried unanimously.

7. CORRESPONDENCE (not related to a Report to Council):

- (a) Email dated 2016-NOV-01 from Ms. Rosemary Bonanno, Executive Director of the Vancouver Island Regional Library, requesting that Council appoint a representative and alternate to the Vancouver Island Regional Library Board for a one year term, January 1, 2017 to December 3, 2017.

It was moved and seconded that Council receive for information the email dated 2016-NOV-01 from Ms. Rosemary Bonanno, Executive Director of the Vancouver Island Regional Library. The motion carried unanimously.

Councillor Bestwick returned to the Shaw Auditorium at 6:22 p.m.

8. OTHER BUSINESS:

(a) Councillor Fuller Notice of Motion re: Secondary Suite Enforcement Policy

It was moved and seconded that until such time Council has received and considered the requested report, that Council direct Staff to amend the existing secondary suite enforcement policy to;

- limit the inspection of secondary suites to only those units for which formal complaints have been received; and,
- not proceed with removal orders for historic or known suites that are in contravention of zoning, provided that life safety issues have been addressed.

It was moved and seconded that the motion regarding Secondary Suite Enforcement Policy be amended to include that the enforcement policy will be reviewed in three months, February 2017. The motion carried unanimously.

The vote was taken on the main motion as amended, as follows:

That until such time Council has received and considered the requested report, that Council direct Staff to amend the existing Secondary Suite Enforcement Policy to;

- limit the inspection of secondary suite to only those units for which formal complaints have been received. The motion carried.

Opposed: *Councillors Bestwick and Hong*

- not proceed with removal orders for historic or known suites that are in contravention of zoning, provided that life safety issues have been addressed. The motion carried.

Opposed: *Councillors Bestwick, Brennan, Hong and Thorpe*

- a review of the enforcement policy will take place in three months, February 2017. The motion carried.

Opposed: *Councillors Bestwick and Hong*

(b) Reconsideration Carry Over from Council Meeting 2016-NOV-07 regarding Gender Specific Guarding/Nanaimo Gaol Staff Reduction

S. Gurrie and T. Samra provided a statement regarding the reconsideration carry over from the previous Council meeting held 2016-NOV-07 to do with the Nanaimo Gaol Staff Reduction.

It was moved and seconded that reconsideration of the Nanaimo Gaol Staff Reduction be tabled until the next Council Meeting to be held 2016-NOV-21. The motion was defeated.

Opposed: *Councillors Bestwick, Fuller, Hong, Kipp, and Yoachim*

9. CORE SERVICES REPORT AND DELEGATIONS:

(a) Delegation:

1. Ms. June Ross spoke regarding the Nanaimo Gaol Staff Reduction.

It was moved and seconded that Council receive the delegation from Ms. June Ross. The motion carried unanimously.

10. DELEGATIONS (not related to a Report to Council):

- (a) Mr. Dean Chadwick spoke regarding the Harbour City Theatre.

Councillor Bestwick vacated the Shaw Auditorium at 7:48 p.m.

It was moved and seconded that Council receive the delegation from Mr. Dean Chadwick. The motion carried unanimously.

- (b) Ms. Rolanda Murray, Coordinator, Vancouver Island University spoke regarding the Canada Learning Bond.

It was moved and seconded that Council receive the delegation from Ms. Rolanda Murray. The motion carried unanimously.

Councillor Bestwick returned to the Shaw Auditorium at 8:05 p.m.

- (c) Mr. Odai Sirri, Mr. Don Prittie, Mr. Ian MacPherson, Mr. Mark Cuhn, Mr. Bright Zhang, and Mr. John Ngyuen on behalf of the Nanaimo Marina Association and Boating B.C. spoke regarding the Port Authority's lease rates.

By unanimous consent the delegation regarding Port Authority lease rates was permitted to proceed beyond the allotted time limit.

It was moved and seconded that Council receive the delegation from Mr. Odai Sirri, Mr. Don Prittie, Mr. Ian MacPherson, Mr. Mark Cuhn, and Mr. John Ngyuen. The motion carried unanimously.

It was moved and seconded that the following two recommendations be referred to Staff for input and to return to Council with options on how to proceed:

1. That Council move to support Nanaimo Marina Owners, also known as the Nanaimo Marina Association, in their efforts to change the Nanaimo Port Authority's Lease Rate scheme; so that it becomes a model based on the marina business's income;
2. That Council support efforts to work with Snuneymuxw First Nation, the City of Nanaimo, the Marina industry and the Community-At-Large to form a not-for-profit Society tasked with becoming the official steward of Nanaimo's water lots; and,

That Mayor and Council send a letter to Ottawa with the Nanaimo Marina Association delegation indicating that the City of Nanaimo strongly supports the Nanaimo Marina Association and the community's efforts for a change to the fair market approach to the lease rates.

The motion carried unanimously.

11. QUESTION PERIOD:

It was moved and seconded that Council direct Staff to provide a letter of congratulations to the Snuneymuxw First Nation, regarding the ratification of an agreement of the 79-Acre Claim for a reserve in the Stewart Avenue area that was unlawfully taken in the 1880s. The motion carried unanimously.

- No members of the public were in attendance to ask questions.

12. PROCEDURAL MOTION:

It was moved and seconded that the meeting be closed to the public in order to deal with agenda items under the *Community Charter* Section 90(1):

- (a) personal information about an identifiable individual who hold or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;
- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality; and,
- (n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (2).

The motion carried unanimously.

Council moved into "In Camera" at 9:00 p.m.

Council moved out of "In Camera" at 9:45 p.m.

13. ADJOURNMENT:

It was moved and seconded at 9:46 p.m. that the meeting terminate. The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

CORPORATE OFFICER

DATE OF MEETING December 12, 2016

AUTHORED BY JANE ARMSTRONG
CITY CLERK

SUBJECT COMMITTEE OF THE WHOLE – CHANGE OF VENUE

OVERVIEW

Purpose of Report

To present for Council's consideration a proposal that Committee of the Whole meetings be held in the Service and Resource Centre board room.

Recommendation

That Staff be authorized to take steps necessary to hold Committee of the Whole meetings in the Service and Resource Centre board room.

BACKGROUND

Committee of the whole (COTW) is a committee comprised of all council members that is used in different ways throughout the province including: 1) opportunity for in-depth discussion of specific topics in a less formal meeting environment; 2) opportunity for review of committee recommendations before consideration at a council meeting; and 3) less commonly, as a tool within a council meeting to provide for less formal discussion of specific agenda items. Except where authority has been delegated to the COTW in accordance with the *Community Charter*, all COTW recommendations must be forwarded to council for consideration.

"Council Procedure Bylaw 2007 No. 7060" (Bylaw No. 7060) provides that COTW meetings are to be held every other Monday opposite Council meetings at 4:30 pm. While Bylaw No. 7060 specifies that all Council meetings (special, regular, adjourned) must be held in venues at the Vancouver Island Conference Centre (VICC), it is silent on the location of COTW meetings. Section 154 of the *Community Charter* provides that a council may, by bylaw, delegate certain of its power, duties and functions to its committees. City of Nanaimo "Delegation of Council Powers Bylaw 2012 No. 7148" (Bylaw No. 7148) delegates all of Council's executive and administrative powers to the COTW. As a result, COTW meetings may function largely as Council meetings excluding only those powers that cannot be delegated under the *Community Charter* (Attachment A).

DISCUSSION

COTW may be used for in-depth discussion of matters in a less formal meeting environment. By maintaining the delegated authority under Bylaw No. 7148, time-sensitive matters may still be considered and decided by Council. Relocating COTW meetings to the Service and Resource Centre (SARC) will help reinforce its primary function as a committee, while maintaining the option to advance time sensitive matters where required.

Committee of the Whole meetings are currently held in the Shaw Auditorium at the Vancouver Island Conference Centre (VICC). The facility offers state of the art audio visual equipment that provides for live streaming of meetings. The facility has a seating capacity of 200. The average cost per meeting in 2015 was \$1,939 and in the current year today is \$1,957 calculated as follows:

Year	Facility ²	Audio-Visual ^{2,3}	Food ²	Total ²	Average Meeting ²
2015	\$17,080	\$4,855	\$5,088	\$27,023	\$1,939
2016 ¹	\$16,530	\$4,855	\$6,017	\$27,402	\$1,957

1. to November 14, 2015

2. before taxes

3. projector, teleconference and AV technician

The SARC board room has a seating capacity of 25. Recently installed audio visual equipment supports live streaming of meetings and their projection on screens outside the room. Relocating COTW meetings to this venue will allow for potential cost savings in facility rental, food services and audio-visual equipment and support. There are no provisions in the Management Agreement between the City of Nanaimo and the VICC Management Company that constrains Council's discretion to relocate COTW meetings.

OPTIONS

- That Staff be authorized to take steps necessary to hold Committee of the Whole meetings in the Service and Resource Centre board room.
 - Budget Implication:** Annual potential costs saving of approximately \$21,000.
 - Legal Implication:** "Council Procedure Bylaw 2007 No. 7060" provides that COTW meetings are to be held every other Monday opposite Council meetings at 4:30 pm; no location is specified.
 - Engagement Implication:** COTW meetings will continue to be open to the public in accordance with the *Community Charter* and will be streamed live and posted to the City's website.
- Status quo
 - Budget Implication:** Budget will remain at current level. No savings will result.

SUMMARY POINTS

- Committee of the Whole may be used for in-depth discussion of topics in a less formal meeting environment. By retaining Council delegated powers, time sensitive matters may still be considered and decided by Council at COTW meetings.
- Relocating COTW meetings to the SARC board room will help reinforce its primary function as a committee and allow for potential cost savings of approximately \$21,000 annually.

ATTACHMENTS

Attachment A – Section 154 (2) *Community Charter*.

Submitted by:


Jane Armstrong
City Clerk

Concurrence by:



Victor Mema
Acting Chief Administrative Officer

COMMUNITY CHARTER

CHAPTER 26 [SBC 2003]

[includes 2016 Bill 18, c. 5 amendments (effective March 10, 2016)]

Delegation of council authority

- 154.** (1) A council may, by bylaw, delegate its powers, duties and functions, including those specifically established by an enactment, to the extent provided, to
- (a) a council member or council committee,
 - (b) an officer or employee of the municipality, or
 - (c) another body established by the council.
- (2) As exceptions, a council may not delegate the following:
- (a) the making of a bylaw;
 - (b) a power or duty exercisable only by bylaw;
 - (c) a power or duty established by this or any other Act that the council give its approval or consent to, recommendations on, or acceptance of an action, decision or other matter;
 - (d) a power or duty established by an enactment that the council hear an appeal or reconsider an action, decision or other matter;
 - (e) a power or duty to terminate the appointment of an officer;
 - (f) the power to impose a remedial action requirement under Division 12 [Remedial Action Requirements] of Part 3.
- (3) Despite subsection (1), a council may only delegate a power or duty to appoint or suspend an officer to its chief administrative officer.
- (4) A council may not delegate under subsection (1) to a corporation.
- (5) In exercising its powers under subsection (1), a council may establish any terms and conditions it considers appropriate.

2003-26-154; 2006-3-2.

(ADD)
Mar
28/06

DATE OF MEETING December 12, 2016

AUTHORED BY JANE ARMSTRONG, CITY CLERK

SUBJECT 2017 ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES RESOLUTIONS

OVERVIEW

Purpose of Report

To obtain Council direction regarding the submission of resolutions to the Association of Vancouver Island and Coastal Communities for consideration at the 2017 Annual General Meeting.

Recommendation

That Council:

1. identify topics and provide general drafting instructions to staff on any resolutions to be submitted to the Association of Vancouver Island and Coastal Communities for consideration at the 2017 Annual General Meeting; and,
2. authorize staff to prepare draft resolutions for Council approval at the 2017-JAN-16 regular Council meeting.

BACKGROUND

The Association of Vancouver Island and Coastal Communities (AVICC) 2017 Annual General Meeting and Convention is being held from 2017-APR-07 to 09 in Campbell River. As part of the Annual General Meeting, AAVICC invites its members to submit resolutions on subjects of provincial or AVICC-wide interest that fall within local government jurisdiction. Resolutions endorsed at the AVICC Annual General Meeting are automatically forwarded to the Union of British Columbia Municipalities (UBCM) for discussion and consideration at the UBCM Annual General Meeting. The deadline for receipt of resolutions is 2017-FEB-21.

Staff is seeking Council direction on any resolutions it may wish to submit to the AVICC for consideration at the 2017 Annual General Meeting. Topics and general drafting instructions are to be provided by Council at this meeting, with staff to prepare draft resolutions for Council approval at the 2017-JAN-16 regular Council meeting. Resolutions are to contain no more than two "whereas" clauses and must be accompanied by background documentation.

Regular Committee of the Whole Meeting
2016-DEC-12

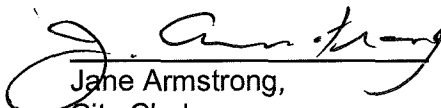
OPTIONS

1. That Council:
 1. identify topics and provide general drafting instructions to staff on any resolutions to be submitted to the Association of Vancouver Island and Coastal Communities for consideration at the 2017 Annual General Meeting; and,
 2. authorize staff to prepare draft resolutions for approval at the 2017-JAN-16 regular Council meeting.
2. That Council determines no resolutions are to be submitted to AVICC.

SUMMARY POINTS

- The AVICC 2017 Annual General Meeting and Convention is being held from 2017-APR-07 to 09 in Campbell River.
- AVICC invites its members to submit resolutions on subjects of provincial or AVICC-wide interest that fall within local government jurisdiction for consideration at the Annual General Meeting; the deadline for submissions is 2017-FEB-21.
- Topics and general drafting instructions are to be provided to staff by Council at the current meeting, with staff to prepare draft resolutions for Council approval at the 2017-JAN-16 regular Council meeting.

Submitted by:


Jane Armstrong,
City Clerk

DATE OF MEETING December 12, 2016

AUTHORED BY JANE ARMSTRONG, CITY CLERK

SUBJECT 2017 FEDERATION OF CANADIAN MUNICIPALITIES RESOLUTIONS

OVERVIEW

Purpose of Report

To obtain Council direction regarding the submission of resolutions to the Federation of Canadian Municipalities for consideration at the 2017 Annual Conference and Trade Show.

Recommendation

That Council:

1. identify topics and provide general drafting instructions to staff on any resolutions to be submitted to the Federation of Canadian Municipalities for consideration at the 2017 Annual Conference and Trade Show; and,
2. authorize staff to prepare draft resolutions for Council approval at the 2016-DEC-19 regular Council meeting.

BACKGROUND

The Federation of Canadian Municipalities (FCM) 2017 Annual Conference and Trade Show is being held from 2017-JUN-01 to 04 in Ottawa, Ontario. As part of the Annual Conference, FCM invites its members to submit resolutions on subjects of national municipal interest that fall within federal government jurisdiction. The deadline for receipt of resolutions is 2017-JAN-09.

Staff is seeking Council direction on resolutions it may wish to submit to the FCM for consideration at the 2017 Annual Conference. Topics and general drafting instructions are to be provided by Council at this meeting, with staff to prepare draft resolutions for Council approval at the 2016-Dec-19 regular Council meeting. A copy of the "Procedures for Resolutions" is included for information (Attachment A).

OPTIONS

1. That Council:
 1. identify topics and provide general drafting instructions to staff on any resolutions to be submitted to the Federation of Canadian Municipalities for consideration at the 2017 Annual Conference and Tradeshow; and,

2. authorize staff to prepare draft resolutions for Council approval at the 2016-DEC-19 regular Council meeting.

2. That Council determines no resolutions are to be submitted to FCM.

SUMMARY POINTS

- The FCM 2017 Annual Conference and Trade Show is being held from 2017-JUN-01 to 04 in Ottawa, Ontario.
- FCM invites its members to submit resolutions on subjects of national municipal interest that fall within federal government jurisdiction for consideration at the Conference; the deadline for submissions is 2017-JAN-09.
- Topics and general drafting instructions are to be provided to staff by Council at the current meeting, with staff to prepare draft resolutions for Council approval at the 2016-DEC-19 regular Council meeting.

ATTACHMENTS

Attachment A: FCM Procedures for Resolutions

Submitted by:


Jane Armstrong,
City Clerk

ATTACHMENT A

Procedures for Resolutions

Introduction

The resolutions process gives Members the opportunity to influence the direction of FCM's public policy and advocacy work, as well as the organization itself.

Resolutions should focus on issues that are the direct responsibility or concern of Canadian municipalities at a national level and fall within the jurisdiction of the federal government. Members are recommended to review **Section 2** of these procedures for guidelines for drafting resolutions and **Section 6** for guidance on the categorization of resolutions.

Any municipality or provincial/territorial-municipal association that is a FCM Member in good standing may submit resolutions following the procedures described in Sections 1 and 2. Follow up action on adopted resolutions is determined by its category, as described in Section 6.

FCM's 3rd Vice-President is Chair of the Report on Resolutions at all Board Meetings. During the Annual Conference, the Resolutions Plenary Session shall be chaired by FCM's 3rd Vice-President, and governed by the procedures found in Section 4.

1. General Procedures

- 1.1. Resolutions shall be considered at the March and September meetings of FCM's Board of Directors, as well as the Annual Conference; in addition, FCM's Executive Committee, acting in its power on behalf of the Board, may consider resolutions in between these times if by majority vote it is agreed that the situation warrants.
- 1.2. The deadline for submission of resolutions to Board Meetings or the Annual Conference is posted on the FCM website.
 - 1.2.1 The deadline for resolutions submitted to the March Board meeting or Annual Conference is the second Monday of January every year.
 - 1.2.2 The deadline for resolutions submitted to the September Board meeting is the second Monday of July every year.
- 1.3. Resolutions received after the deadlines noted in sections 1.2.1 and 1.2.2 shall be submitted for consideration to a regularly scheduled meeting of the Board of Directors or the Annual Conference if determined by the Executive Committee, at a regularly scheduled meeting, to be of an emergency or time-sensitive nature; otherwise, these resolutions shall be held for action at the next scheduled Board meeting.
- 1.4. The Executive Committee will refer to, but will not be limited to, the following criteria to determine whether a late resolution should be considered an emergency or time-sensitive matter:
 - 1.4.1 The resolution addresses an issue that imposes a significant, immediate and direct impact on municipal operations;
 - 1.4.2 The issue can be resolved in the near term through an open federal decision-making window (i.e. legislative review underway; pre-budget; etc.) that will close before the resolution could be considered as part of the next deadline period.
- 1.5 FCM staff will review all submitted resolutions to ensure they meet FCM's Procedures for Resolutions and, if required, will contact the resolution's sponsor for any further information.
- 1.6 Resolutions, which fall within the mandate of an FCM Standing Committee, will be reviewed by that Standing Committee; otherwise, they will be reviewed by the Executive

Committee for the purpose of presenting recommendations to the Board of Directors or to the Annual Conference.

- 1.7. Standing Committees shall recommend whether resolutions are compatible with existing policy as established through previously adopted resolutions, decisions of the Board of Directors, Executive Committee and policy statements. This provides some measure of protection against contradiction or inconsistency in FCM's positions or actions. Approved resolutions shall be forwarded to the Board Members or to the entire Membership at an Annual Conference for approval with the determined recommendations.
- 1.8. Standing Committees, the Executive Committee or the Board may amend a resolution if deemed necessary, although the intent of the resolution shall remain the same.
- 1.9. FCM will not entertain resolutions that involve disputes between or amongst municipal governments.
- 1.10. All Members who have submitted resolutions shall be notified of the decision taken by the Board of Directors or by the delegates at the Annual Conference and of any action(s) taken by FCM.
- 1.11. Besides FCM's governing by-laws and these written rules of procedures, *Roberts Rules of Order, Newly Revised (RONR)*, current edition, shall also assist with the governing authorities.

2. Guidelines for Drafting Resolutions

- 2.1. Resolutions should focus on issues that are the direct responsibility or concern of Canadian municipalities and fall within the jurisdiction of the federal government, and/or provincial and territorial governments acting at the inter-provincial/territorial level.
- 2.2. Resolutions should be drafted using a national vocabulary at all times. FCM Staff will remove references to local, regional or provincial governments in the resolution's operative clauses that may detract from the national significance of the resolution.
- 2.3. Members submitting resolutions regarding Community Safety and Crime Prevention matters are advised to focus on the "principle" of the issue being addressed and avoid attempts to reword the Criminal Code.
- 2.4. All Members must use the following format when preparing resolutions for submission to FCM:
 - 2.4.1 The TITLE should be short and refer to the key intent of the resolutions.
 - 2.4.2 The DESCRIPTIVE CLAUSES (WHEREAS...) should clearly and briefly set out the reasons for the resolution and how it relates to municipal-federal issues. If the sponsor believes that the rationale cannot be explained in a few preliminary clauses, the problem should be stated more fully in supporting documentation as described in Section 2.4.
 - 2.4.3 The OPERATIVE CLAUSE (RESOLVED, That...) must clearly set out the intent of a resolution and state a specific proposal for any action with which the sponsor wishes FCM to take (i.e. **RESOLVED, That FCM urge/endorse/petition/write...**) with the federal government. The wording should be clear and brief. Generalization should be avoided.
 - 2.4.4 Resolutions that request FCM's support without clearly explaining the action that should be taken with the federal government will be returned to the sponsor with a request for clarification, and will not be brought forward to the Board of Directors for consideration until the resolution has been re-worded.
- 2.5. Background information, such as a Council report, demonstrating the resolution's adherence to FCM's categorization guidelines outlined in Section 6, must be submitted with resolutions. When a resolution is not self-explanatory and when adequate information is not attached, FCM will return a resolution to the sponsor with a request for additional information or clarification before it is further considered.

- 2.6. Proof of endorsement by the sponsoring municipal or affiliate member must accompany all resolutions submitted to FCM.
- 2.7. All Resolutions must be submitted electronically, by e-mail to resolutions@fcm.ca. Please send resolution text in a word document format although scanned hardcopy document files will be accepted.

3. Procedures for Submitting Resolutions to the Annual Conference

- 3.1. The deadline for submission of resolutions to FCM's Annual Conference is posted on FCM's website (<http://www.fcm.ca/home/about-us/corporate-resources/fcm-resolutions.htm>).
- 3.2. The Board of Directors, taking into account the recommendation of the Standing Committee responsible for the subject area of a resolution, will determine whether a resolution submitted for consideration by the entire membership at the Annual Conference should be dealt with at the Annual Conference.
- 3.3. Standing Committees or the Executive Committee may recommend that resolutions previously dealt with by the Board in that given year be submitted to the Annual Conference for consideration by the entire membership. These resolutions may be amended to ensure that their content clearly reflects the key issue, yet maintain its intent.
- 3.4. Resolutions to be considered at the Annual Conference will be available on FCM's member website 14 days prior to the Conference, and distributed to delegates at the Annual Conference.
- 3.5. Resolutions received after the deadline will be held for action by the Board of Directors at its next meeting in September, except for those resolutions that are determined by the Executive Committee to be of an emergency or time-sensitive nature (refer to section 1.4 for criteria).
- 3.6. Resolutions submitted after the regular deadline as an emergency or time-sensitive nature, must be received a minimum of six (6) business days prior to the Annual Conference to allow sufficient time for staff analysis and subsequent consideration by the Executive Committee.
- 3.7. Resolutions that are not debated at the Annual Conference because of insufficient time or lack of quorum of Accredited Representatives (quorum consists of 50 Accredited Representatives in attendance, as per section 7.04 of the By-laws, or because it was submitted past the deadline, will be presented at the first meeting of the new Board of Directors in September.

4. Procedures for the Resolutions Plenary Session at the Annual Conference

- 4.1. The Board of Directors may, at the March and September Board meetings, package selected resolutions into a Consent Agenda to be voted on as one motion by voting members at the Annual Conference.
- 4.2. Resolutions may be removed from the Consent Agenda, for separate consideration, upon a motion by any accredited FCM Member or Affiliate in good standing, and with a majority vote of the Conference delegates. Only the mover will be permitted to speak to such a motion. The remainder of the Consent Agenda shall be voted on as one motion.
- 4.3. The Operative Clause(s) of all Resolutions categorized under "A", "B" and "C" shall be read aloud, followed by the recommendations of the Board or Executive Committee.
- 4.4. All resolutions presented at the Annual Conference Resolutions Plenary, as well as emergency resolutions that are provided onsite, are deemed to be duly moved and seconded by the originating municipality or provincial/territorial municipal association.
- 4.5. An accredited representative from the sponsoring municipal or affiliate member(s) will be given the first opportunity to speak on the resolution.

- 4.6. Only accredited representatives of FCM Members or affiliate members in good standing are entitled to speak from the plenary floor. All speakers must identify themselves and their municipality or association and must confine their remarks to a maximum two (2) minutes.
- 4.7. No delegate will be permitted to speak more than once on any resolution until other delegates wishing to speak have been heard.
- 4.8. Proposed amendments to a resolution of more than four (4) words in length must be submitted in written form to the Chair of the Resolutions Plenary Session to ensure the correct wording is voted on and reflected in the official record.
- 4.9. Should a Conference Delegate wish to introduce an amendment to the categorization of any Resolution, the Chair shall ask for a seconder and a two-thirds vote on the re-categorization before allowing any debate on the resolution itself.
- 4.10. Motions to refer a resolution will be in order at any time. Debate on a motion to refer must be confined to the merits of the referral motion only.
- 4.11. Motions to refer a resolution shall be referred to the Executive Committee or to the appropriate Standing Committee for review or to staff for further analysis.
- 4.12. At the close of debate, a vote shall be called on the Operative Clause(s) section of the resolution(s) in question together with its categorization.
- 4.13. Only duly Accredited Representatives of FCM Members and Affiliate Members, in good standing, are entitled to vote on resolutions. They will do so by showing their voting credentials when the vote is taken or by use of their assigned voting devices.

5. Procedures for the Report on Resolutions at meetings of the Board of Directors

- 5.1. Standing Committees at the March and September Board Meeting(s) shall review and provide recommendations to the Board of Directors, on resolutions received and processed as detailed under Section 1 of the General Procedures.
- 5.2. Resolutions may be categorized for adoption as one motion under a Consent Agenda.
- 5.3. Any Resolution may be removed from the Consent Agenda, for separate consideration, upon request by any Board Member. The Resolution shall be removed and placed at the end of the current list of other Resolutions listed for separate discussion and voted on separately. The remainder of the Consent Agenda shall be voted on as one motion.
- 5.4. The Operative Clause(s) of all resolutions categorized under "A", "B" and "C" and that are considered outside of the Consent Agenda shall be read aloud, followed by the recommendation of the Standing Committee or Executive Committee. Only the titles and recommendation of the Standing Committee shall be read aloud for resolutions packaged in the Consent Agenda that are categorized under "A", "B" and "C".
- 5.5. Resolutions received and that have been categorized under "D" and "E" shall be presented to Board Members as information only and shall not be read or debated.
- 5.6. Should a Board Member wish to introduce an amendment to the proposed categorization recommended on any resolution, the Chair shall ask for a seconder and a two-thirds (2/3) vote on the re-categorization before allowing any debate on the resolution itself.
- 5.7. Only FCM Board Members are entitled to speak to and debate resolutions and must confine their remarks to a maximum two (2) minutes.
- 5.8. If requested by the Chair, FCM staff may provide clarification on any resolution prior to debate. FCM staff may also speak to a resolution during debate to provide additional clarification that may assist with the Board's consideration of the resolution. The Chair shall retain discretion on whether to request additional clarification from staff, or if it would be more appropriate to ask the relevant Chair or Vice-Chair of a Standing Committee to provide clarification.
- 5.9. No Board Member will be permitted to speak more than once on any resolution until other Board Members wishing to speak have been heard.

- 5.10. Amendments to a resolution of more than four (4) words in length must be submitted in written form to the Chair of the Resolutions Committee to ensure the suggested wording is reflected in the official record.
- 5.11. Motions to refer a resolution will be in order at any time. Debate on a motion to refer must be confined to the merits of the referral motion.
- 5.12. Motions to refer a resolution shall be referred to either staff for further analysis, the Executive Committee or to the appropriate Standing Committee for review.
- 5.13. At the close of debate, a vote shall be called on the Operative Clause(s) of the resolution(s) in question and its categorization.
- 5.14. Only FCM Board Members are entitled to vote on resolutions. They will do so by a show of hands and where the vote is too close to determine, a counted vote shall be conducted.

6. Categorization of Resolutions

FCM actively engages with the federal government on a wide variety of issues that impact Canadian municipalities. FCM works to bring municipal priorities to the table in Ottawa, ensuring that local voices are heard and that federal legislation works for municipalities. Resolutions submitted for FCM's consideration shall be placed in the following categories to guide subsequent action related to the above noted work.

Category "A" – Municipal-Federal Issues

This category contains resolutions on issues that have not been addressed by FCM in the previous three years. Category "A" resolutions contain resolutions that are the direct responsibility or concern of Canadian municipalities beyond a regional level, and fall within the jurisdiction of the federal government.

- Category "A" resolutions adopted with concurrence will be sent to the relevant government minister, and will guide future FCM policy positions.
- Category "A" resolutions adopted with non-concurrence are not endorsed by FCM and shall require no further action.

Category "B" – Issues not within municipal and/or federal jurisdiction

This category contains resolutions that are not federal-municipal issues. No action is taken on category "B" resolutions.

Category "C" – FCM Issues

This category contains resolutions directed at FCM Members or at FCM as an organization. Category "C" resolutions adopted with concurrence will be forwarded to the Executive Committee for review and action; the Executive Committee will report on its progress to the Board.

Category "D" – In accordance with existing FCM policy

This category contains resolutions on issues dealt with by FCM in the previous three (3) years or that are in accordance with FCM's standing policy and advocacy priorities. These resolutions will be received by the Board of Directors for information only. FCM staff is authorized to inform a sponsoring municipality that its resolution will be categorized as "D" or "E".

Category "E" – Not in accordance with existing FCM policy

This category contains resolutions on issues that have been considered by FCM within the previous three (3) years and are not in accordance with standing FCM policy and advocacy priorities. These resolutions will be presented to the Board of Directors for information only. FCM staff are authorized to inform a sponsoring municipality that its resolution will be categorized as "D" or "E".

Whenever possible, FCM staff will work with the sponsoring municipality to provide guidance and ensure that the full intent of the resolution is understood and considered before its recommended classification is made.

Adopted, June 1998 FCM Annual Conference

Revised and adopted, September 2016, Board of Directors meeting

DATE OF MEETING December 12, 2016

AUTHORED BY VICTOR MEMA, CHIEF FINANCIAL OFFICER
DEBORAH DUNCAN, DEPUTY DIRECTOR, FINANCIAL SERVICES

SUBJECT **2017 – 2021 FINANCIAL PLAN REVIEW**

OVERVIEW

Purpose of Report

To update Council on key information in the 2017 – 2021 Financial Plan.

DISCUSSION

The financial plan process is informed by policies and plans endorsed by Council, including the Official Community Plan (OCP) and the Strategic Plan. In compliance with the *Community Charter*, the Financial Plan is developed through public consultation and Council direction. Prior to May 15th each year, Council must adopt both a Five Year Financial Plan bylaw and a Property Tax Rates bylaw.

In 2013, Council approved an annual 1% increase in property taxes for five years ending 2017, and annual increases to sanitary sewer and water fees for contributions to asset management reserve funds. These reserves fund many asset renewal projects.

A Core Services Review was completed in 2016. Work on many of the recommendations commenced in 2016. As recommendations are reviewed and approved by Council, they will be incorporated into the City's financial plans.

Council completed a Strategic Plan Update in 2016. The purpose of the update was to build upon the community vision, values and commitments made under the City's previous 2012 - 2015 Strategic Plan. Five priority projects and two key initiatives were identified for 2016 – 2019. The five projects include 1 Port Drive/South Downtown Waterfront Development, Beban Park Facilities Redevelopment Master Plan, Sports and Entertainment Centre, Waterfront Walkway and Georgia Avenue Pedestrian/Cycle Bridge. The two initiatives are Affordable Housing and Property Acquisition.

The 2017 -2021 Financial Plan includes:

- Organizational changes and new projects that begin the process of implementing the Core Services Review recommendations and Council's Strategic Plan Update.
- Transition of annual Casino and Fortis revenues to a new Strategic Infrastructure Reserve to fund strategic projects.

A summary of the projected property tax increases is provided below.

	2017	2018	2019	2020	2021
2017 - 2021 Financial Plan	2.0%	1.8%	1.7%	1.5%	0.4%

The key budget drivers for the 2017 property tax increase are:

- \$1m increased contribution to General Asset Management Reserve
- \$1.4m for wage increases and two new positions
- \$1.1m due to transition of Casino and Fortis revenues to new reserve for strategic projects
- \$1.6m increased property tax revenues
- Net expenditure increase \$1.9m

User fee increases are:

- 5% sewer user fee increase for contribution to Sewer Asset Management Reserve
- 7.5% water user fee increase that includes a 5% increase for contribution to Water Asset Management Reserve
- 2% solid waste collection user fee increase pending further review of automation service delivery models

These increases do not include the impact of increased requisitions or levies from the Vancouver Island Regional Library, the Regional District of Nanaimo, School District 68, Island Health Authority, Municipal Finance Authority and BC Assessment.

SUMMARY POINTS

- Provide updated information on the 2017 – 2021 Financial Plan for Council's review and direction.
- The projected property tax increase for 2017 is 2.0% which includes a 1% increase for contribution to the General Asset Management Reserve.
- User fee increases for 2017 are: 5% for sewer, 7.5% for water and 2% for solid waste collection.

ATTACHMENTS

- Attachment A – Budget In Brief

Submitted by:



Deborah Duncan
Deputy Director, Financial Services

Concurrence by:



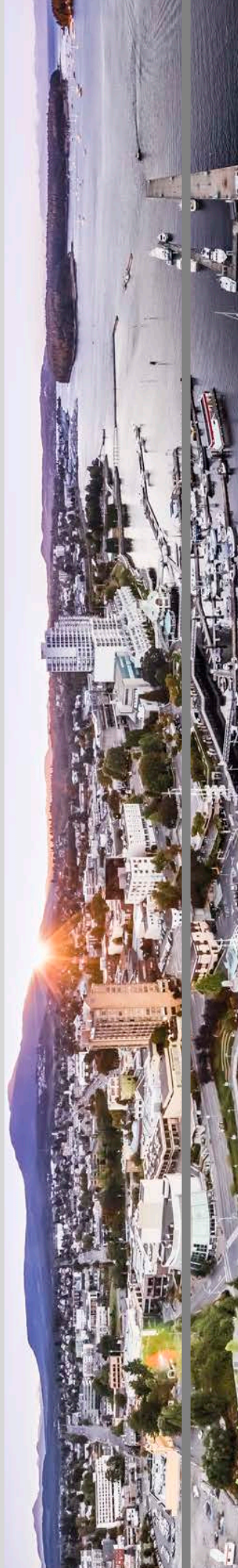
Victor Mema
Chief Financial Officer

ATTACHMENT A

City of Nanaimo Budget in Brief



2017-2021 Financial Plan – December 12, 2016



Each year as part of the budget process, choices must be made to keep taxes affordable for our businesses and households.

In 2013, Council approved an annual 1% increase in property taxes for five years ending 2017 as well as annual increases to sanitary sewer and water user fees for contributions to asset management reserve funds. In 2015, the City started using these reserves to fund many asset renewal projects.

Core Services Review:

A Core Services Review (CSR) was completed in 2016. Recommendations focused on eleven areas: strategic planning, policy framework, staff capacity, finance policies, IT infrastructure, integrated maintenance, performance measures, community partnerships, grant mandates and monitoring, and efficiencies and streamlining. Work on many of the recommendations commenced in 2016. As recommendations are reviewed and approved by Council, they will be incorporated into the City's financial plans.

Strategic Plan Update:

Council completed a Strategic Plan Update in 2016. The purpose of the update was to build upon the community vision, values and commitments made under the City's previous 2012 – 2015 Strategic Plan. The update restates the City's commitment to the four values of sustainability: economic health, environmental responsibility, social equity and cultural vitality.

29

Five priority projects and two key initiatives were identified for 2016 – 2019. The five projects include 1 Port Drive/South Downtown Waterfront, Beban Park Facilities Redevelopment Master Plan, Sports and Entertainment Centre, Waterfront Walkway and Georgia Avenue Pedestrian/Cycle Bridge. The two initiatives are Affordable Housing and Property Acquisition.

The 2017 – 2021 Financial Plan includes:

- Organizational changes and new projects that begin the process of implementing the Core Services Review recommendations and Council's Strategic Plan Update.
- Transition of annual Casino and Fortis revenues to a new Strategic Infrastructure Reserve to fund strategic projects.

Budget Highlights

- 2017 Operating Budget: \$132 million
- 2017 – 2021 Capital Budget: \$192 million
 - o 2017 Capital Budget: \$42 million
- **Proposed 2017 – 2021 Financial Plan would result in an overall property tax increase of \$1.9 million or 2.0% in 2017.** This increase does not include the impact of increased requisitions or levies from the Vancouver Island Regional Library, the Regional District of Nanaimo, School District 68, Island Health Authority, Municipal Finance Authority and BC Assessment.
 - o Future property tax increases are 1.8% in 2018, 1.7% in 2019, 1.5% in 2020 and 0.4% in 2021
 - o The 2017 property tax increase includes 1% for increased annual contribution to asset management reserve (started in 2013 for five years).
 - o Water User Fees annual increase of 7.5% including 2.5% for increased contribution to asset management reserve to 2020
 - o Sewer User Fees annual increase of 5% to 2017 and then 4% for 2018 to 2022 for increased contribution to asset management reserve
 - o Solid Waste Collection user fee increase of 2% in 2017 pending review of automated service delivery models
- Including user fee increases for garbage, sewer and water, the average homeowner would see a total increase of \$79.18 for 2017 or 3.1%
- Two new positions added in 2017
 - o Communication Specialist
 - o Committee Clerk
- During 2016 significant organizational changes resulted in the elimination of four senior management positions, realignment of several City functions and the creation of a new senior leadership team to better implement the recommendations of the Core Services Review and Council's strategic plan.
 - o Staffing changes
 - In 2016 eliminated four senior management positions and added four management and two CUPE positions
 - New positions are:
 - o Chief Operating Officer (COO)
 - o Chief Sustainability Officer (CSO)
 - o Manager, IT Technical and Client Services
 - o Manager, Community & Cultural Planning
 - o Freedom of Information (FOI) and Claims Clerk
 - o Social - Multicultural Planner

- o Reporting changes
 - IT and Police Support Services now report to the Chief Financial Officer (CFO)
 - Environment, Culture and Heritage and Social Planning moved to the Community Development department and report to the Director of Community Development
 - Legislative Services now includes Bylaw and Parking Services and reports to the Chief Administrative Officer (CAO)
- o The changes in reporting structure are reflected in prior year financial reporting for this report. Functional units are reported in new structure for both 2016 and 2017

- **2017 Key Budget Drivers**

- o Increased contribution to the General Asset Management Reserve \$960k
- o Two new positions \$147k
- o Wages and benefit increases \$1.2m
- o RCMP contract increase \$140k
- o Decrease in snow and ice control operating budget \$200k
- o Transition of Casino and Fortis annual revenues to new reserve \$1.3m
- o Increased property tax revenues due to growth \$1.6m
- o Net expenditures increase \$1.9m

- **Provides capital investment:**

- \$179m for infrastructure renewal and new infrastructure to maintain current service levels for existing and new residents
- \$6.9m Port Theatre expansion (in addition to \$5.7m budgeted in 2016), all projected funding is from borrowing, grants and private contributions
- \$2.6m for Harewood Centennial Park multi use facility and outdoor lacrosse box
- \$8m for new pedestrian, cycling and transit amenities recommended in the Transportation Master Plan, including \$990k for Georgia Ave Greenway
- \$165,000 annual contribution to the Housing Legacy Reserve, \$200,000 to develop an Affordable Housing Strategy and a Social Wellness Strategy
- \$600,000 annual allocation for property acquisition
- \$500,000 for public art

Future Presentations:

Planned presentations include:

- Automated Solid Waste Collection to select preferred business model
- Asset Management Update
- Development Cost Charges (DCC) Update

The 2017 – 2021 Financial Plan does not include any changes outlined in the above-noted presentations.

Labour Contracts:

The current contract with CUPE Local 401 expires on December 31, 2016. A contingency for wage increases has been included in the Draft 2017 – 2021 Financial Plan.

The 2017 expenditures noted for each department in this document include wage expenditures at 2016 rates.

Impact to Average City of Nanaimo Household

Based on \$348,363 assessed value (2016 average per BC Stats)

Planning for the future is important for a municipality and for a household. The total 2017 increase for property taxes and user fees for an average household is \$79.18.

Above excludes costs from the Vancouver Island Regional Library, the Regional District of Nanaimo, School District 68, Island Health Authority, Finance Authority and BC Assessment.

Budget Impact on a Typical Home With comparison to previous years

Budget Impact on a Typical Home

	2015	2016	2017
Taxation	\$20.78	\$0.00	\$37.96
Water Fees	\$28.84	\$31.00	\$33.33
Sewer Fees	\$5.35	\$5.61	\$5.89
Garbage Fees	(\$10.75)	\$1.00	\$2.00
Total	\$44.22	\$37.61	\$79.18

Strategic Objectives

Council completed a Strategic Plan update in 2016. The purpose of the update was to build upon the community vision, values and commitments made under the City's previous 2012 – 2015 Strategic Plan. The update restates the City's commitment to the four values of sustainability: economic health, environmental responsibility, social equity and cultural vitality.

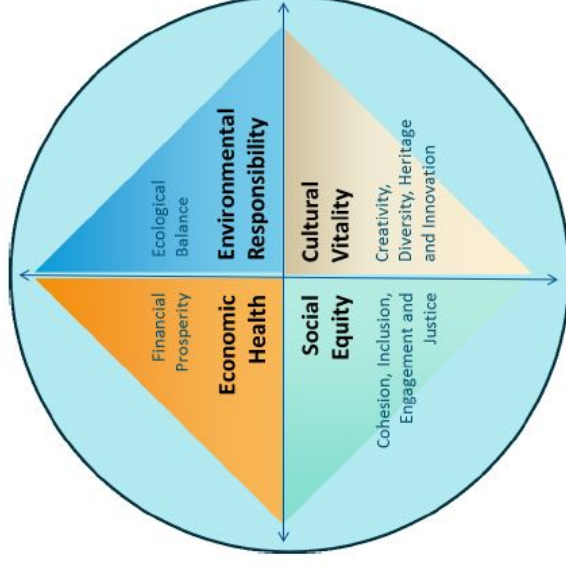
Five priority projects and two key initiatives were identified for 2016 – 2019. The five projects are: 1 Port Drive/South Downtown Waterfront, Beban Park Facilities Redevelopment Master Plan, Sports and Entertainment Centre, Waterfront Walkway and Georgia Avenue Pedestrian/Cycle Bridge. The two initiatives are Affordable Housing and Property Acquisition.

The 2017 – 2021 Financial Plan includes many initiatives linked to the Strategic Plan update including: Wellcox Access, Nanaimo Yacht Club Waterfront Walkway, Georgia Avenue Greenway and development of an Affordable Housing Strategy and Poverty Reduction Strategy. In addition, the plan includes significant investment in infrastructure renewal projects, annual social, cultural and sports grant programs, new cycling, pedestrian, transit and vehicle amenities and water conservation programs.

Balanced Scorecard

In 2013, the City developed a set of performance measurements, known as the Balanced Scorecard, to draw attention to performance results by examining quantifiable measures that extend beyond traditional methods of evaluating performance by emphasizing mainly financial results. The Balanced Scorecard initiative was a deliverable of the Strategic Plan, specifically the strategic priority.

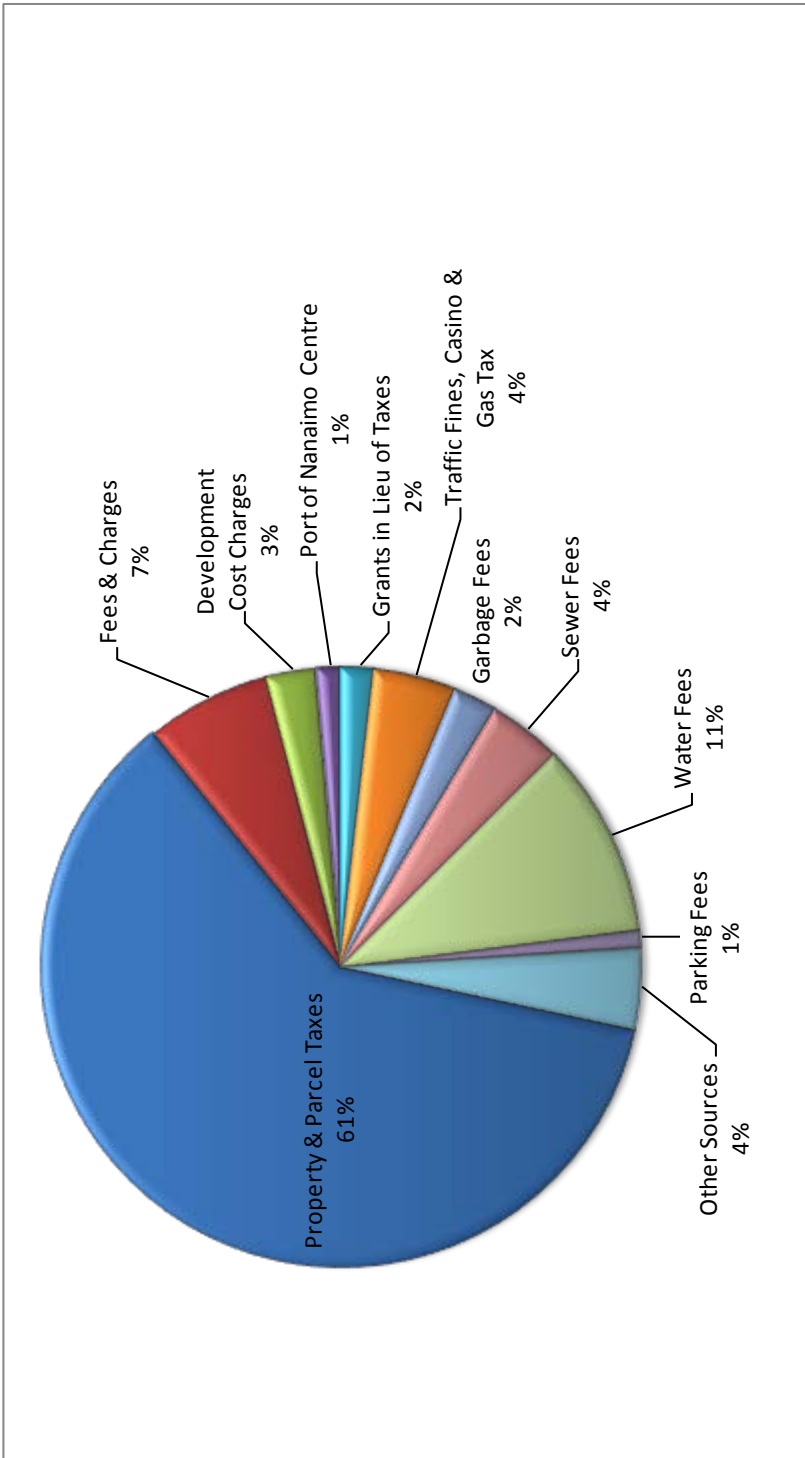
The Balance Scorecard is updated throughout the year as information becomes available. For more information on the Balanced Scorecard please go to the City of Nanaimo's website <http://www.nanaimo.ca/>.



2017 Funding Revenues

The City receives revenues from several sources with the main contribution from property taxes and user fees. Examples of revenues from other sources includes: grants, interest income and the Regional Parks Agreement.

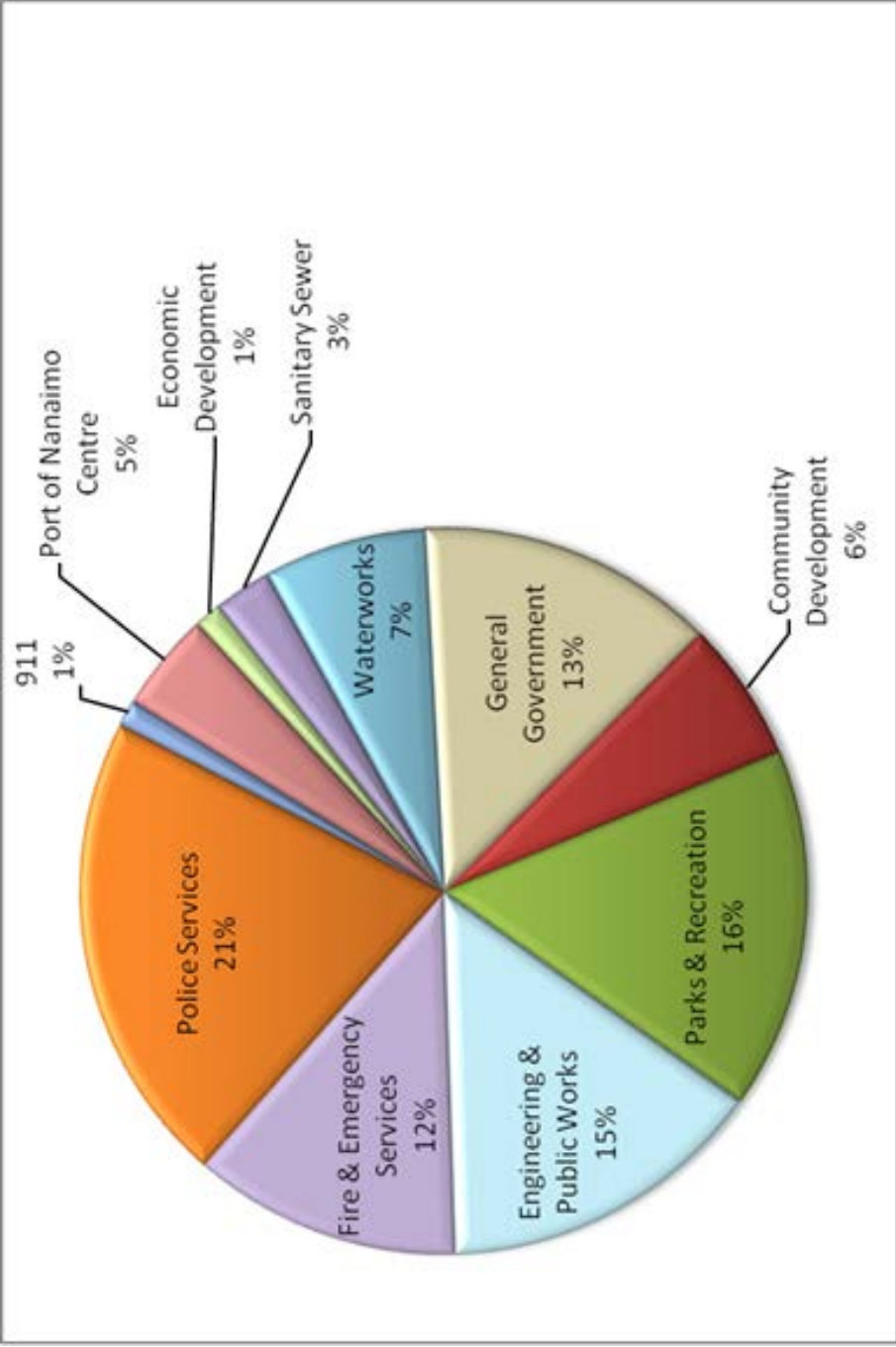
Total projected revenues for 2017 are \$165 million with 61% coming from property taxes. Annual revenues provide: funding for annual operating and maintenance expenditures, funding for project expenditures and funding for annual contributions to infrastructure renewal reserves.



2017 Operating Expenses by Departments

Annual operating expenses provide for the ongoing delivery of services to the community. Projected 2017 operating expenditures are \$132 million.

General government includes CAO Office, Legislative Services, Bylaw and Parking Services, HR, Finance and IT.



Council

City Council as a whole acts as the executive board of the municipal corporation, developing and overseeing policy and the finances of the City of Nanaimo.

Budget Summary

2017 Expenditures	\$	981,994
2016 Approved Expenditures	\$	956,363
Budget Change	\$	25,631
Change by %		2.7%
2017 FTEs		9.0
2016 FTEs		9.0
Change		-
Change by %		0.0%



Chief Administrator’s Office

The Chief Administrative Officer (CAO) serves Council directly and acts as the primary connection between staff and City Council. This office provides direction for staff recommendations that reflect relevant facts, options and professional opinion pertaining to issues considered by Council.

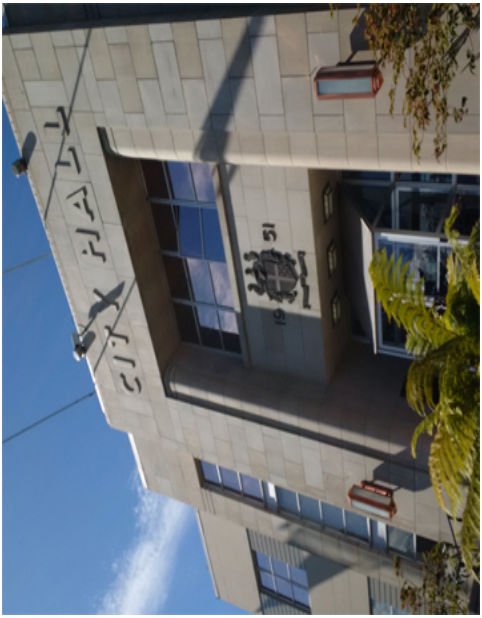
The CAO takes the lead role in managing the implementation of the policy direction which has been established by Council and is the senior staff leader and accordingly, provides managerial leadership, control and direction to all City departments and operations.

2016 Organization Change: The CAO’s Office also includes the communications function which supports both internal and external City communications.

2017 Change: Communications Specialist position is added.

Budget Summary

2017 Expenditures	\$ 787,059
2016 Approved Expenditures	\$ 677,226
Budget Change	\$ 109,833
Change by %	16.2%
2017 FTEs	6.0
2016 FTEs	5.0
Change	1.0
Change by %	20.0%



Legislative Services



The Legislative unit provides legislative, policy and administrative expertise and services to Council and City departments to ensure the City conducts its business in a manner consistent with City bylaws and Provincial legislation. The unit is also coordinates records management services, public records access requests which provides access to important City records.

2016 Organization Change: Freedom of Information (FOI) Clerk position added.

2017 Change: Committee Clerk position added.

Core Services

- Implement and maintain information management infrastructure
- Legislative Services: administrative support and governance advice to Council and Council committees, official records of Council and Committees of Council, maintain, consolidate and revise City bylaws, administer civic elections
- Archives and Records Management including Freedom of Information, Protection of Privacy and claim functions

Budget Summary

2017 Expenditures	\$ 1,905,196
2016 Approved Expenditures	\$ 1,671,278
Budget Change	\$ 233,918
Change by %	14.0%
2017 FTEs	9.0
2016 FTEs	7.0
Change	2.0
Change by %	28.6%

Bylaw Regulation and Security (includes Parking)



This department provides: bylaw enforcement for property maintenance, noise, traffic and highways, and signs; animal control, as well as management of the City's parking facilities.

Core Services

- Bylaw enforcement
- Animal control
- Management of parking facilities and services
- Downtown security

Budget Summary

2017 Expenditures	\$ 2,507,127
2016 Approved Expenditures	\$ 2,661,741
Budget Change	\$ (154,614)
Change by %	-5.8%
2017 Revenues	\$ 1,878,820
2016 Approved Revenues	\$ 1,833,150
Budget Change	\$ 45,670
Change by %	2.5%
2017 FTEs	12.0
2016 FTEs	12.0
Change	-
Change by %	0.0%

Human Resources

The Human Resources Department provides specialized advice, assistance and support to the organization in the areas of: recruitment and selection; training and employee development; employee and labour relations; job classification, compensation and benefits; health & safety; and disability management. The Department also plays a key role in supporting employee wellness and social activities as well as honouring our long-serving employees and retirees.

Core Services

- Recruiting, retaining and developing employees
- Employee orientation and recognition
- Employee and labour relations
- Promoting and supporting a safe, healthy, respectful and productive work environment



Budget Summary	
2017 Expenditures	\$ 1,957,788
2016 Approved Expenditures	\$ 2,089,734
Budget Change	\$ (131,946)
Change by %	-6.3%
2017 Revenues	\$ 8,086
2016 Approved Revenues	\$ 12,314
Budget Change	\$ (4,228)
Change by %	-34.3%
2017 FTEs	12.0
2016 FTEs	12.0
Change	-
Change by %	0.0%

Proposed initiative for 2017

- Conclude a collective agreement with CUPE Local 401

Finance and Purchasing

The Finance and Purchasing department is responsible for safeguarding the City's financial assets and planning to ensure the financial stability and viability of the City. The department provides financial support and stewardship that supports City departments delivering current and future services. The department provides financial reporting and control and is responsible for the implementation of financial management policies.

2016 Organization Change: Clerical support position moved to Finance from IT.

Core Services

- Financial Planning
- Accounting Services
- Revenue Services
- Payroll
- Purchasing



Budget Summary	
2017 Expenditures	\$ 3,804,992
2016 Approved Expenditures	\$ 3,674,710
Budget Change	\$ 130,282
Change by %	3.5%
2017 Revenues	\$ 153,750
2016 Approved Revenues	\$ 152,750
Budget Change	\$ 1,000
Change by %	0.7%
2017 FTEs	36.0
2016 FTEs	34.7
Change	1.4
Change by %	3.9%

Proposed initiatives for 2017

- Contribute to Asset Management Update
- Contribute to DCC Review
- User Rate Review Update
- Review and update financial procedures and policies
- Cost allocations analysis

Information Technology

The Information Technology business unit manages the City's information systems and processes and compliance with statutory regulations.

2016 Organization Changes:

- Director of IT and Legislative Services position eliminated
- Manager, IT Technical and Client Services position added
- Clerical support position moved from IT to Finance

Core Services

- Implement and maintain information management infrastructure
- Responsible for the security of systems and information



Budget Summary

2017 Expenditures	\$ 2,681,212
2016 Approved Expenditures	\$ 2,960,625
Budget Change	\$ (279,413)
Change by %	-9.4%
2017 FTEs	19.0
2016 FTEs	20.0
Change	(1.0)
Change by %	-5.0%

Proposed initiatives for 2017

- Network reliability and security upgrades
- Support replacement of Recreation Management Software
- Complete implementation of new City website
- Implement Service Desk Updates

Police Services

The City contracts with the RCMP for policing services and the current contract is for 142 members. The City provides the building and support staff for the RCMP. Support staff provides administrative, financial, reception, clerical, custodial and guarding functions.

From 24/7 patrol and criminal investigations to community-based education and crime prevention programs, the Nanaimo RCMP detachment and municipal employees deliver high quality and effective services to the citizens of Nanaimo. The RCMP made "Safe Homes, Safe Communities" its national objective and in conjunction with Council identified three priorities: Crime Prevention, Youth and Traffic with specific strategies and initiatives.



2017 Change: To minimize impact on annual surplus, the City budgets for the RCMP contract at less than 100%. Actual costs for the contract are lower mainly due to vacancies. Past year's budgets have been at 95% of the annual contract. The annual surplus for the RCMP contract has remained significant. The budget has now been reduced to 92% of the annual contract.

Core Services (Units)

- Bike Unit
- General Investigations Section (GIS)
- Municipal Traffic Unit
- Youth/School Liaison (SLO)
- Community Policing (CPS)
- General Duty (GD)
- Serious Crime (SCU)
- Police Dog Service (PDS)
- Forensic Identification Services (FIS)

Budget Summary

2017 Expenditures	\$ 27,898,004
2016 Approved Expenditures	\$ 27,782,555
Budget Change	\$ 115,449
Change by %	0.4%
2017 Revenues	\$ 1,630,783
2016 Approved Revenues	\$ 1,632,012
Budget Change	\$ (1,229)
Change by %	-0.1%
2017 FTEs	63.8
2016 FTEs	63.6
Change	0.2
Change by %	0.3%
2017 RCMP members	142.0
2016 RCMP members	142.0
Change	-
Change by %	0.0%

Revenues include the Provincial Traffic Fine Revenue Sharing Grant and building rental income.

Council approved the following priorities for 2017

- Crime Prevention
 - o Mental Health Issues
 - o Prolific Offender Management
 - o Violence in Relationships
 - o Liquor Control Strategy
 - o Sex Offence and Child Pornography Investigations
 - o Drug Enforcement – Marihuana Dispensaries
 - o Drug Enforcement – Fentanyl Trafficking
- Youth
 - o Youth Intervention & Diversion
 - o Community Partnerships for the Empowerment of Youth
 - o School Liaison Program
- Traffic
 - o Detection & Prevention to Reduce Impaired Driving
 - o Vehicle Operational Safety
 - o Waterfront & Marine Safety

Nanaimo Fire Rescue

Nanaimo Fire Rescue (NFR) provides emergency response to fires, medical and rescue incidents, natural disasters, and provides specialized services such as hazardous materials and technical rescue response. Additionally, community risk reduction is achieved through fire prevention programs and public education. Currently, four fire stations located throughout the City are operated 24/7 by 81 career firefighters supported by on call firefighters. These services provide for the preservation of life, property and the environment, which contributes to the well-being of the community.

Emergency Management develops and supports the City's ability to respond to major emergency and disaster events. This section also provides public education, manages a volunteer program and supports interagency and interdepartmental initiatives.

911 services are provided through two functions: 911 Public Safety Answering Point (PSAP) and 911 FireComm. The Central Island 911 Partnership manages 911 services for the City of Nanaimo, the Regional District of Nanaimo and the Cowichan Valley Regional District.

Core Services

- Fire Prevention
- Fire Operations
- Emergency Response
- Training
- Emergency Management
- Emergency call answering and dispatch (911)



Budget Summary

2017 Expenditures	\$	16,733,336
2016 Approved Expenditures	\$	16,223,778
Budget Change	\$	509,558
Change by %		3.1%
2017 Revenues	\$	1,408,131
2016 Approved Revenues	\$	1,173,898
Budget Change	\$	234,233
Change by %		20.0%
2017 FTEs		106.8
2016 FTEs		106.8
Change		0.0
Change by %		0.0%

Increase in revenues is mainly due to the operation of the Vancouver Island Emergency Response Academy,

Proposed initiatives for 2017

- Construct steel training tower at Training Centre
- Completion of Fire Station #1 facility study

Community Development

Community Development has a broad range of policy, regulatory and program responsibilities including: land use planning, planning applications including zoning, development and variance permits, building inspection services and land acquisition and dispositions.

2016 Organization Changes:

- Environment, Culture and Heritage and Social Planning functions move to Community Development
- Senior Manager, Culture and Heritage position eliminated
- Manager, Community and Cultural Planning position added
- Social – Multicultural Planner position added

Core Services

- City wide planning, including the Official Community Plan, planNanaimo
- Culture and Heritage
- Social Planning
- Service centre
- Zoning/rezoning applications
- Development approvals
- Current policy and regulatory initiatives
- Building inspections and permits
- Business licensing
- Real Estate
- Subdivision
- Environmental planning



Budget Summary

2017 Expenditures	\$	8,264,614
2016 Approved Expenditures	\$	8,486,631
Budget Change	\$	(222,017)
Change by %		-2.6%
2017 Revenues	\$	2,891,401
2016 Approved Revenues	\$	2,894,000
Budget Change	\$	(2,599)
Change by %		-0.1%
2017 FTEs		58.0
2016 FTEs		58.0
Change		-
Change by %		0.0%

Proposed initiatives for 2017

- Port Drive Waterfront Master Plan
- Climate Adaptation Strategy
- Hospital Area Plan
- Affordable Housing Strategy
- Social Wellness Strategy
- Archaeological Overview Assessment
- Expanded public art program
- Cultural Plan Implementation
- Liquor Control Strategy

Parks and Recreation

The Parks, Recreation and Environment department works with community organizations to assist them in providing specialized local services and amenities. The department also delivers a wide range of programs and services to the community. Opportunities for recreation and sports, enjoying outdoor spaces, parks and natural areas support healthy lifestyles, social connections and economic benefits for the community. City facilities are well maintained to create a positive and welcoming experience for organized groups or casual activity.



Core Services

- Recreation
 - o Operation of three community centres: Beban Park Complex, Bowen Centre and Oliver Woods Community Centre
 - o Provide a wide range of community recreation programs that includes: sports, outdoors, music, dance, language, arts, seniors, children and youth, fitness and wellness programs
- Arenas
 - o Operation of Frank Crane Arena, Cliff McNabb Arena and the Nanaimo Ice Centre
- Aquatics
 - o Operation of Beban Pool and Nanaimo Aquatic Centre
 - o Co-manage Kin Pool, and summer lifeguarding at Westwood Lake
- Parks
 - o Maintain over 754 hectares of park and open spaces
 - o Maintain and renew
 - 13 destination City Parks and over 80 Neighbourhood Parks
 - 23 Sports Fields, including 2 artificial turf fields
 - 61 playgrounds
 - 4 Spray Parks
 - 12 Tennis/ Sports Courts
 - Over 140 kilometers of trails
- Facilities Management
 - o Maintenance and renewal of City facilities

Budget Summary

2017 Expenditures	\$ 21,200,872
2016 Approved Expenditures	\$ 21,050,179
Budget Change	\$ 150,693
Change by %	0.7%
2017 Revenues	\$ 8,081,355
2016 Approved Revenues	\$ 8,046,868
Budget Change	\$ 34,487
Change by %	0.4%
2017 FTEs	127.8
2016 FTEs	127.8
Change	-
Change by %	0.0%

Proposed initiatives for 2017

- Replacement of the registration and point of sale system
- Completion of the Harewood Multi-use facility
- Installation of lighting at Serauxmen Mariner Field
- Expansion of facility condition assessment program
- Facility renewal projects
- New public art program to support 'art in the park' initiatives
- Purchase electric ice re-surfacer (replacement unit), will reduce GHG emissions
- Installation of REALice unit at NIC, will allow use of cold water for ice cleaning
- Continued implementation of the Colliery Dam Park Improvement Process and Action Plan (2016)

Engineering and Public Works

Engineering and Public Works is responsible for managing nearly \$2 billion in built assets and infrastructure. This essential infrastructure delivers key services to the public, including water distribution, drainage and sanitary sewer collection, garbage collection, and modal transportation amenities. The department plans, designs, constructs, operates and maintains these core services and maintains the corporate fleet that includes passenger vehicles, trucks and construction equipment.

The department conducts studies and plans, and coordinates the capital works programs for transportation, drainage, water and sewer systems. The department has also led City wide waste reduction and recycling and water conservation programs.

2016 Organization Change: Director of Engineering and Public Works position eliminated.

Solid Waste Collection

The 2017 – 2021 Financial Plan includes the current service delivery model for solid waste collection. Currently, the City uses manual collection for solid waste. Pending Council's review and decision, the final 2017 – 2021 Financial Plan will be updated to reflect service delivery changes to automated solid waste collection.

Core Services

- Asset Management Planning
- Infrastructure Design and Construction Management
- Solid Waste Management
- Transportation system operations and maintenance, snow and ice control
- Drainage, sanitary sewer and water infrastructure operations and maintenance
- Fleet operations and maintenance
- Engineering GIS Services



Engineering & Public Works

Engineering Services, Transportation, Storm Drainage, Sanitation & Solid Waste, Cemeteries, Support Services, Fleet

Budget Summary

2017 Expenditures	\$ 15,129,404
2016 Approved Expenditures	\$ 15,389,775
Budget Change	\$ (260,371)
Change by %	-1.7%
2017 Revenues	\$ 4,523,721
2016 Approved Revenues	\$ 4,406,881
Budget Change	\$ 116,840
Change by %	2.7%
2017 FTEs	106.8
2016 FTEs	107.8
Change	(1.0)
Change by %	-0.9%

Sanitary Sewer

Budget Summary

2017 Draft Expenditures	\$ 3,381,496
2016 Approved Expenditures	\$ 3,354,743
Budget Change	\$ 26,753
Change by %	0.8%
2017 Draft Revenues	\$ 6,701,996
2016 Approved Revenues	\$ 6,318,650
Budget Change	\$ 383,346
Change by %	6.1%
2017 FTEs	9.8
2016 FTEs	9.8
Change	-
Change by %	0.0%

Waterworks

Budget Summary

2017 Expenditures	\$ 9,484,578
2016 Approved Expenditures	\$ 9,354,471
Budget Change	\$ 130,107
Change by %	1.4%
2017 Revenues	\$ 17,341,605
2016 Approved Revenues	\$ 16,115,468
Budget Change	\$ 1,226,137
Change by %	7.6%
2017 FTEs	29.5
2016 FTEs	29.5
Change	-
Change by %	0.0%

Proposed initiatives for 2017:

- Complete Asset Management Update
- Asset Management Initiatives:
 - o Asset Management Leadership in Asset Management Program (LAMP)
 - o Comprehensive Risk Framework For Asset Management
- Road, drainage, sewer and water infrastructure renewal programs including
 - o Terminal avenue Utility Upgrade
 - o Hammond Bay Road Improvements
 - o Bastion Bridge Upgrade
- Implementation of automated solid waste collection, service delivery model still to be confirmed
- Transportation Master Plan projects
 - o Cycling improvements on Bruce Ave, Wakesiah Ave, Estevan St, Turner Ave,
 - o Georgia Avenue Greenway (pedestrian/cycling amenities)
- LED Streetlight Conversion Study/Business Case
- Water
 - o Construction of pump station for emergency water supply system
 - o Implementation of cross connection control program
 - o Water Supply Strategic Plan



DATE OF MEETING December 12, 2016

AUTHORED BY CORRY HOSTETTER, EXECUTIVE DIRECTOR, DOWNTOWN
NANAIMO BUSINESS IMPROVEMENT ASSOCIATION

SUBJECT **DOWNTOWN NANAIMO BUSINESS IMPROVEMENT ASSOCIATION
BUDGET PRESENTATION**

OVERVIEW

Purpose of Report

To present to Council the Downtown Nanaimo Business Improvement Association's 2017 Budget.

Recommendation

That Council continue to provide the full matching operating grant to the Downtown Nanaimo Business Improvement Association until the end of "Business Improvement Area No.1 (BIA 1) Bylaw 2013 No. 7168" and "Business Improvement Area No.2 (BIA 2) Bylaws 2013 No. 7169" on 2018-DEC-31.

BACKGROUND

The Downtown Nanaimo Business Improvement Association (DNBIA) has been requested to present the 2017 Annual Budget and include three other funding levels of the City of Nanaimo's matching operating grant at 75%, 50% and no matching.

OPTIONS

1. That Council agrees to continue to provide the full matching operating grant to the Downtown Nanaimo Business Improvement Association until the end of "Business Improvement Area No.1 (BIA 1) Bylaw 2013 No. 7168" and "Business Improvement Area No.2 (BIA 2) Bylaws 2013 No.7169" on 2018-DEC-31.

FY Budget – 2017 (July 1, 2017 – June 30, 2018)	
Income	488,684
Expenses	
General and administration	33,450
Salary and wages	188,783
Marketing	106,500
Events	92,100
Planning design and development	68,000
Safety and security	30,000
Total expenses	518,833
Deficiency of revenues over expenses Total	(30,148)

- **Budget Implication:** enable the DNBIA to continue developed programs, projects and services that support, enhance downtown properties. Enables to the DNBIA to plan projects that are aligned with the City of Nanaimo such as the development of public space, support of arts & culture and downtown safety and security.
- **Engagement Implication:** maintains volunteer engagement at all levels.
- **Strategic Priorities Implication:** maintains strategic priorities that are aligned with the City of Nanaimo.
- **Political Implication:** continues the level of service expected from our membership. DNBIA continues to report to City of Nanaimo monthly and annually to maintain transparency.

DNBIA property owners voted for the bylaw terms with the understanding that there would be a matching operating grant from the City for the entire 5 year term. The DNBIA expects that if the matching grant was to be discontinued or reduced before the end of the bylaws, that our members would be unwilling to continue to allow the City to collect the self-imposed tax levy.

2. The DNBIA has been asked to include three other funding levels of the City of Nanaimo's matching operating grant at 75%, 50% and no matching.

	75% Matching - 2017	50% Matching - 2017	No Matching - 2017
Income	430,414	372,143	249,602
Expenses			
General and administration	32,450	32,450	29,750
Salary and wages	170,351	155,774	66,958
Marketing	93,000	81,500	60,000
Events	82,600	85,600	63,600
Planning design and development	50,000	15,000	25,000
Safety and security	30,000	30,000	30,000
Total expenses	458,401	400,324	275,308
Revenues over expenses Total	(27,987)	(28,181)	(25,706)

- **Budget Implication:** loss of major events such as the Bathtub Days Street Fair, and Harvest Festival. Loss of projects and programs such as graffiti and vandalism grants, tree light maintenance, and RAIC charrette outcomes projects.
- **Engagement Implication:** loss of volunteer engagement and momentum from committees and board at all levels
- **Strategic Priorities Implication:** DNBIA strategic priorities would be redeveloped to align with the organizations ability to execute & implement plans.
- **Political Implication:** DNBIA property owners voted for the bylaw terms with the understanding that there would be a matching operating grant from the City for the entire 5 year term. The DNBIA expects that if the matching grant was to be discontinued or reduced before the end of the bylaws, that our members would be unwilling to continue to allow the City to collect the self-imposed tax levy.

SUMMARY POINTS

- To carry out the BIA bylaws and funding at status quo until the end of the bylaw term on December 31st, 2018.
- For Council to approve the DNBIA operating grant at full funding to avoid minimal disruption to projects, member expectations, and planned priorities until the end of our bylaws on December 31st 2018.

ATTACHMENTS

- Attachment A - Draft DNBIA Budget Scenarios 2016-17 - presentation supplement
- Attachment B - DNBIA Budget Presentation - City Council 2016
- Attachment C - "Business Improvement Area No.1 (BIA 1) Bylaw 2013 No. 7168" and "Business Improvement Area No.2 (BIA 2) Bylaws 2013 No. 7169"

Submitted by:



Corry Hostetter, Executive Director
Downtown Nanaimo Business Improvement
Association

Attachment A

DOWNTOWN NANAIMO BUSINESS IMPROVEMENT ASSOCIATION
Budget for the year ending June 30, 2017

Income	FY Budget - 2015	FY Budget - 2016	75% Matching - 2016	50% Matching - 2016	FY Budget - 2017	75% Matching - 2017	50% Matching - 2017	No Matching - 2017
Revenues	482,279	487,525	425,014	366,743	488,684	430,414	372,143	249,602
Expenses								
General and administration	105,800	82,900	70,624	70,624	33,450	32,450	32,450	29,750
Salary and wages	191,646	189,306	188,783	168,783	188,783	170,351	155,774	66,958
Marketing	113,000	104,500	104,500	95,000	106,500	93,000	81,500	60,000
Events	69,400	95,100	68,600	61,100	92,100	82,600	85,600	63,600
Planning design and development	117,500	53,000	41,000	31,000	68,000	50,000	15,000	25,000
Safety and security	5,000	30,000	15,000	5,000	30,000	30,000	30,000	30,000
Total expenses	602,346	554,806	488,507	431,507	518,833	458,401	400,324	275,308
Deficiency of revenues over expenses								
Total	(120,066)	(67,282)	(63,493)	(64,763)	(30,148)	(27,987)	(28,181)	(25,706)

**DNBIA
DRAFT BUDGET FY16**

	2015-16 Budget	2016-17 Budget	2016-17 Budget revised Oct/16
REVENUE			
Revenue			
BIA 1 Contributions	189,243.93	192,509.72	191,551.96
BIA 2 Contributions	39,412.81	40,572.45	40,370.60
City of Nanaimo BIA Matching Grant	231,922.56	233,082.17	233,082.17
Marketing & Events Income	10,000.00	6,000.00	6,000.00
Parket Income		-	5,000.00
BIA2 Income	2,600.00	-	-
Miscellaneous Revenue	0.00	2500.00	2500.00
Interest Revenue	200.00	120.00	120.00
Gifts in Kind	8,900.00	8,900.00	8,900.00
TOTAL REVENUE	482,279.30	483,684.34	487,524.73
EXPENSE			
GENERAL AND ADMINISTRATION			
Accounting Fees	7,500.00	8,000.00	8,000.00
Board Expenses	2,000.00	2,000.00	2,000.00
Corporate Administration Expenses	250.00	50.00	50.00
Legal Fees	3,000.00	3,000.00	3,000.00
Miscellaneous Expenses	500.00	500.00	500.00
General & Administration	13,250.00	13,550.00	13,550.00
Books, Subscriptions & Reference	500.00	200.00	200.00
Conferences, Conventions & Meetings	5,000.00	11,000.00	11,000.00
Membership Dues	1,000.00	1,000.00	1,000.00
Staff & Board Training	1,500.00	1,000.00	1,000.00
Staff Recognition	500.00	500.00	500.00
Travel	1,000.00	1,000.00	1,000.00
Development & Training	9,500.00	14,700.00	14,700.00
Bank Charges & Interest	450.00	450.00	450.00
Hydro	2,500.00	2,000.00	2,000.00
Insurance	5,500.00	6,000.00	6,000.00
Janitorial	3,000.00	3,000.00	3,000.00
Office Rent	15,000.00	15,000.00	15,000.00
Repairs & Maintenance	1,000.00	1,000.00	1,000.00
Equipment/Records/Materials Storage	3,500.00	3,500.00	3,500.00
Alarm monitoring	400.00	450.00	450.00

Occupancy	31,350.00	31,400.00	31,400.00
Computer Software	500.00	250.00	250.00
Computer software hosting	1,000.00	1,500.00	1,500.00
Computer Technical Assistance	4,000.00	4,000.00	4,000.00
Website Maintenance & Upgrades	3,500.00	2,500.00	2,500.00
Facilities/Equipment Rental	500.00	500.00	
Internet & Email	1,700.00	2,000.00	2,000.00
Photocopier Lease	2,000.00	2,500.00	2,500.00
Office Equipment & Furniture	1,000.00	2,500.00	2,500.00
Office Supplies	2,500.00	2,500.00	2,500.00
Postage & Shipping	3,000.00	2,000.00	2,000.00
Printing & Copying	2,000.00	1,000.00	1,000.00
Telephone & Communication	3,000.00	2,500.00	2,500.00
Contractors	23,500.00	25,000.00	
Temporary Help - Admin	3,500.00		
Office Operations	51,700.00	48,750.00	23,250.00
CPP Expense	8,359.49	8,241.26	8,241.26
El Expense	4,149.25	3,918.12	4,475.25
Employee Benefits	6,122.00	6,000.00	6,000.00
Parking - Employee	3,900.00	3,900.00	3,900.00
Wages & Salaries	168,878.58	166,490.11	166,490.11
WCB Expense	236.43	233.09	199.79
Salaries, Wages & Benefits	191,645.75	188,782.57	189,306.41
GENERAL AND ADMINISTRATION	297,445.75	297,182.57	272,206.41
BIA2 EXPENSES	46,901.00	0.00	0.00
MARKETING & COMMUNICATIONS			
Multimedia Campaign	11,800.00	15,000.00	8,000.00
Parking Creative	6,500.00	2,500.00	2,500.00
Valentine's Creative	2,000.00	1,500.00	1,500.00
Creative Ad Design	4,000.00	4,000.00	4,000.00
Campaign Ads New	3,500.00	2,000.00	2,000.00
Total Campaign Advertising	27,800.00	25,000.00	18,000.00
Sponsorship Advertising	6,500.00	6,500.00	6,500.00
Signage	5,000.00	5,000.00	5,000.00
Tent Set Up Donation	1,000.00	-	-
Delegate_Visitor Package	5,000.00	5,000.00	3,000.00
Total Awareness Advertising	17,500.00	16,500.00	14,500.00
Christmas Advertising	25,000.00	25,000.00	25,000.00
Bathub Days Advertising	4,400.00	4,000.00	4,000.00
Halloween Advertising	1,500.00	2,500.00	2,500.00

Summertime Music Series Advertising	500.00	500.00	
Easter Advertising	2,000.00	2,500.00	
Multicultural Festival	0.00	-	
Harvest Festival	0.00	-	
Selby Cup Advertising	0.00	-	
Poster Printing	2,000.00	1,200.00	
Total Event Advertising	35,400.00	35,700.00	44,700.00
City Notes	2,500.00	2,500.00	
DKP Live Site Administration	3,000.00	-	
Total Electronic Communications	5,500.00	2,500.00	2,500.00
Co-op Internet	2,000.00	2,000.00	
Co-op Periodicals	6,000.00	4,000.00	
Co-op Print	10,000.00	10,000.00	
Co-op Radio	8,000.00	8,000.00	
Total Co-Op Advertising	26,000.00	24,000.00	24,000.00
Marketing Committee Expenses	800.00	800.00	
Total Committee Expenses	800.00	800	800
MARKETING & COMMUNICATIONS	113,000.00	104,500.00	104,500.00

EVENTS			
Signature - Bathtub Days	12,000.00	12,000.00	
Signature - Christmas	19,000.00	19,000.00	
Signature - Easter	2,500.00	2,500.00	
Signature - Halloween	2,000.00	2,500.00	
Signature - Harvest Festival	0.00	12,000.00	
Signature - Multicultural Festival	0.00	12,000.00	
Signature - Selby Cup	0.00	5,000.00	
Sponsorship - Bookfest	500.00	-	
Sponsorship - Nanaimo Art Walk	1,500.00	1,200.00	
Sponsorship - Slice of Life	500.00	-	
Sponsorship - VI Symphony	1,000.00	-	
Sponsorship - Art Gallery Banners	2,000.00	-	
Sponsorship - Gallery Row	1,000.00	500.00	
Sponsorship - Pop Up Art Spaces	500.00	-	
Seed - Summertime Music Series	2,000.00	6,000.00	
Seed - Downtown Market	3,000.00	-	
Seed - Unallocated	1,000.00	1,000.00	
Events	48,500.00	68,700.00	73,700.00
Member Mixers	1,000.00	1,000.00	
Volunteer Appreciation	2,000.00	2,500.00	
Member Outreach	2,000.00	5,000.00	
Event Kit	2,000.00	2,500.00	
Event Kit Storage In Kind	5,400.00	5,400.00	

Event Supplies	1,500.00	1,500.00	1,500.00	1,500.00
Equipment/Facilities Rental				500.00
Temporary Help - Events	3,500.00		-	-
Tent, Stage and Trailer - Set up	2,000.00		3,000.00	3,000.00
Event Kit Delivery	1,500.00		-	-
Total Event Administration		20,900.00		21,400.00
EVENTS		69,400.00		95,100.00
PLANNING, DESIGN & DEVELOPMENT				
Facade Grants	20,000.00		20,000.00	15,000.00
Albert Street Plaza	7,500.00		-	-
PDD Administration	1,000.00		-	-
Parklet Project - Grants	10,000.00		-	5,000.00
Streetscape Project - Tree Lights	10,000.00		15,000.00	15,000.00
Total Short Term Projects		48,500.00		35,000.00
Downtown Connectivity Charrette	10,000.00		-	-
Tree Light Maintenance	10,000.00		8,000.00	8,000.00
Terminal/Nicol Redev (Streetscape)	40,000.00		-	-
Total Long Term Projects		60,000.00		8,000.00
Streetscape Planting and Furniture	4,000.00		5,000.00	5,000.00
Downtown Outdoor Music Project	5,000.00		10,000.00	5,000.00
Total Beautification & Placemaking		9,000.00		10,000.00
PLANNING, DESIGN & DEVELOPMENT		117,500.00		53,000.00
SAFETY AND SECURITY				
Graffiti & Vandalism Program	5,000.00		5,000.00	5,000.00
Nighttime Security Co-op	0.00		25,000.00	25,000.00
SAFETY & SECURITY		5,000.00		30,000.00
TOTAL EXPENSE		649,246.75		554,806.41
NET REVENUE		(166,967.45)		(67,281.68)

DNBIA **DRAFT BUDGET FY16**

2016-17 Budget
revised Oct/16

REVENUE

Revenue	
BIA 1 Contributions	191,551.96
BIA 2 Contributions	40,370.60
City of Nanaimo BIA Matching Grant	233,082.17
Marketing & Events Income	6,000.00
Parklet Income	5,000.00
BIA2 Income	-
Miscellaneous Revenue	2500.00
Interest Revenue	120.00
Gifts in Kind	8,900.00
TOTAL REVENUE	487,524.73

EXPENSE

GENERAL AND ADMINISTRATION

Accounting Fees	8,000.00
Board Expenses	2,000.00
Corporate Administration Expenses	50.00
Legal Fees	3,000.00
Miscellaneous Expenses	500.00
General & Administration	13,550.00

Books, Subscriptions & Reference	200.00
Conferences, Conventions & Meetings	11,000.00
Membership Dues	1,000.00
Staff & Board Training	1,000.00
Staff Recognition	500.00

Travel

1,000.00

Development & Training

14,700.00

Bank Charges & Interest	450.00
Hydro	2,000.00
Insurance	6,000.00
Janitorial	3,000.00
Office Rent	15,000.00
Repairs & Maintenance	1,000.00
Equipment/Records/Materials Storage	3,500.00
Alarm monitoring	450.00
Occupancy	31,400.00
Computer Software	250.00

2016-17 Budget with
25% reduced funding

	192,509.72
	40,572.45
	174,811.63
	6,000.00
	5,000.00
	2500.00
	120.00
	3,500.00
	425,013.80

	8,000.00
	2,000.00
	50.00
	3,000.00
	500.00

13,550.00

	200.00
	11,000.00
	1,000.00

	500.00
	200.00

12,900.00

	450.00
	1,350.00
	6,000.00
	2,000.00
	10,000.00
	434.00
	3,500.00
	190.00

23,924.00

comments

(.5 fy15 .5 fy16)
(.5 fy15 .5 fy16)
final payment made Jan 2017
booklet income
two chief's commitment to patio project
no income
tent and stage
based on actual
\$58,270.54 reduction
biabc in Nanaimo
biabc, chamber, viea, ida
cut
one visit biabc, no travel expenses for board attendance at biabc
reduced - assuming co-location March 1st
reduced - assuming co-location March 1st
reduced - assuming co-location March 1st
reduced - assuming co-location March 1st

Computer software hosting	1,500.00	1,500.00	
Computer Technical Assistance	4,000.00	2,600.00	reduced - assuming co-location March 1st
Website Maintenance & Upgrades	2,500.00	2,500.00	
Facilities/Equipment Rental		-	
Internet & Email	2,000.00	2,000.00	
Photocopier Lease	2,500.00	1,700.00	reduced - assuming co-location March 1st
Office Equipment & Furniture	2,500.00	2,500.00	
Office Supplies	2,500.00	2,500.00	
Postage & Shipping	2,000.00	2,000.00	
Printing & Copying	1,000.00	1,000.00	
Telephone & Communication	2,500.00	1,700.00	reduced - assuming co-location March 1st
Contractors	-	-	contractor budget moved to wages and salary to cover marketing and events coordinator position
Temporary Help - Admin	-	-	moved to events
Office Operations	23,250.00	20,250.00	
CPP Expense	8,241.26	8,241.26	
EI/Expense	3,918.12	3,918.12	
Employee Benefits	6,000.00	6,000.00	
Parking - Employee	3,900.00	3,900.00	
Wages & Salaries	166,490.11	166,490.11	
WVCB Expense	199.79	233.09	
Salaries, Wages & Benefits	188,749.27	188,782.57	
GENERAL AND ADMINISTRATION	271,649.27	259,406.57	
MARKETING & COMMUNICATIONS			
Multimedia Campaign	8,000.00	8,000.00	
Parking Creative	2,500.00	2,500.00	
Valentine's Creative	1,500.00	1,500.00	
Creative Ad Design	4,000.00	4,000.00	
Campaign Ads New	2,000.00	2,000.00	
Total Campaign Advertising	18,000.00	18,000.00	
Sponsorship Advertising	6,500.00	6,500.00	
Signage	5,000.00	5,000.00	
Tent Set Up Donation	-	-	
Delegate_Visitor Package	3,000.00	3,000.00	
Total Awareness Advertising	14,500.00	14,500.00	
Christmas Advertising	25,000.00	25,000.00	
Bathtub Days Advertising	4,000.00	4,000.00	
Halloween Advertising	2,500.00	2,500.00	
Summertime Music Series Advertising	500.00	500.00	
Easter Advertising	2,500.00	2,500.00	
Multicultural Festival	3,500.00	3,500.00	moved from BIA2 expenses
Harvest Festival	3,500.00	3,500.00	moved from BIA2 expenses
Selby Cup Advertising	2,000.00	2,000.00	new - selby cup
Poster Printing	1,200.00	1,200.00	
Total Event Advertising	44,700.00	44,700.00	

City Notes	2,500.00	2,500.00	
DKP Live Site Administration	-	-	
Total Electronic Communications	2,500.00	2,500.00	
Co-op Internet	2,000.00	2,000.00	
Co-op Periodicals	4,000.00	4,000.00	
Co-op Print	10,000.00	10,000.00	
Co-op Radio	8,000.00	8,000.00	
Total Co-Op Advertising	24,000.00	24,000.00	
Marketing Committee Expenses	800.00	800.00	
Total Committee Expenses	800	800	
MARKETING & COMMUNICATIONS	104,500.00	104,500.00	
EVENTS			
Signature - Bathtub Days	12,000.00	-	cut
Signature - Christmas	19,000.00	19,000.00	
Signature - Easter	2,500.00	-	cut
Signature - Halloween	2,500.00	2,500.00	
Signature - Harvest Festival	12,000.00	0.00	cut
Signature - Multicultural Festival	12,000.00	12,000.00	
Signature - Selby Cup	5,000.00	5,000.00	New - Selby Cup Event
Sponsorship - Bookfest	-	-	
Sponsorship - Nanaimo Art Walk	1,200.00	1,200.00	
Sponsorship - Slice of Life	-	-	
Sponsorship - VI Symphony	-	-	
Sponsorship - Art Gallery Banners	-	-	
Sponsorship - Gallery Row	500.00	500.00	
Sponsorship - Pop Up Art Spaces	-	-	
Seed - Summertime Music Series	6,000.00	6,000.00	
Seed - Downtown Market	-	-	
Seed - Unallocated	1,000.00	1,000.00	
Events	73,700.00	47,200.00	
Member Mixers	1,000.00	1,000.00	
Volunteer Appreciation	2,500.00	2,500.00	
Member Outreach	5,000.00	5,000.00	
Event Kit	2,500.00	2,500.00	
Event Kit Storage In Kind	5,400.00	5,400.00	
Event Supplies	1,500.00	1,500.00	
Equipment/Facilities Rental	500.00	500.00	
Temporary Help - Events	-	3,000.00	
Tent, Stage and Trailer - Set up	3,000.00	-	
Event Kit Delivery	-	-	
Total Event Administration	21,400.00	21,400.00	
EVENTS	95,100.00	68,600.00	
PLANNING, DESIGN & DEVELOPMENT			
Facade Grants	15,000.00	15,000.00	reduced

Albert Street Plaza	-	-	
PDD Administration	-	-	
Parklet Project - Grants	5,000.00		
Streetscape Project - Tree Lights	15,000.00	35,000.00	
Total Short Term Projects			
Downtown Connectivity Charrette	-		
Tree Light Maintenance	8,000.00		28,000.00
Terminal/Nicol Redev (Streetscape)	-		
Total Long Term Projects		8,000.00	
Streetscape Planting and Furniture	5,000.00		
Downtown Outdoor Music Project	5,000.00		
Total Beautification & Placemaking		10,000.00	
PLANNING, DESIGN & DEVELOPMENT		53,000.00	
SAFETY AND SECURITY			
Graffiti & Vandalism Program	5,000.00		
Nighttime Security Co-op	25,000.00	30,000.00	
SAFETY & SECURITY			
TOTAL EXPENSE		554,249.27	
NET REVENUE		(66,724.54)	
			(63,492.77)

-			
5,000.00			
8,000.00			
8,000.00			
-			
5,000.00			
-			
5,000.00			
10,000.00			
5,000.00			
15,000.00			

DNBIA **DRAFT BUDGET FY16**

	2016-17 Budget revised Oct/16	2016-17 Budget with 25% reduced funding	comments
REVENUE			
Revenue			
BIA 1 Contributions	191,551.96	192,509.72	(.5 fy15 .5 fy16)
BIA 2 Contributions	40,370.60	40,572.45	(.5 fy15 .5 fy16)
City of Nanaimo BIA Matching Grant	233,082.17	116,541.09	final payment made Jan 2017
Marketing & Events Income	6,000.00	6,000.00	booklet income
Parket Income	5,000.00	5,000.00	two chef's commitment to patio project
BIA2 Income	-	-	no income
Miscellaneous Revenue	2500.00	2500.00	tent and stage
Interest Revenue	120.00	120.00	based on actual
Gifts in Kind	8,900.00	3,500.00	
TOTAL REVENUE	487,524.73	366,743.26	\$58,270.54 reduction
EXPENSE			
GENERAL AND ADMINISTRATION			
Accounting Fees	8,000.00	8,000.00	
Board Expenses	2,000.00	2,000.00	
Corporate Administration Expenses	50.00	50.00	
Legal Fees	3,000.00	3,000.00	
Miscellaneous Expenses	500.00	500.00	
General & Administration	13,550.00	13,550.00	
Books, Subscriptions & Reference	200.00	200.00	biabc in Nanaimo
Conferences, Conventions & Meetings	11,000.00	11,000.00	biabc, chamber, viea, ida
Membership Dues	1,000.00	1,000.00	cut
Staff & Board Training	1,000.00	-	
Staff Recognition	500.00	500.00	one visit biabc, no travel expenses for board attendance
Travel	1,000.00	200.00	at biabc
Development & Training	14,700.00	12,900.00	
Bank Charges & Interest	450.00	450.00	
Hydro	2,000.00	1,350.00	reduced - assuming co-location March 1st
Insurance	6,000.00	6,000.00	
Janitorial	3,000.00	2,000.00	reduced - assuming co-location March 1st
Office Rent	15,000.00	10,000.00	reduced - assuming co-location March 1st
Repairs & Maintenance	1,000.00	434.00	reduced - assuming co-location March 1st
Equipment/Records/Materials Storage	3,500.00	3,500.00	

Alarm monitoring	450.00	190.00	
Occupancy	31,400.00	23,924.00	
Computer Software	250.00	250.00	
Computer software hosting	1,500.00	1,500.00	
Computer Technical Assistance	4,000.00	2,600.00	reduced - assuming co-location March 1st
Website Maintenance & Upgrades	2,500.00	2,500.00	
Facilities/Equipment Rental			
Internet & Email	2,000.00	2,000.00	
Photocopier Lease	2,500.00	1,700.00	reduced - assuming co-location March 1st
Office Equipment & Furniture	2,500.00	2,500.00	
Office Supplies	2,500.00	2,500.00	
Postage & Shipping	2,000.00	2,000.00	
Printing & Copying	1,000.00	1,000.00	
Telephone & Communication	2,500.00	1,700.00	reduced - assuming co-location March 1st
Contractors	-	-	contractor budget moved to wages and salary to cover marketing and events coordinator position
Temporary Help - Admin	-	-	
Office Operations	23,250.00	20,250.00	
CPP Expense	8,241.26	8,241.26	
EI Expense	4,475.25	3,918.12	
Employee Benefits	6,000.00	6,000.00	
Parking - Employee	3,918.12	3,900.00	
Wages & Salaries	166,490.11	146,490.11	eliminate volunteer coordination position
WCB Expense	199.79	233.09	
Salaries, Wages & Benefits	189,324.52	168,782.57	
GENERAL AND ADMINISTRATION	272,224.52	239,406.57	
MARKETING & COMMUNICATIONS			
Multimedia Campaign	8,000.00	8,000.00	
Parking Creative	2,500.00	2,500.00	
Valentine's Creative	1,500.00	1,500.00	
Creative Ad Design	4,000.00	4,000.00	
Campaign Ads New	2,000.00	2,000.00	
Total Campaign Advertising	18,000.00	18,000.00	
Sponsorship Advertising	6,500.00	6,500.00	
Signage	5,000.00	5,000.00	
Tent Set Up Donation	-	-	
Delegate_Visitor Package	3,000.00	-	cut
Total Awareness Advertising	14,500.00	11,500.00	
Christmas Advertising	25,000.00	25,000.00	
Bathub Days Advertising	4,000.00	-	cut
Halloween Advertising	2,500.00	2,500.00	
Summertime Music Series Advertising	500.00	500.00	

Easter Advertising	2,500.00	-	cut
Multicultural Festival	3,500.00	3,500.00	moved from BIA2 expenses
Harvest Festival	3,500.00	3,500.00	moved from BIA2 expenses
Selby Cup Advertising	2,000.00	2,000.00	new - selby cup
Poster Printing	1,200.00	1,200.00	
Total Event Advertising	44,700.00	38,200.00	
City Notes	2,500.00	2,500.00	
DKP Live Site Administration	-	-	
Total Electronic Communications	2,500.00	2,500.00	
Co-op Internet	2,000.00	2,000.00	
Co-op Periodicals	4,000.00	4,000.00	
Co-op Print	10,000.00	10,000.00	
Co-op Radio	8,000.00	8,000.00	
Total Co-Op Advertising	24,000.00	24,000.00	
Marketing Committee Expenses	800.00	800.00	
Total Committee Expenses	800	800	
MARKETING & COMMUNICATIONS	104,500.00	95,000.00	
EVENTS			
Signature - Bathtub Days	12,000.00	-	cut
Signature - Christmas	19,000.00	19,000.00	
Signature - Easter	2,500.00	-	cut
Signature - Halloween	2,500.00	2,500.00	
Signature - Harvest Festival	12,000.00	0.00	cut
Signature - Multicultural Festival	12,000.00	12,000.00	
Signature - Selby Cup	5,000.00	5,000.00	New - Selby Cup Event
Sponsorship - Bookfest	-	-	
Sponsorship - Nanaimo Art Walk	1,200.00	1,200.00	
Sponsorship - Slice of Life	-	-	
Sponsorship - VI Symphony	-	-	
Sponsorship - Art Gallery Banners	-	-	
Sponsorship - Gallery Row	500.00	500.00	
Sponsorship - Pop Up Art Spaces	-	-	
Seed - Summertime Music Series	6,000.00	6,000.00	
Seed - Downtown Market	-	-	
Seed - Unallocated	1,000.00	1,000.00	
Events	73,700.00	47,200.00	
Member Mixers	1,000.00	1,000.00	
Volunteer Appreciation	2,500.00	-	removal of information & volunteer coordinator
Member Outreach	5,000.00	-	removal of information and volunteer coordinator
Event Kit	2,500.00	2,500.00	
Event Kit Storage In Kind	5,400.00	5,400.00	
Event Supplies	1,500.00	1,500.00	

Equipment/Facilities Rental	500.00	500.00	
Temporary Help - Events	-	3,000.00	
Tent, Stage and Trailer - Set up	3,000.00		
Event Kit Delivery	-		
Total Event Administration		21,400.00	13,900.00
EVENTS		95,100.00	61,100.00
PLANNING, DESIGN & DEVELOPMENT			
Facade Grants	15,000.00		reduce
Albert Street Plaza	-		
PDD Administration	-		
Parklet Project - Grants	5,000.00		patio project committed
Streetscape Project - Tree Lights	15,000.00		reduce
Total Short Term Projects		35,000.00	23,000.00
Downtown Connectivity Charrette	-		
Tree Light Maintenance	8,000.00		
Terminal/Nicol Redev (Streetscape)	-		
Total Long Term Projects		8,000.00	8,000.00
Streetscape Planting and Furniture	5,000.00		cut
Downtown Outdoor Music Project	5,000.00		cut
Total Beautification & Placemaking		10,000.00	-
PLANNING, DESIGN & DEVELOPMENT		53,000.00	31,000.00
SAFETY AND SECURITY			
Graffiti & Vandalism Program	5,000.00		
Nighttime Security Co-op	25,000.00		cut
SAFETY & SECURITY		30,000.00	5,000.00
TOTAL EXPENSE		554,824.52	431,506.57
NET REVENUE		(67,299.79)	(64,763.31)

**DNBIA
DRAFT BUDGET FY16**

	2016-17 Budget revised Oct/16	2017-18 Budget	comments
REVENUE			
Revenue			
BIA 1 Contributions	191,551.96	192,509.72	(.5 fy16 .5 fy17)
BIA 2 Contributions	40,370.60	40,572.45	(.5 fy16 .5 fy17)
City of Nanaimo BIA Matching Grant	233,082.17	233,082.17	full matching
Marketing & Events Income	6,000.00	6,000.00	booklet income
Parket Income	5,000.00	5,000.00	portion paid by 2chefs
BIA2 Income	-	-	no income
Miscellaneous Revenue	2500.00	2500.00	tent and stage
Interest Revenue	120.00	120.00	based on actual
Gifts in Kind	8,900.00	8,900.00	based on last year
TOTAL REVENUE	487,524.73	488,684.34	
EXPENSE			
GENERAL AND ADMINISTRATION			
Accounting Fees	8,000.00	8,000.00	board meetings & strategic planning session AGM
Board Expenses	2,000.00	2,000.00	
Corporate Administration Expenses	50.00	50.00	contingency
Legal Fees	3,000.00	3,000.00	
Miscellaneous Expenses	500.00	500.00	
General & Administration	13,550.00	13,550.00	
Books, Subscriptions & Reference	200.00	200.00	two attend biabc conference biabc, chamber, viea, ida
Conferences, Conventions & Meetings	11,000.00	2,000.00	
Membership Dues	1,000.00	1,000.00	
Staff & Board Training	1,000.00	1,000.00	
Staff Recognition	500.00	500.00	
Travel	1,000.00	1,000.00	
Development & Training	14,700.00	5,700.00	
Bank Charges & Interest	450.00	450.00	reduced - assuming co-location March 1st
Hydro	2,000.00	-	
Insurance	6,000.00	6,000.00	
Janitorial	3,000.00	-	reduced - assuming co-location March 1st
Office Rent	15,000.00	-	reduced - assuming co-location March 1st
Repairs & Maintenance	1,000.00	-	reduced - assuming co-location March 1st
Equipment/Records/Materials Storage	3,500.00	-	reduced - assuming co-location March 1st
Alarm monitoring	450.00	-	reduced - assuming co-location March 1st

Occupancy	31,400.00	6,450.00	
Computer Software	250.00	250.00	
Computer software hosting	1,500.00	1,500.00	
Computer Technical Assistance	4,000.00	-	reduced - assuming co-location March 1st
Website Maintenance & Upgrades	2,500.00	2,500.00	
Facilities/Equipment Rental			
Internet & Email	2,000.00	-	reduced - assuming co-location March 1st
Photocopier Lease	2,500.00	-	reduced - assuming co-location March 1st
Office Equipment & Furniture	2,500.00	-	reduced - assuming co-location March 1st
Office Supplies	2,500.00	500.00	reduced - assuming co-location March 1st
Postage & Shipping	2,000.00	2,000.00	
Printing & Copying	1,000.00	1,000.00	
Telephone & Communication	2,500.00	-	reduced - assuming co-location March 1st
Contractors	-	-	
Temporary Help - Admin	-	-	
Office Operations	23,250.00	7,750.00	
CPP Expense	8,241.26	8,241.26	
EI Expense	4,475.25	3,918.12	
Employee Benefits	6,000.00	6,000.00	
Parking - Employee	3,900.00	3,900.00	
Wages & Salaries	166,490.11	166,490.11	
WCB Expense	199.79	233.09	
Salaries, Wages & Benefits	189,306.41	188,782.57	
GENERAL AND ADMINISTRATION	272,206.41	222,232.57	
BIA2 EXPENSES	0.00	0.00	
MARKETING & COMMUNICATIONS			
Multimedia Campaign	8,000.00	8,000.00	
Parking Creative	2,500.00	2,500.00	
Valentine's Creative	1,500.00	1,500.00	
Creative Ad Design	4,000.00	4,000.00	
Campaign Ads New	2,000.00	2,000.00	
Total Campaign Advertising	18,000.00	18,000.00	
Sponsorship Advertising	6,500.00	6,500.00	
Signage	5,000.00	5,000.00	
Tent Set Up Donation	-	-	
Delegate_Visitor Package	3,000.00	10,000.00	conference, cruise and marine travel marketing tactic
Total Awareness Advertising	14,500.00	21,500.00	reduce
Christmas Advertising	25,000.00	20,000.00	
Bathub Days Advertising	4,000.00	4,000.00	
Halloween Advertising	2,500.00	2,500.00	

Summertime Music Series Advertising	500.00
Easter Advertising	2,500.00
Multicultural Festival	3,500.00
Harvest Festival	3,500.00
Selby Cup Advertising	2,000.00
Poster Printing	1,200.00
Total Event Advertising	44,700.00
City Notes	2,500.00
DKP Live Site Administration	-
Total Electronic Communications	2,500.00
Co-op Internet	2,000.00
Co-op Periodicals	4,000.00
Co-op Print	10,000.00
Co-op Radio	8,000.00
Total Co-Op Advertising	24,000.00
Marketing Committee Expenses	800.00
Total Committee Expenses	800
MARKETING & COMMUNICATIONS	104,500.00

EVENTS	
Signature - Bathtub Days	12,000.00
Signature - Christmas	19,000.00
Signature - Easter	2,500.00
Signature - Halloween	2,500.00
Signature - Harvest Festival	12,000.00
Signature - Multicultural Festival	12,000.00
Signature - Selby Cup	5,000.00
Sponsorship - Bookfest	-
Sponsorship - Nanaimo Art Walk	1,200.00
Sponsorship - Slice of Life	-
Sponsorship - VI Symphony	-
Sponsorship - Art Gallery Banners	-
Sponsorship - Gallery Row	500.00
Sponsorship - Pop Up Art Spaces	-
Seed - Summertime Music Series	6,000.00
Seed - Downtown Market	-
Seed - Unallocated	1,000.00
Events	73,700.00
Member Mixers	1,000.00
Volunteer Appreciation	2,500.00
Member Outreach	5,000.00
Event Kit	2,500.00
Event Kit Storage In Kind	5,400.00

	500.00
	2,500.00
	3,500.00
	3,500.00
	2,000.00
	1,200.00
	39,700.00
	2,500.00
	-
	2,000.00
	4,000.00
	10,000.00
	8,000.00
	24,000.00
	800.00
	106,500.00
	800
	106,500.00
	12,000.00
	15,000.00
	2,500.00
	2,500.00
	12,000.00
	12,000.00
	5,000.00
	-
	1,200.00
	-
	-
	-
	500.00
	-
	6,000.00
	-
	1,000.00
	69,700.00
	1,000.00
	2,500.00
	2,500.00
	5,000.00
	2,500.00

Event Supplies	1,500.00	5,400.00	
Equipment/Facilities Rental	500.00	1,500.00	
Temporary Help - Events	-	-	
Tent, Stage and Trailer - Set up	3,000.00	3,000.00	
Event Kit Delivery	-	-	
Total Event Administration	21,400.00	22,400.00	
EVENTS	95,100.00	92,100.00	
PLANNING, DESIGN & DEVELOPMENT			
Facade Grants	15,000.00	15,000.00	
Albert Street Plaza	-	-	
PDD Administration	-	-	
Parklet Project - Grants	5,000.00	5,000.00	
Streetscape Project	15,000.00	20,000.00	
Total Short Term Projects	35,000.00	40,000.00	
Downtown Connectivity Charrette	-	-	
Tree Light Maintenance	8,000.00	8,000.00	
Terminal/Nicol Redev (Streetscape)	-	-	
Total Long Term Projects	8,000.00	8,000.00	
Streetscape Planting and Furniture	5,000.00	10,000.00	
Downtown Outdoor Music Project	5,000.00	10,000.00	
Total Beautification & Placemaking	10,000.00	20,000.00	
PLANNING, DESIGN & DEVELOPMENT	53,000.00	68,000.00	
SAFETY AND SECURITY			
Graffiti & Vandalism Program	5,000.00	5,000.00	
Nighttime Security Co-op	25,000.00	25,000.00	
SAFETY & SECURITY	30,000.00	30,000.00	
TOTAL EXPENSE	554,806.41	518,832.57	
NET REVENUE	(67,281.68)	(30,148.23)	

DNBIA
DRAFT BUDGET FY16

2016-17 Budget
revised Oct/16

REVENUE

Revenue	
BIA 1 Contributions	191,551.96
BIA 2 Contributions	40,370.60
City of Nanaimo BIA Matching Grant	233,082.17
Marketing & Events Income	6,000.00
Parket Income	5,000.00
BIA2 Income	-
Miscellaneous Revenue	2500.00
Interest Revenue	120.00
Gifts in Kind	8,900.00
TOTAL REVENUE	487,524.73

EXPENSE

GENERAL AND ADMINISTRATION

Accounting Fees	8,000.00
Board Expenses	2,000.00
Corporate Administration Expenses	50.00
Legal Fees	3,000.00
Miscellaneous Expenses	500.00
General & Administration	13,550.00
Books, Subscriptions & Reference	200.00
Conferences, Conventions & Meetings	11,000.00
Membership Dues	1,000.00
Staff & Board Training	1,000.00
Staff Recognition	500.00
Travel	1,000.00
Development & Training	14,700.00
Bank Charges & Interest	450.00
Hydro	2,000.00
Insurance	6,000.00
Janitorial	3,000.00
Office Rent	15,000.00

comments

2017-18 Budget

	192,509.72	(.5 fy16 .5 fy17)
	40,572.45	(.5 fy16 .5 fy17)
	174,811.63	75% grant
	6,000.00	booklet income
	5,000.00	portion paid by 2chefs
	-	no income
	2500.00	tent and stage
	120.00	based on actual
	8,900.00	based on last year
	430,413.80	
	8,000.00	board meetings & strategic planning session AGM
	2,000.00	
	50.00	
	3,000.00	contingency
	500.00	
	13,550.00	
	200.00	
	1,000.00	one person attend biabc conference
	1,000.00	biabc, chamber, vlea, ida
	1,000.00	
	500.00	
	1,000.00	
	450.00	
	-	reduced - assuming co-location March 1st
	6,000.00	
	-	reduced - assuming co-location March 1st
	-	reduced - assuming co-location March 1st

Repairs & Maintenance	1,000.00	-	reduced - assuming co-location March 1st
Equipment/Records/Materials Storage	3,500.00	-	reduced - assuming co-location March 1st
Alarm monitoring	450.00	-	reduced - assuming co-location March 1st
Occupancy		6,450.00	
Computer Software	250.00	250.00	
Computer software hosting	1,500.00	1,500.00	
Computer Technical Assistance	4,000.00	-	reduced - assuming co-location March 1st
Website Maintenance & Upgrades	2,500.00	2,500.00	
Facilities/Equipment Rental		-	reduced - assuming co-location March 1st
Internet & Email	2,000.00	-	reduced - assuming co-location March 1st
Photocopier Lease	2,500.00	-	reduced - assuming co-location March 1st
Office Equipment & Furniture	2,500.00	-	reduced - assuming co-location March 1st
Office Supplies	2,500.00	500.00	reduced - assuming co-location March 1st
Postage & Shipping	2,000.00	2,000.00	
Printing & Copying	1,000.00	1,000.00	
Telephone & Communication	2,500.00	-	reduced - assuming co-location March 1st
Contractors	-	-	
Temporary Help - Admin	-	-	
Office Operations	23,250.00	7,750.00	
CPP Expense	8,241.26	8,241.26	
El Expense	4,475.25	3,918.12	
Employee Benefits	6,000.00	6,000.00	
Parking - Employee	3,900.00	3,900.00	
Wages & Salaries	166,490.11	148,058.27	
WCB Expense	199.79	233.09	
Salaries, Wages & Benefits	189,306.41	170,350.74	
GENERAL AND ADMINISTRATION	272,206.41	202,800.74	
MARKETING & COMMUNICATIONS		cut	
Multimedia Campaign	8,000.00	-	
Parking Creative	2,500.00	2,500.00	
Valentine's Creative	1,500.00	1,500.00	
Creative Ad Design	4,000.00	4,000.00	
Campaign Ads New	2,000.00	2,000.00	
Total Campaign Advertising	18,000.00	10,000.00	
Sponsorship Advertising	6,500.00	6,500.00	
Signage	5,000.00	5,000.00	
Tent Set Up Donation	-	-	
Delegate_Visitor Package	3,000.00	3,000.00	
Total Awareness Advertising	14,500.00	14,500.00	

Christmas Advertising	25,000.00	25,000.00	
Bathub Days Advertising	4,000.00	4,000.00	
Halloween Advertising	2,500.00	2,500.00	
Summertime Music Series Advertising	500.00	500.00	
Easter Advertising	2,500.00	2,500.00	
Multicultural Festival	3,500.00	3,500.00	
Harvest Festival	3,500.00	-	cut
Selby Cup Advertising	2,000.00	2,000.00	
Poster Printing	1,200.00	1,200.00	
Total Event Advertising		44,700.00	41,200.00
City Notes	2,500.00	2,500.00	
DKP Live Site Administration	-	-	
Total Electronic Communications		2,500.00	2,500.00
Co-op Internet	2,000.00	2,000.00	
Co-op Periodicals	4,000.00	4,000.00	
Co-op Print	10,000.00	10,000.00	
Co-op Radio	8,000.00	8,000.00	
Total Co-Op Advertising		24,000.00	24,000.00
Marketing Committee Expenses	800.00	800.00	
Total Committee Expenses		800	800
MARKETING & COMMUNICATIONS		104,500.00	93,000.00
EVENTS			
Signature - Bathub Days	12,000.00	12,000.00	
Signature - Christmas	19,000.00	19,000.00	
Signature - Easter	2,500.00	2,500.00	
Signature - Halloween	2,500.00	2,500.00	
Signature - Harvest Festival	12,000.00	0.00	cut
Signature - Multicultural Festival	12,000.00	12,000.00	
Signature - Selby Cup	5,000.00	5,000.00	
Sponsorship - Bookfest	-	-	
Sponsorship - Nanaimo Art Walk	1,200.00	1,200.00	
Sponsorship - Slice of Life	-	-	
Sponsorship - VI Symphony	-	-	
Sponsorship - Art Gallery Banners	-	-	
Sponsorship - Gallery Row	500.00	500.00	
Sponsorship - Pop Up Art Spaces	-	-	
Seed - Summertime Music Series	6,000.00	6,000.00	
Seed - Downtown Market	-	-	
Seed - Unallocated	1,000.00	1,000.00	

Events		61,700.00
Member Mixers	1,000.00	
Volunteer Appreciation	2,500.00	
Member Outreach	5,000.00	
Event Kit	2,500.00	
Event Kit Storage in Kind	5,400.00	
Event Supplies	1,500.00	
Equipment/Facilities Rental	500.00	
Temporary Help - Events	-	
Tent, Stage and Trailer - Set up	3,000.00	
Event Kit Delivery	-	
Total Event Administration		20,900.00
EVENTS		82,600.00

PLANNING, DESIGN & DEVELOPMENT

Facade Grants	15,000.00	
Albert Street Plaza	-	
PDD Administration	-	
Parklet Project - Grants	5,000.00	
Streetscape Project	15,000.00	
Total Short Term Projects		35,000.00
Downtown Connectivity Charrette	-	
Tree Light Maintenance	8,000.00	
Terminal/Nicol Redev (Streetscape)	-	
Total Long Term Projects		8,000.00
Streetscape Planting and Furniture	5,000.00	
Downtown Outdoor Music Project	5,000.00	
Total Beautification & Placemaking		10,000.00
PLANNING, DESIGN & DEVELOPMENT		53,000.00

SAFETY AND SECURITY

Graffiti & Vandalism Program	5,000.00	
Nighttime Security Co-op	25,000.00	
SAFETY & SECURITY		30,000.00

TOTAL EXPENSE

		554,806.41
--	--	------------

NET REVENUE

		(67,281.68)
--	--	-------------

RAIC Charrette Outcomes Project
Wayfinding Project

DNBIA

2016-17 Budget
revised Oct/16

Repairs & Maintenance	1,000.00	-	reduced - assuming co-location March 1st
Equipment/Records/Materials Storage	3,500.00	-	reduced - assuming co-location March 1st
Alarm monitoring	450.00	-	reduced - assuming co-location March 1st
Occupancy	31,400.00	6,450.00	
Computer Software	250.00	250.00	
Computer software hosting	1,500.00	1,500.00	
Computer Technical Assistance	4,000.00	-	reduced - assuming co-location March 1st
Website Maintenance & Upgrades	2,500.00	2,500.00	
Facilities/Equipment Rental		-	reduced - assuming co-location March 1st
Internet & Email	2,000.00	-	reduced - assuming co-location March 1st
Photocopier Lease	2,500.00	-	reduced - assuming co-location March 1st
Office Equipment & Furniture	2,500.00	-	reduced - assuming co-location March 1st
Office Supplies	2,500.00	500.00	reduced - assuming co-location March 1st
Postage & Shipping	2,000.00	2,000.00	
Printing & Copying	1,000.00	1,000.00	
Telephone & Communication	2,500.00	-	reduced - assuming co-location March 1st
Contractors	-	-	
Temporary Help - Admin	-	-	
Office Operations	23,250.00	7,750.00	
CPP Expense	8,241.26	7,002.94	
El Expense	4,475.25	3,245.67	
Employee Benefits	6,000.00	6,000.00	
Parking - Employee	3,900.00	3,100.00	
Wages & Salaries	166,490.11	136,227.24	
WCB Expense	199.79	198.06	
Salaries, Wages & Benefits	189,306.41	155,773.91	
GENERAL AND ADMINISTRATION	272,206.41	188,223.91	
MARKETING & COMMUNICATIONS			cut
Multimedia Campaign	8,000.00	-	
Parking Creative	2,500.00	2,500.00	
Valentine's Creative	1,500.00	1,500.00	
Creative Ad Design	4,000.00	4,000.00	
Campaign Ads New	2,000.00	2,000.00	
Total Campaign Advertising	18,000.00	10,000.00	
Sponsorship Advertising	6,500.00	6,500.00	
Signage	5,000.00	5,000.00	
Tent Set Up Donation	-	-	
Delegate_Visitor Package	3,000.00	3,000.00	
Total Awareness Advertising	14,500.00	14,500.00	

Christmas Advertising	25,000.00	
Bathub Days Advertising	4,000.00	
Halloween Advertising	2,500.00	
Summertime Music Series Advertising	500.00	
Easter Advertising	2,500.00	
Multicultural Festival	3,500.00	
Harvest Festival	3,500.00	
Selby Cup Advertising	2,000.00	
Poster Printing	1,200.00	
Total Event Advertising	44,700.00	
City Notes	2,500.00	
DKP Live Site Administration	-	
Total Electronic Communications	2,500.00	
Co-op Internet	2,000.00	
Co-op Periodicals	4,000.00	
Co-op Print	10,000.00	
Co-op Radio	8,000.00	
Total Co-Op Advertising	24,000.00	
Marketing Committee Expenses	800.00	
Total Committee Expenses	800	
MARKETING & COMMUNICATIONS	104,500.00	

00

	10,000.00	reduce
	4,000.00	
	2,500.00	
	500.00	
	2,500.00	
	3,500.00	
	3,500.00	
	2,000.00	
	1,200.00	
	29,700.00	
	2,500.00	
	2,000.00	
	4,000.00	
	10,000.00	
	8,000.00	
	24,000.00	
	800.00	
	800	
	81,500.00	

EVENTS		reduce
Signature - Bathub Days	12,000.00	
Signature - Christmas	19,000.00	
Signature - Easter	2,500.00	
Signature - Halloween	2,500.00	
Signature - Harvest Festival	12,000.00	
Signature - Multicultural Festival	12,000.00	
Signature - Selby Cup	5,000.00	
Sponsorship - Bookfest	-	
Sponsorship - Nanaimo Art Walk	1,200.00	
Sponsorship - Slice of Life	-	
Sponsorship - VI Symphony	-	
Sponsorship - Art Gallery Banners	-	
Sponsorship - Gallery Row	500.00	
Sponsorship - Pop Up Art Spaces	-	
Seed - Summertime Music Series	6,000.00	
Seed - Downtown Market	-	
Seed - Unallocated	1,000.00	

Events		73,700.00
Member Mixers	1,000.00	
Volunteer Appreciation	2,500.00	
Member Outreach	5,000.00	
Event Kit	2,500.00	
Event Kit Storage In Kind	5,400.00	
Event Supplies	1,500.00	
Equipment/Facilities Rental	500.00	
Temporary Help - Events	-	
Tent, Stage and Trailer - Set up	3,000.00	
Event Kit Delivery	-	
Total Event Administration		21,400.00
EVENTS		95,100.00

PLANNING, DESIGN & DEVELOPMENT

Facade Grants	15,000.00	
Albert Street Plaza	-	
PDD Administration	-	
Parklet Project - Grants	5,000.00	
Streetscape Project	15,000.00	
Total Short Term Projects		35,000.00
Downtown Connectivity Charrette	-	
Tree Light Maintenance	8,000.00	
Terminal/Nicol Redev (Streetscape)	-	
Total Long Term Projects		8,000.00
Streetscape Planting and Furniture	5,000.00	
Wayfinding project	5,000.00	
Total Beautification & Placemaking		10,000.00
PLANNING, DESIGN & DEVELOPMENT		53,000.00

SAFETY AND SECURITY

Graffiti & Vandalism Program	5,000.00	
Nighttime Security Co-op	25,000.00	
SAFETY & SECURITY		30,000.00

TOTAL EXPENSE

554,806.41

NET REVENUE

(67,281.68)

	1,000.00	64,700.00
	1,000.00	
	2,500.00	
	5,000.00	
	2,500.00	
	5,400.00	
	1,500.00	
	-	
	3,000.00	
	-	
		20,900.00
		85,600.00
	5,000.00	cut
	-	
	-	
	5,000.00	
	-	cut
		10,000.00
	-	cut
	-	
	-	
	5,000.00	reduce RAIC Charrette Outcomes Project or other
	-	cut wayfinding Project
		5,000.00
		15,000.00
	5,000.00	
	25,000.00	
		30,000.00
		400,323.91
		(28,180.65)

**DNBIA
DRAFT BUDGET FY16**

	2016-17 Budget revised Oct/16	2017-18 Budget	comments
REVENUE			
Revenue			
BIA 1 Contributions	191,551.96	192,509.72	(.5 fy16 .5 fy17)
BIA 2 Contributions	40,370.60	40,572.45	(.5 fy16 .5 fy17)
City of Nanaimo BIA Matching Grant	233,082.17	-	No grant
Marketing & Events Income	6,000.00	-	
Parket Income	5,000.00	5,000.00	portion paid by 2chefs
BIA2 Income	-	-	no income
Miscellaneous Revenue	2500.00	2500.00	tent and stage
Interest Revenue	120.00	120.00	based on actual
Gifts in Kind	8,900.00	8,900.00	based on last year
TOTAL REVENUE	487,524.73	249,602.17	
EXPENSE			
GENERAL AND ADMINISTRATION			
Accounting Fees	8,000.00	8,000.00	
Board Expenses	2,000.00	500.00	board meetings & strategic planning session AGM
Corporate Administration Expenses	50.00	50.00	
Legal Fees	3,000.00	3,000.00	contingency
Miscellaneous Expenses	500.00	500.00	
General & Administration	13,550.00	12,050.00	
Books, Subscriptions & Reference	200.00	-	cut
Conferences, Conventions & Meetings	11,000.00	1,000.00	one person atted biabc conference
Membership Dues	1,000.00	1,000.00	biabc, chamber, vlea, ida
Staff & Board Training	1,000.00	-	cut
Staff Recognition	500.00	500.00	
Travel	1,000.00	1,000.00	
Development & Training	14,700.00	3,500.00	
Bank Charges & Interest	450.00	450.00	
Hydro	2,000.00	-	reduced - assuming co-location March 1st
Insurance	6,000.00	6,000.00	
Janitorial	3,000.00	-	reduced - assuming co-location March 1st
Office Rent	15,000.00	-	reduced - assuming co-location March 1st
Repairs & Maintenance	1,000.00	-	reduced - assuming co-location March 1st
Equipment/Records/Materials Storage	3,500.00	-	reduced - assuming co-location March 1st
Alarm monitoring	450.00	-	reduced - assuming co-location March 1st

Occupancy		31,400.00	6,450.00	
Computer Software	250.00		250.00	
Computer software hosting	1,500.00		1,500.00	
Computer Technical Assistance	4,000.00		-	reduced - assuming co-location March 1st
Website Maintenance & Upgrades	2,500.00		2,500.00	
Facilities/Equipment Rental			-	reduced - assuming co-location March 1st
Internet & Email	2,000.00		-	reduced - assuming co-location March 1st
Photocopier Lease	2,500.00		-	reduced - assuming co-location March 1st
Office Equipment & Furniture	2,500.00		-	reduced - assuming co-location March 1st
Office Supplies	2,500.00		500.00	reduced - assuming co-location March 1st
Postage & Shipping	2,000.00		2,000.00	
Printing & Copying	1,000.00		1,000.00	
Telephone & Communication	2,500.00		-	reduced - assuming co-location March 1st
Contractors	-		-	
Temporary Help - Admin	-		-	
Office Operations		23,250.00	7,750.00	
CPP Expense	166,490.11		2,084.15	
EI Expense	4,475.25		1,279.15	
Employee Benefits	233.09		1,500.00	
Parking - Employee	6,000.00		1,500.00	
Wages & Salaries	Total		60,535.79	based on one ft employee
WCB Expense	199.79		58.95	
Salaries, Wages & Benefits		177,398.23	66,958.04	
GENERAL AND ADMINISTRATION		260,298.23	96,708.04	
BIA2 EXPENSES		0.00	0.00	
MARKETING & COMMUNICATIONS				
Multimedia Campaign	8,000.00		-	cut
Parking Creative	2,500.00		2,500.00	
Valentine's Creative	1,500.00		1,500.00	
Creative Ad Design	4,000.00		4,000.00	
Campaign Ads New	2,000.00		-	cut
Total Campaign Advertising		18,000.00	8,000.00	
Sponsorship Advertising	6,500.00		-	cut
Signage	5,000.00		5,000.00	
Tent Set Up Donation	-		-	
Delegate_Visitor Package	3,000.00		-	cut
Total Awareness Advertising		14,500.00	5,000.00	
Christmas Advertising	25,000.00		-	cut
Bathtub Days Advertising	4,000.00		4,000.00	
Halloween Advertising	2,500.00		2,500.00	
Summertime Music Series Advertising	500.00		500.00	

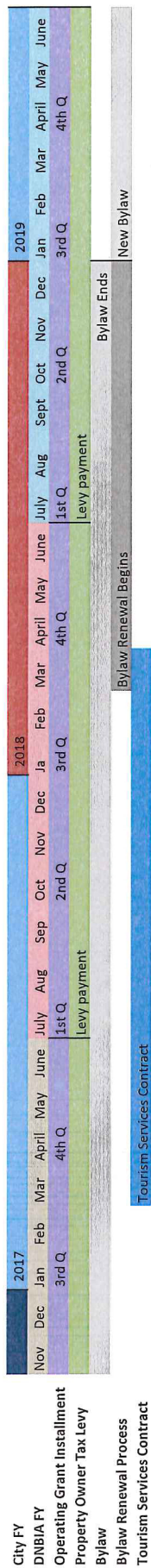
Easter Advertising	2,500.00
Multicultural Festival	3,500.00
Harvest Festival	3,500.00
Selby Cup Advertising	2,000.00
Poster Printing	1,200.00
Total Event Advertising	44,700.00
City Notes	2,500.00
DKP Live Site Administration	-
Total Electronic Communications	2,500.00
Co-op Internet	2,000.00
Co-op Periodicals	4,000.00
Co-op Print	10,000.00
Co-op Radio	8,000.00
Total Co-Op Advertising	24,000.00
Marketing Committee Expenses	800.00
Total Committee Expenses	800
MARKETING & COMMUNICATIONS	104,500.00

EVENTS	
Signature - Bathub Days	12,000.00
Signature - Christmas	19,000.00
Signature - Easter	2,500.00
Signature - Halloween	2,500.00
Signature - Harvest Festival	12,000.00
Signature - Multicultural Festival	12,000.00
Signature - Selby Cup	5,000.00
Sponsorship - Bookfest	-
Sponsorship - Nanaimo Art Walk	1,200.00
Sponsorship - Slice of Life	-
Sponsorship - VI Symphony	-
Sponsorship - Art Gallery Banners	-
Sponsorship - Gallery Row	500.00
Sponsorship - Pop Up Art Spaces	-
Seed - Summertime Music Series	6,000.00
Seed - Downtown Market	-
Seed - Unallocated	1,000.00
Events	73,700.00
Member Mixers	1,000.00
Volunteer Appreciation	2,500.00
Member Outreach	5,000.00
Event Kit	2,500.00
Event Kit Storage In Kind	5,400.00
Event Supplies	1,500.00

	2,500.00	
	3,500.00	
	3,500.00	
	2,000.00	
	1,200.00	19,700.00
	2,500.00	
	-	2,500.00
	2,000.00	
	4,000.00	
	10,000.00	
	8,000.00	24,000.00
	800.00	800
		60,000.00
	-	cut
	-	cut
	2,500.00	
	2,500.00	
	12,000.00	
	12,000.00	
	5,000.00	
	-	
	1,200.00	
	-	
	-	
	-	
	500.00	
	-	
	6,000.00	
	-	
	1,000.00	42,700.00
	1,000.00	
	1,000.00	
	2,500.00	
	5,000.00	
	2,500.00	
	5,400.00	

Equipment/Facilities Rental	500.00		1,500.00
Temporary Help - Events	-		-
Tent, Stage and Trailer - Set up	3,000.00		3,000.00
Event Kit Delivery	-		-
Total Event Administration		21,400.00	20,900.00
EVENTS		95,100.00	63,600.00
PLANNING, DESIGN & DEVELOPMENT			
Facade Grants	15,000.00		15,000.00
Albert Street Plaza	-		-
PDD Administration	-		-
Parklet Project - Grants	5,000.00		5,000.00
Streetscape Project - Tree Lights	15,000.00		5,000.00
Total Short Term Projects		35,000.00	25,000.00
Downtown Connectivity Charrette	-		cut
Tree Light Maintenance	8,000.00		-
Terminal/Nicol Redev (Streetscape)	-		-
Total Long Term Projects		8,000.00	cut RAC Charrette Outcomes Project
Streetscape Planting and Furniture	5,000.00		cut Wayfinding Project
Downtown Outdoor Music Project	5,000.00		-
Total Beautification & Placemaking		10,000.00	-
PLANNING, DESIGN & DEVELOPMENT		53,000.00	25,000.00
SAFETY AND SECURITY			
Graffiti & Vandalism Program	5,000.00		5,000.00
Nighttime Security Co-op	25,000.00		25,000.00
SAFETY & SECURITY		30,000.00	30,000.00
TOTAL EXPENSE		542,898.23	275,308.04
NET REVENUE		(55,373.50)	(25,705.87)

DNBIA FUNDING & BYLAW TIMELINE



Downtown Nanaimo Business Improvement Association

Budget Presentation

December 12, 2016



discover DOWNTOWN NANAIMO
It's all here.

OVERVIEW

- Nanaimo BIA History
- Organizational Chart
- Mandate
- Administration
- Priorities
- Projects & Programs
- Community Partner Support
- Financials



discover DOWNTOWN NANAIMO
It's all here.

BIA IN NANAIMO

History & Funding Models

- 1988 – 2000 Nanaimo City Centre Association
- 2001 – 2009 Downtown Nanaimo Partnership
- 2010 – 2016 Downtown Nanaimo Business Improvement Association



discover DOWNTOWN NANAIMO
It's all here.

DNBIA MANDATE

Pillars of Revitalization

- Safety & Security
- Business Promotion & Events
- Planning, Design and Development

Vision:

“The Downtown Nanaimo Business Improvement Association, through long term planning, will support businesses and preserve traditional downtown values. Working with our strong community partners we will focus on membership driven programs in the areas of advocacy, public safety, beautification, marketing and events.”



discover DOWNTOWN NANAIMO

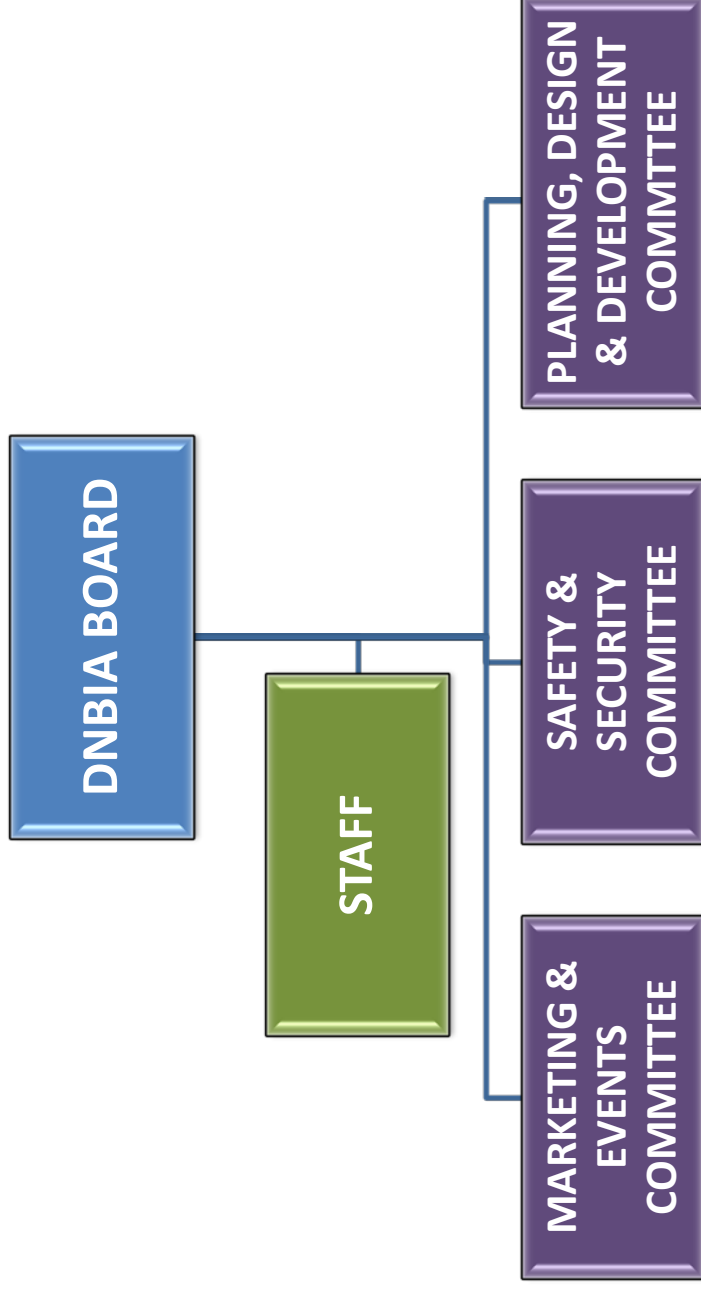
It's all here.

DNBIA MANDATE

1. Nurture Positive Perception of Downtown Nanaimo
2. Increase Awareness of Surrounding Businesses & Amenities
3. Create Positive Environment for Future Downtown Commercial & Residential Developments
4. Support & Enhance Safety, Security & Parking Downtown



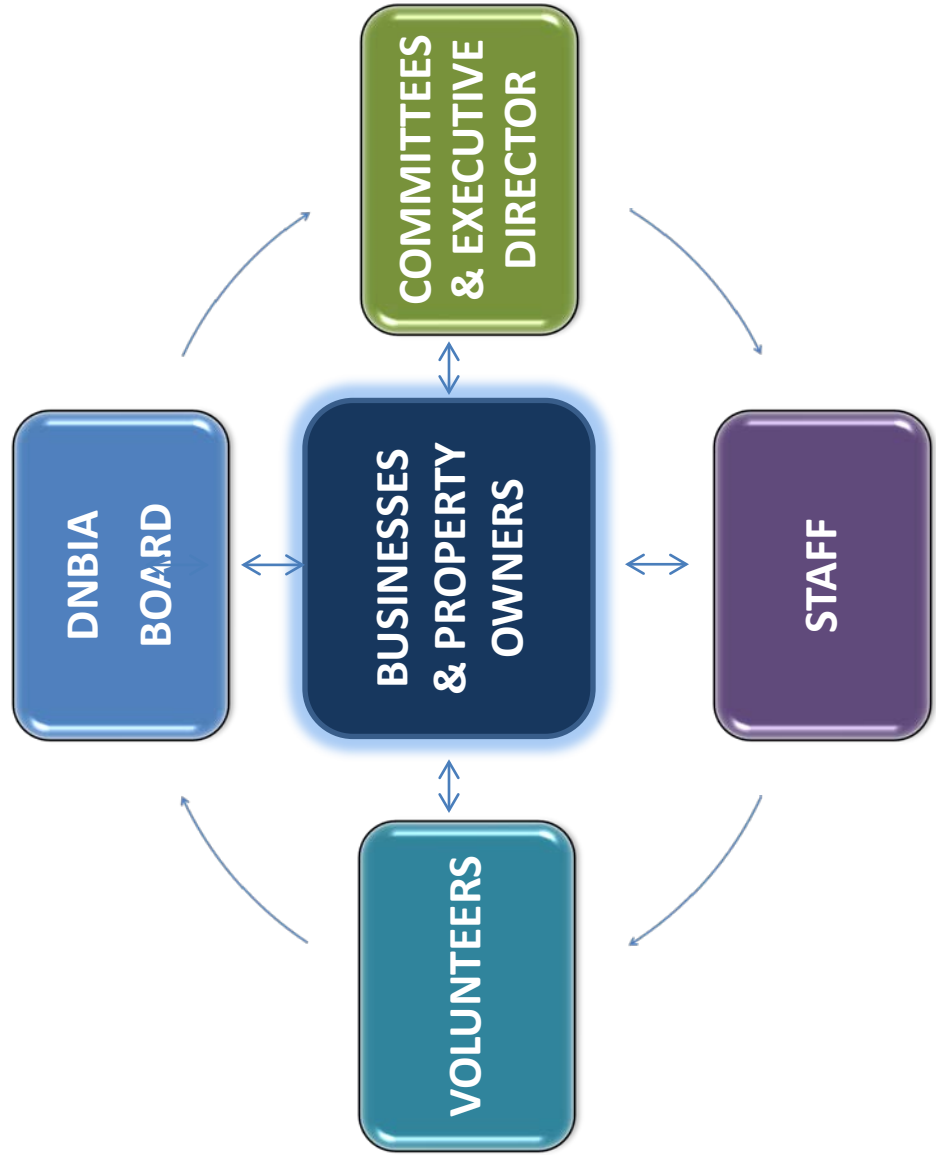
ORGANIZATIONAL STRUCTURE



discover DOWNTOWN NANAIMO

It's all here.

DNBIA PROCESS & WORKFLOW



RECENT ACCOMPLISHMENTS

- Canadian Urban Institute National “Brownie” Award
- Area Wide Designation for Terminal Avenue Project
- 7 Signature Events – All Growing in Attendance Numbers and Popularity
- Opened up 3 Areas as Public Space - China Steps/Lois Lane & Albert St. Plaza
- RAIC Downtown Design Charrettes
- Portable Public Stage Purchase
- Free Evening and Weekend Parking



discover DOWNTOWN NANAIMO
It's all here.

MEMBER BENEFITS & PROGRAMS

- Vandalism, Graffiti Removals & Broken Glass Repairs
- Façade Grant Program
- Tree Light Maintenance
- Diana Krall Plaza Administration
- Community Event Kit Loan Program
- Co-op Marketing Programs
- Event Sponsorship & Seed Funding Grant Program
- Member Communication and Networking
- 7 Signature Downtown Events



discover DOWNTOWN NANAIMO

It's all here.

2016-2017 Projects

- Outdoor Patio Project
- Outdoor Public Space Development
- Delegate Visitor Package
- Friday Market Growth Strategy
- RAIC Downtown Design Charrette Project
- Canada 150 Organization Leadership
- Victoria Crescent Placemaking
- Drinking Water Exemption Application



discover DOWNTOWN NANAIMO

It's all here.

2016 BUDGET SCENARIOS

	FY Budget - 2016	75% Matching - 2016	50% Matching - 2016
Income			
Revenues	487,525	425,014	366,743
Expenses			
General and administration	82,900	70,624	70,624
Salary and wages	189,306	188,783	168,783
Marketing	104,500	104,500	95,000
Events	95,100	68,600	61,100
Planning design and development	53,000	41,000	31,000
Safety and security	30,000	15,000	5,000
Total expenses	554,806	488,507	431,507
Deficiency of revenues over expenses			
Total	(67,282)	(63,493)	(64,763)



discover DOWNTOWN NANAIMO

It's all here.

2017 BUDGET SCENARIOS

	FY Budget - 2017	75% Matching - 2017	50% Matching - 2017
Income			
Revenues	488,684	430,414	372,143
Expenses			
General and administration	33,450	32,450	32,450
Salary and wages	188,783	170,351	155,774
Marketing	106,500	93,000	81,500
Events	92,100	82,600	85,600
Planning design and development	68,000	50,000	15,000
Safety and security	30,000	30,000	30,000
Total expenses	518,833	458,401	400,324
Deficiency of revenues over expenses			
Total	(30,148)	(27,987)	(28,181)



2017 BUDGET SCENARIOS

Income		No Matching - 2017
Revenues		249,602
Expenses		
General and administration		29,750
Salary and wages		66,958
Marketing		60,000
Events		63,600
Planning design and development		25,000
Safety and security		30,000
Total expenses		275,308
Deficiency of revenues over expenses		
Total		(25,706)



discover DOWNTOWN NANAIMO

It's all here.

VOLUNTEERS HOURS 2015

Board & Committee Hours 1025hrs \$40,000

Event Volunteers 1333hrs \$20,000

TOTAL 2358hrs \$60,000



discover DOWNTOWN NANAIMO

It's all here.



Thank you!



discover DOWNTOWN NANAIMO

It's all here.

Attachment C

CITY OF NANAIMO

BYLAW NO. 7168

A BYLAW TO CREATE A BUSINESS IMPROVEMENT AREA

WHEREAS a Council may, by majority vote, grant money to an applicant under Section 215 of the *Community Charter* for the purpose of the planning and implementation of a Business Promotion Scheme;

AND WHEREAS before a Council grants money for a Business Promotion Scheme, the Council shall pass a Bylaw as required by Sections 211(2) and 215 of the *Community Charter*;

AND WHEREAS Council has had an application for a grant of money under Section 215 of the *Community Charter*;

AND WHEREAS Council has not received a sufficient petition against in accordance with section 213(4) of the *Community Charter*,

THEREFORE BE IT RESOLVED that the City of Nanaimo in open meeting assembled hereby enacts as follows:

1. Title

This Bylaw may be cited as “BUSINESS IMPROVEMENT AREA NO. 1 (BIA 1) BYLAW 2013 NO. 7168”.

2. Definitions

In this Bylaw, unless the context otherwise requires:

“Applicant”	means the Downtown Nanaimo Business Improvement Association (DNBIA).
“Business Improvement Area”	means the area of the City designated by Section 3 of this Bylaw.
“Business Promotion Scheme”	means: (a) carrying out studies or making reports respecting one or more areas in the municipality where business or commerce is carried on, (b) improving, beautifying or maintaining streets, sidewalks or municipally owned land, buildings or other structures in one or more business improvement areas,

- (c) the removal of graffiti from buildings and other structures in one or more business improvement areas,
- (d) conserving heritage property in one or more business improvement areas, and
- (e) encouraging business in one or more business improvement areas,

in accordance with the Business Promotion Scheme set out in Schedule "B".

"City"

means the City of Nanaimo.

"Council"

means the Council of the City.

"Parcel"

means all properties within the boundaries of the Business Improvement Area that are taxable for General Municipal Purposes that fall or would fall within Class 5 or 6 of the Assessment-Classes and Percentage Levels Regulation, B.C. Reg. 438/81.

3. Designation of Area

For the purposes of this Bylaw, the Business Improvement Area to which this Bylaw is applicable shall be comprised of that tract of land shaded on Schedule "A" attached hereto and forming part of this Bylaw, and shall be commonly referred to as Business Improvement Area No. 1.

4. Grant

4.1 For the purposes of this Bylaw, the maximum amount of money to be granted to the Applicant under this Bylaw pursuant to Section 215 of the *Community Charter* is as follows:

- 4.1.1 in the calendar year 2014, a sum not to exceed ONE HUNDRED EIGHTY SEVEN THOUSAND SEVEN HUNDRED SEVENTY SEVEN DOLLARS AND SIXTY THREE CENTS (\$187,777.63);
- 4.1.2 in the calendar year 2015, a sum not to exceed ONE HUNDRED EIGHTY NINE THOUSAND SIX HUNDRED FIFTY FIVE DOLLARS AND FORTY ONE CENTS (\$189,655.41);
- 4.1.3 in the calendar year 2016, a sum not to exceed ONE HUNDRED NINETY ONE THOUSAND FIVE HUNDRED FIFTY ONE DOLLARS AND NINETY SIX CENTS (\$191,551.96);
- 4.1.4 in the calendar year 2017 a sum not to exceed ONE HUNDRED NINETY THREE THOUSAND FOUR HUNDRED SIXTY SEVEN DOLLARS AND FORTY EIGHT CENTS (\$193,467.48);

- 4.1.5 in the calendar year 2018, a sum not to exceed ONE HUNDRED NINETY FIVE THOUSAND FOUR HUNDRED TWO DOLLARS AND SIXTEEN CENTS (\$195,402.16);

subject to adjustment under Subsection 4.2.

- 4.2 4.2.1 The City shall grant to the Applicant the money as specified in Section 4.1 of this Bylaw in accordance with the timetable set out in Schedule "C" attached to and forming part of this Bylaw.
- 4.2.2 The City may deduct an administration fee in 2014 from the amount otherwise paid by way of grant to the Applicant for that year.

5. Expenditure

- 5.1 The money granted under Section 215 of the *Community Charter* pursuant to this Bylaw shall be expended only:
 - 5.1.1 by the Applicant;
 - 5.1.2 in accordance with the conditions and limitations set out in this Bylaw;
 - 5.1.3 for the Business Promotion Scheme described in Schedule "B" attached hereto and forming part of this Bylaw.

6. Cost Recovery

All of the costs of the service established pursuant to this Bylaw shall be recovered within the Business Improvement Area from the owners of the land within that area by a local area service tax imposed and calculated in accordance with Section 7.

7. Local Service Tax

- 7.1 For the purpose of recovering the costs of the service established under this Bylaw, Council hereby levies and imposes each year within the Business Improvement Area pursuant to Section 216(2) of the *Community Charter*, a local area service tax which shall yield a sum sufficient to raise the amounts specified for each year as set out in section 4.1 as follows:
 - 7.1.1 For the calendar year 2014, each parcel shall be assessed a tax of \$250.00 plus an amount based on that part of the assessed value over \$275,000 to the maximum of \$6,000 per parcel;
 - 7.1.2 For the calendar year 2015, each parcel shall be assessed a tax of \$252.50 plus an amount based on that part of the assessed value over \$275,000 to the maximum of \$6,060 per parcel;

- 7.1.3 For the calendar year 2016, each parcel shall be assessed a tax of \$255.03 plus an amount based on that part of the assessed value over \$275,000 to the maximum of \$6,120 per parcel;
- 7.1.4 For the calendar year 2017, each parcel shall be assessed a tax of \$257.58 plus an amount based on that part of the assessed value over \$275,000 to the maximum of \$6,181.81 per parcel;
- 7.1.5 For the calendar year 2018, each parcel shall be assessed a tax of \$260.16 plus an amount based on that part of the assessed value over \$275,000 to the maximum of \$6243.63 per parcel.

8. Conditions and Limitations

- 8.1 The money granted pursuant to Section 215 of the *Community Charter* as outlined in this Bylaw shall be expended by the Applicant for the purpose of carrying out the Business Promotion Scheme more particularly set out in Schedule "B" attached to and forming part of this Bylaw.
- 8.2 The Applicant shall submit to the City an annual financial statement that shall be prepared in accordance with generally accepted accounting principles and shall include a Balance Sheet and a Statement of Revenue and Expenditure. The financial statement shall be submitted by the Applicant on or before the first day of July in each year of the Business Promotion Scheme.
- 8.3 The Applicant shall submit an annual budget for the approval of the City and, notwithstanding anything in this Bylaw; no payments shall be made unless the budget submitted is within the amounts established by this Bylaw.
- 8.4 The annual budget of the Applicant shall be submitted on or before the first day of June in each year of the Business Promotion Scheme.
- 8.5 The Applicant shall submit a monthly financial statement by the 15th day of each following month.
- 8.6 The Applicant shall cause its financial statements to be audited to ensure that the expenditures of the Applicant in relation to the Business Promotion Scheme comply with this Bylaw and shall submit the results of such audit in writing to the City's Director of Finance before the first day of July in each year of the Business Promotion Scheme.
- 8.7 The Applicant is an agency independent from the City and it shall be solely responsible for managing its own affairs and for hiring, compensating, training and providing direction to its own employees.
- 8.8 The Applicant shall pay all expenses in connection with its operation, including, but not limiting the generality of the foregoing, salaries of administration and support staff, rent, stationery, telephone and postage, taxes, electricity, heat and other utility charges, and all other office expenses from the amount received by way of grant under this Bylaw, or from other revenues of the Applicant.

8.9 The Applicant will not in any manner whatsoever commit or purport to commit the City to the payment of any money to any person, firm or corporation.

9. Insurance

The Applicant shall provide to the City copies of insurance policies insuring the Applicant in accordance with the specifications set out in Schedule "D" attached hereto and forming part of this Bylaw, which insurance shall be maintained by the Applicant.

10. Expiration Date

This Bylaw shall cease to have effect on 2018-DEC-31.

11. Merging of Business Improvement Areas

The Business Improvement Area created by this Bylaw may be merged with another Business Improvement Area, whether contiguous or not, for the purpose of providing, consolidating or completing necessary works or services for the merged area.

PASSED FIRST READING 2013-APR-22
PASSED SECOND READING 2013-APR-22
PASSED THIRD READING 2013-APR-22

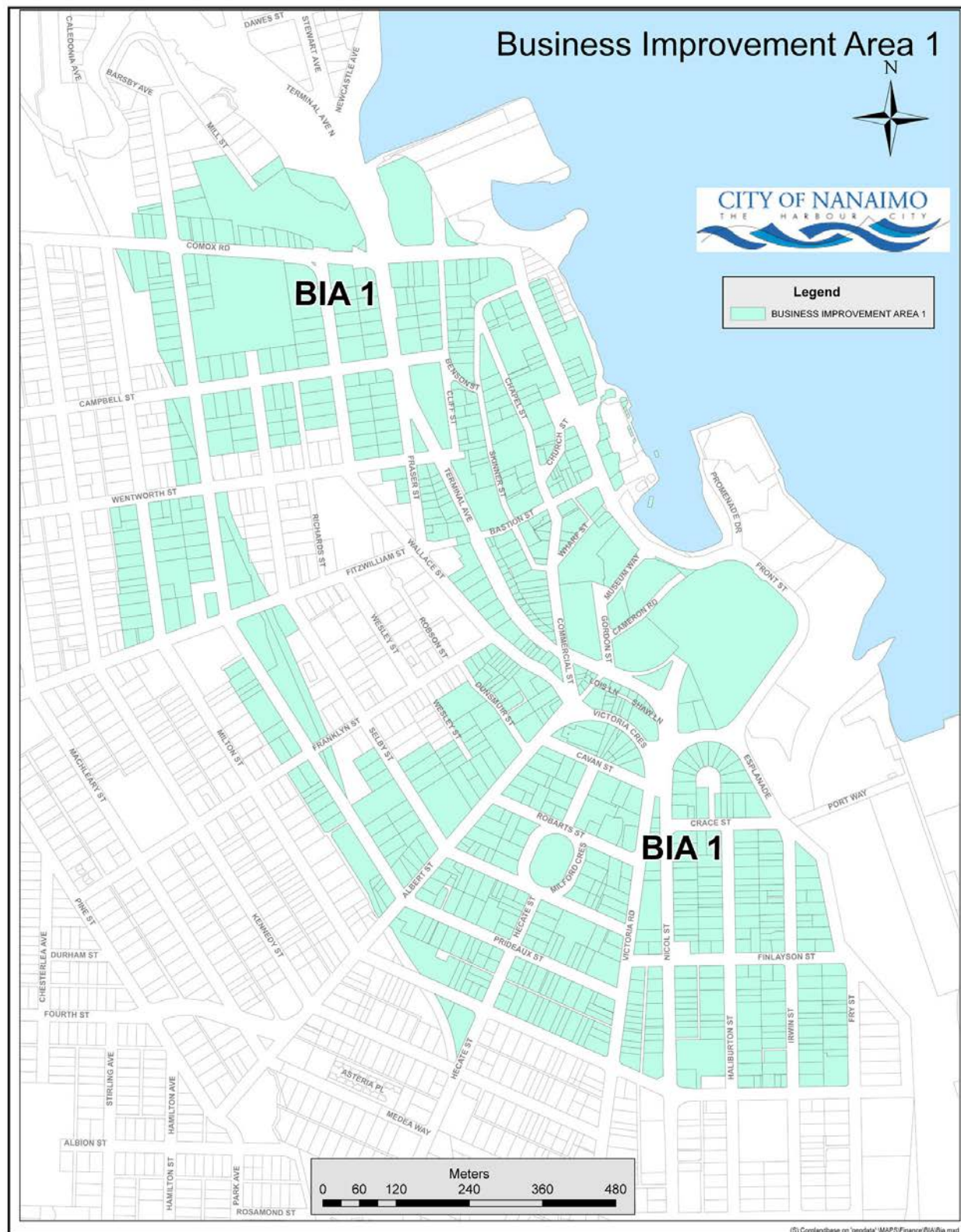
Notice of intention to proceed with this Bylaw was published on this 2nd day of May, 2013 in the *Nanaimo Daily News* newspaper and the 9th day of May, 2013 in the *Nanaimo News Bulletin* newspaper, circulating in the City of Nanaimo pursuant to Section 94 of the *Community Charter*.

ADOPTED 2013-JUN-24

J. R. RUTTAN
MAYOR

K. KING
CORPORATE OFFICER

SCHEDULE "A"



SCHEDULE "B"

BUSINESS PROMOTION SCHEME

1. Marketing, Promotions and Special Events: advertising expenses, design and production of marketing materials, special event development and production, volunteer management of the Information Centre, and target market research including marketing staff who oversee this comprehensive downtown marketing program.
2. Wages/Benefits: for staffing and administration of the Business Promotion Scheme.
3. Facilities: rent, equipment and insurance for the Downtown Nanaimo Business Improvement Association (DNBIA) office space and the Information Centre.
4. Administration: Administrative staff provide bookkeeping services and manage reporting requirements for the DNBIA, as well as expenses for staff development, volunteer meeting management and volunteer recognition.

SCHEDULE "C"
SCHEDULE OF PAYMENTS

Payment Date	Payment Amount	Admin Fee
2014-JUL-15	100% of annual funding	Less an Admin Fee \$4,617.00
2015-JUL-15	100% of annual funding	
2016-JUL-15	100% of annual funding	
2017-JUL-15	100% of annual funding	
2018-JUL-15	100% of annual funding	

SCHEDULE "D"

INSURANCE SPECIFICATION

1. The Applicant shall provide and maintain Comprehensive General Liability insurance acceptable to the City and subject to limits of not less than TWO MILLION DOLLARS (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. The insurance shall cover anyone employed directly or indirectly by the Applicant as well as any contractor hired by the Applicant and its subcontractors.
2. The City shall be added as an additional named insured under the Comprehensive General Liability.
3. The Applicant shall provide and maintain Employee Fidelity insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000.00) per employee.
4. The Applicant shall provide the City with a copy of its Comprehensive General Liability and Employee Fidelity Insurance policies prior to the City providing funding under Section 4 of this Bylaw.
5. The Applicant's Comprehensive General Liability and Employee Fidelity Insurance policies shall contain an endorsement to provide the City within 30 days written notice of change or cancellation of the policies.

CITY OF NANAIMO

BYLAW NO. 7169

A BYLAW TO CREATE A BUSINESS IMPROVEMENT AREA

WHEREAS a Council may, by majority vote, grant money to an applicant under Section 215 of the *Community Charter* for the purpose of the planning and implementation of a Business Promotion Scheme;

AND WHEREAS before a Council grants money for a Business Promotion Scheme, the Council shall pass a Bylaw as required by Sections 211(2) and 215 of the *Community Charter*;

AND WHEREAS Council has had an application for a grant of money under Section 215 of the *Community Charter*;

AND WHEREAS Council has not received a sufficient petition against in accordance with section 213(4) of the *Community Charter*,

THEREFORE BE IT RESOLVED that the City of Nanaimo in open meeting assembled hereby enacts as follows:

1. Title

This Bylaw may be cited as “BUSINESS IMPROVEMENT AREA NO. 2 (BIA 2) BYLAW 2013 NO. 7169”.

2. Definitions

In this Bylaw, unless the context otherwise requires:

“Applicant”	means the Downtown Nanaimo Business Improvement Association (DNBIA).
“Business Improvement Area”	means the area of the City designated by Section 3 of this Bylaw.
“Business Promotion Scheme”	means: (a) carrying out studies or making reports respecting one or more areas in the municipality where business or commerce is carried on, (b) improving, beautifying or maintaining streets, sidewalks or municipally owned land, buildings or other structures in one or more business improvement areas,

- (c) the removal of graffiti from buildings and other structures in one or more business improvement areas,
- (d) conserving heritage property in one or more business improvement areas, and
- (e) encouraging business in one or more business improvement areas,

in accordance with the Business Promotion Scheme set out in Schedule "B".

"City"

means the City of Nanaimo.

"Council"

means the Council of the City.

"Parcel"

means all properties within the boundaries of the Business Improvement Area that are taxable for General Municipal Purposes that fall or would fall within Class 5 or 6 of the Assessment-Classes and Percentage Levels Regulation, B.C. Reg. 438/81.

3. Designation of Area

For the purposes of this Bylaw, the Business Improvement Area to which this Bylaw is applicable shall be comprised of that tract of land shaded on Schedule "A" attached hereto and forming part of this Bylaw, and shall be commonly referred to as Business Improvement Area No. 2.

4. Grant

4.1 For the purposes of this Bylaw, the maximum amount of money to be granted to the Applicant under this Bylaw pursuant to Section 215 of the *Community Charter* is as follows:

4.1.1 in the calendar year 2014, a sum not to exceed THIRTY NINE THOUSAND FIVE HUNDRED SEVENTY FIVE DOLLARS AND FOURTEEN CENTS (\$39,575.14);

4.1.2 in the calendar year 2015, a sum not to exceed THIRTY NINE THOUSAND NINE HUNDRED SEVENTY FIVE DOLLARS AND EIGHTY NINE CENTS (\$39,975.89);

4.1.3 in the calendar year 2016, a sum not to exceed FORTY THOUSAND THREE HUNDRED SEVENTY DOLLARS AND SIXTY CENTS (\$40,370.60);

4.1.4 in the calendar year 2017, a sum not to exceed FORTY THOUSAND SEVEN HUNDRED SEVENTY FOUR DOLLARS AND THIRTY ONE CENTS (\$40,774.31);

4.1.5 in the calendar year 2018, a sum not to exceed FORTY ONE THOUSAND ONE HUNDRED EIGHTY TWO DOLLARS AND FIVE CENTS (\$41,182.05);

subject to adjustment under Subsection 4.2.

4.2 4.2.1 The City shall grant to the Applicant the money as specified in Section 4.1 of this Bylaw in accordance with the timetable set out in Schedule "C" attached to and forming part of this Bylaw.

4.2.2 The City may deduct an administration fee in 2014 from the amount otherwise paid by way of grant to the Applicant for that year.

5. Expenditure

5.1 The money granted under Section 215 of the *Community Charter* pursuant to this Bylaw shall be expended only:

5.1.1 by the Applicant;

5.1.2 in accordance with the conditions and limitations set out in this Bylaw;

5.1.3 for the Business Promotion Scheme described in Schedule "B" attached hereto and forming part of this Bylaw.

6. Cost Recovery

All of the costs of the service established pursuant to this Bylaw shall be recovered within the Business Improvement Area from the owners of the land within that area by a local area service tax imposed and calculated in accordance with Section 7.

7. Local Service Tax

7.1 For the purpose of recovering the costs of the service established under this Bylaw, Council hereby levies and imposes each year within the Business Improvement Area pursuant to Section 216(2) of the *Community Charter* a local area service tax which shall yield a sum sufficient to raise the amounts specified for each year as set out in section 4.1 as follows:

7.1.1 For the calendar year 2014, each parcel shall be assessed a tax of \$250.00 plus an amount based on that part of the assessed value over \$275,000 to a maximum of \$6,000 per parcel;

7.1.2 For the calendar year 2015, each parcel shall be assessed a tax of \$252.50 plus an amount based on that part of the assessed value over \$275,000 to a maximum of \$6,060 per parcel;

- 7.1.3 For the calendar year 2016, each parcel shall be assessed a tax of \$255.03 plus an amount based on that part of the assessed value over \$275,000 to a maximum of \$6,120.60 per parcel;
- 7.1.4 For the calendar year 2017, each parcel shall be assessed a tax of \$257.58 plus an amount based on that part of the assessed value over \$275,000 to a maximum of \$6,181.81 per parcel;
- 7.1.5 For the calendar year 2018, each parcel shall be assessed a tax of \$260.16 plus an amount based on that part of the assessed value over \$275,000 to a maximum of \$6,243.63 per parcel.

8. Conditions and Limitations

- 8.1 The money granted pursuant to Section 215 of the *Community Charter* as outlined in this Bylaw shall be expended by the Applicant for the purpose of carrying out the Business Promotion Scheme more particularly set out in Schedule "B" attached to and forming part of this Bylaw.
- 8.2 The Applicant shall submit to the City an annual financial statement that shall be prepared in accordance with generally accepted accounting principles and shall include a Balance Sheet and a Statement of Revenue and Expenditure. The financial statement shall be submitted by the Applicant on or before the first day of July in each year of the Business Promotion Scheme.
- 8.3 The Applicant shall submit an annual budget for the approval of the City and, notwithstanding anything in this Bylaw; no payments shall be made unless the budget submitted is within the amounts established by this Bylaw.
- 8.4 The annual budget of the Applicant shall be submitted on or before the first day of June in each year of the Business Promotion Scheme.
- 8.5 The Applicant shall submit a monthly financial statement by the 15th day of each following month.
- 8.6 The Applicant shall cause its financial statements to be audited to ensure that the expenditures of the Applicant in relation to the Business Promotion Scheme comply with this Bylaw and shall submit the results of such audit in writing to the City's Director of Finance before the first day of July in each year of the Business Promotion Scheme.
- 8.7 The Applicant is an agency independent from the City and it shall be solely responsible for managing its own affairs and for hiring, compensating, training and providing direction to its own employees.
- 8.8 The Applicant shall pay all expenses in connection with its operation, including, but not limiting the generality of the foregoing, salaries of administration and support staff, rent, stationery, telephone and postage, taxes, electricity, heat and other utility charges, and all other office expenses from the amount received by way of grant under this Bylaw, or from other revenues of the Applicant.

8.9 The Applicant will not in any manner whatsoever commit or purport to commit the City to the payment of any money to any person, firm or corporation.

9. Insurance

The Applicant shall provide to the City copies of insurance policies insuring the Applicant in accordance with the specifications set out in Schedule "D" attached hereto and forming part of this Bylaw, which insurance shall be maintained by the Applicant.

10. Expiration Date

This Bylaw shall cease to have effect on 2018-DEC-31.

11. Merging of Business Improvement Areas

The Business Improvement Area created by this Bylaw may be merged with another Business Improvement Area, whether contiguous or not, for the purpose of providing, consolidating or completing necessary works or services for the merged area.

PASSED FIRST READING 2013-APR-22
PASSED SECOND READING 2013-APR-22
PASSED THIRD READING 2013-APR-22

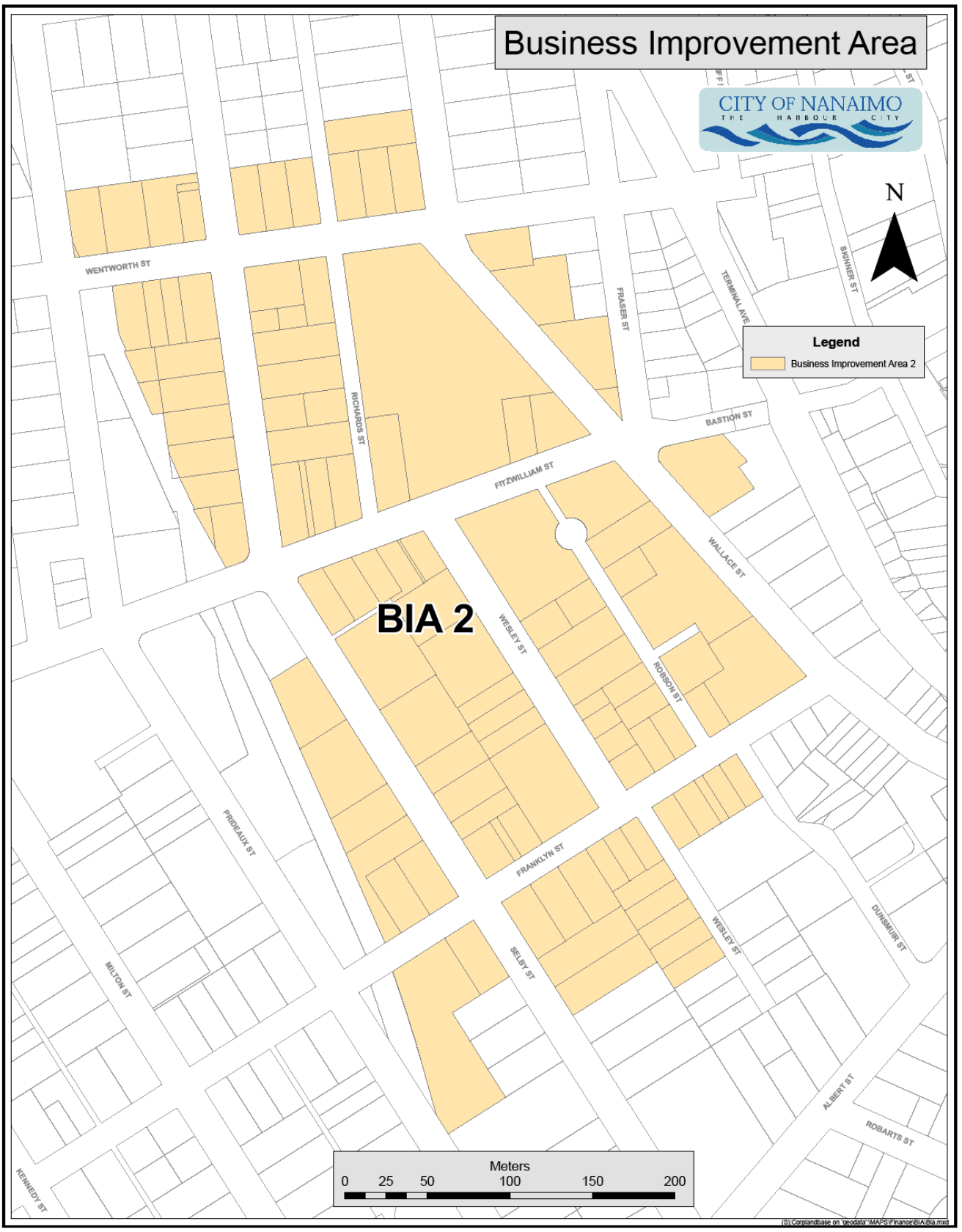
Notice of intention to proceed with this Bylaw was published on this 2nd day of May, 2013 in the *Nanaimo Daily News* newspaper and the 9th day of May, 2013 in the *Nanaimo News Bulletin* newspaper, circulating in the City of Nanaimo pursuant to Section 94 of the *Community Charter*.

ADOPTED 2013-JUN-24

J. R. RUTTAN
MAYOR

K. KING
CORPORATE OFFICER

SCHEDULE "A"



SCHEDULE "B"

BUSINESS PROMOTION SCHEME

1. Marketing, Promotions and Special Events: advertising expenses, design and production of marketing materials, special event development and production, volunteer management of the Information Centre, and target market research including marketing staff who oversee this comprehensive downtown marketing program.
2. Wages/Benefits: for staffing and administration of the Business Promotion Scheme.
3. Facilities: rent, equipment and insurance for the Downtown Nanaimo Business Improvement Association (DNBIA) office space and the Information Centre.
4. Administration: Administrative staff provide bookkeeping services and manage reporting requirements for the DNBIA, as well as expenses for staff development, volunteer meeting management and volunteer recognition.

SCHEDULE "C"
SCHEDULE OF PAYMENTS

Payment Date	Payment Amount	Admin Fee
2014-JUL-15	100% of annual funding	Less an Admin Fee \$983.00
2015-JUL-15	100% of annual funding	
2016-JUL-15	100% of annual funding	
2017-JUL-15	100% of annual funding	
2018-JUL-15	100% of annual funding	

SCHEDULE "D"

INSURANCE SPECIFICATION

1. The Applicant shall provide and maintain Comprehensive General Liability insurance acceptable to the City and subject to limits of not less than TWO MILLION DOLLARS (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. The insurance shall cover anyone employed directly or indirectly by the Applicant as well as any contractor hired by the Applicant and its subcontractors.
2. The City shall be added as an additional named insured under the Comprehensive General Liability.
3. The Applicant shall provide and maintain Employee Fidelity insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000.00) per employee.
4. The Applicant shall provide the City with a copy of its Comprehensive General Liability and Employee Fidelity Insurance policies prior to the City providing funding under Section 4 of this Bylaw.
5. The Applicant's Comprehensive General Liability and Employee Fidelity Insurance policies shall contain an endorsement to provide the City within 30 days written notice of change or cancellation of the policies.

DATE OF MEETING December 12, 2016

AUTHORED BY AMRIT MANHAS, ACTING CEO, NANAIMO ECONOMIC DEVELOPMENT CORPORATION

SUBJECT **NANAIMO ECONOMIC DEVELOPMENT CORPORATION BUDGET 2017**

OVERVIEW

Purpose of Report

To present to Council the Nanaimo Economic Development Corporation's Economic Development budget for 2017 and Q1 budget for Tourism Nanaimo.

Recommendation

That Council:

1. establish base funding for the partnership agreement between the City of Nanaimo and the Nanaimo Economic Development Corporation in the amount of \$683,634; and
2. approve the 2017 Nanaimo Economic Development Corporation's budget in the amount of \$1,211,422 for the delivery of Economic Development initiatives and funding for Q1Tourism Nanaimo.

BACKGROUND

The vision statement for Nanaimo is "By 2025, the City of Nanaimo will proudly feature its harbor and inclusive quality lifestyle; excelling as both the business centre and transportation/service hub for Vancouver Island". Five pillars have been identified in achieving this vision; economic health (financial prosperity) being one of the key pillars. The role of an economic development function is to help the City move toward achieving its vision.

Building on the City's vision, the economic development strategy was developed to create a viable and sustainable economy. To achieve the goals identified in the economic development strategy which are referenced in the Official Community Plan (OCP) of 2008, the Nanaimo Economic Development Corporation (NEDC) has developed a work plan and budget for 2017.

Summary of 2017 Budget

Nanaimo Economic Development Corporation Economic Development Budget Summary		
		2017 Budget
Total Wages & Benefits	\$	323,835
Total Ec Dev program costs	\$	277,500
Total operational Ecdev & Tourism	\$	290,632
Total Square One spend	\$	120,748
Amortization & Pension adjustments Estimate 2016	\$	35,000
Total Costs	\$	1,047,715

Tourism Nanaimo Budget Jan 1-March 31, 2017			
Tourism - fixed expenses	Wages & benefits (F/T)	\$	96,287
	Visitor services Operations	\$	9,320
Tourism - variable expenses	Marketing programs	\$	46,550
	Destination development	\$	12,000
	TDF	\$	31,250
	Professional Development	\$	2,050
Total tourism expenses		\$	197,457
Tourism - revenue	Stakeholder Sales	\$	27,000
	DBC - VIC subsidy	\$	6,250
	Retail sales	\$	500
Total tourism revenue		\$	33,750
Total tourism spend		\$	163,707
Total Budget Ecdev & Tourism		\$	1,211,422

OPTIONS

- That Council establish an annual base funding for the partnership agreement between the City of Nanaimo and the Nanaimo Economic Development Corporation in the amount of \$683,634; and approve the 2017 Nanaimo Economic Development Corporation's budget in the amount of \$1,211,422 for the delivery of Economic Development initiatives and funding tourism activities until 2017-MAR-30.
 - Budget Implication:** Setting a base and strategic initiatives budget helps NEDC to ensure continuous service provision to build community capacity, retain and expand the existing business base, help support new business start-ups (entrepreneurship), attract new business and market our region as a desirable place to do business.
 - Legal Implication:** Having an agreement on funding provides for alignment between City vision, and goals and activities of its subsidiary, the Nanaimo Economic Development Corporation.
 - Policy Implication:** Provision of funding ensures that the activities contemplated in the partnering agreement get implemented.
 - Strategic Priorities Implication:** Economic goals and strategic initiatives are aligned with achieving goals identified in the official community plan of Nanaimo
 - Political Implication:** Open and transparent reporting relationship as well as accountability to City Council and residents of Nanaimo.
- Council can provide a different direction.

SUMMARY POINTS

- To establish base funding for the partnership agreement between the City of Nanaimo and the Nanaimo Economic Development Corporation in the amount of \$683,634.
- To approve the 2017 Nanaimo Economic Development Corporation's budget in the amount of \$1,211,422 for the delivery of Economic Development initiatives and funding tourism activities until 2017-MAR-30

ATTACHMENTS

- Attachment A – Nanaimo Economic Development Corporation's Budget 2017, which includes Economic Development and Q1 Tourism Nanaimo.
- Attachment B – Nanaimo Economic Development Corporation's Budget 2017 Council Presentation.

Submitted by:



Amrit Manhas
Acting CEO, Nanaimo Economic
Development Corporation

ATTACHMENT A

NEDC Budget 2017

		Base Budget	2017 Budget
Ec Dev -Wages & Benefits	Wages & benefits	\$ 271,501	\$ 271,501
	Wage Accruals	\$ -	\$ 32,334
	Temporary wages	\$ 20,000	\$ 20,000
Total Wages & Benefits		\$ 291,501	\$ 323,835
Ec Dev - Program costs	Professional Development		\$ 8,000
	Business Investment & hosting		\$ 7,000
	Marketing		\$ 12,500
	Business Retention & Expansion		\$ 7,000
	Reports/Studies/Surveys		\$ 21,000
	Sponsorship Events		\$ 15,000
	Trade Shows		\$ 3,000
	Travel		\$ 10,000
	Stakeholder Workshops		\$ 1,000
	Promo Items		\$ 3,000
	In Film		\$ 20,000
	Strategic Initiatives		\$ 170,000
Total Ec Dev program costs			\$ 277,500
Operational/fixed- Ecdev & Tourism	Wages & Benefits (ED / CEO)	\$ 153,400	\$ 153,400
	Communications & IT	\$ 19,443	\$ 19,443
	Occupancy	\$ -	\$ 15,067
	Occupancy - Parking	\$ 2,970	\$ 2,970
	Office Administration	\$ 21,911	\$ 21,911
	Professional Fees	\$ 12,000	\$ 48,000
	Bank fees & other charges	\$ 5,986	\$ 5,986
	Corporate Communications	\$ 1,565	\$ 1,565
	Website Hosting & Maintenance	\$ 5,000	\$ 5,000
	Board & Committee Costs	\$ 14,110	\$ 14,110
Operational- variable costs	Professional Development	\$ -	\$ 3,180
Operationa/Fixed Expenses		\$ 236,385	\$ 290,632
Square One - fixed expenses	Rent	\$ 112,058	\$ 112,058
	Utilities & Operating costs	\$ 123,690	\$ 123,690
Total Square One expenses		\$ 235,748	\$ 235,748
Square One revenue	Desk Rental	\$ 75,000	\$ 75,000
	Sponsorships	\$ 40,000	\$ 40,000
Total Square One revenue		\$ 115,000	\$ 115,000
Total Square One spend		\$ 120,748	\$ 120,748
Amortization & Pension adjustments Estimate 2016		\$ 35,000	\$ 35,000
Total		\$ 683,634	\$ 1,047,715
Tourism - fixed expenses	Wages & benefits (F/T)		\$ 78,625
	Wage Accruals		\$ 13,662
	Visitor Services Wages (P/T)		\$ 4,000
	Visitor services Operations		\$ 9,320
Tourism - variable expenses	Marketing programs		\$ 46,550
	Destination development		\$ 12,000
	TDF		\$ 31,250
	Conferences		\$ 2,050
Total tourism expenses			\$ 197,457
Tourism - revenue	Stakeholder Sales		\$ 27,000
	DBC - VIC subsidy		\$ 6,250
	Retail sales		\$ 500
Total tourism revenue			\$ 33,750
Total tourism spend			\$ 163,707
Total Budget Ecdev & Tourism		\$ 683,634	\$ 1,211,422

ATTACHMENT B

Budget 2017

Council Presentation

Amrit Manhas, Acting CEO



Vision

VISION

By 2025, the City of Nanaimo will proudly feature its harbour and inclusive quality lifestyle; excelling as both the business centre and transportation/service hub for Vancouver Island.

Economic
Health

Environmental
Responsibility

Social
Equity

Cultural
Vitality

Active
Lifestyle

Nanaimo ECONOMIC DEVELOPMENT CORPORATION



NEDC Mandate

The mandate of the Nanaimo Economic Development Corporation is to *build a prosperous community through economic opportunity*



Circle of Prosperity

A community of social and economic opportunity, that is an attractive place to live, and respects and preserves the environment...



...which result in...

... opportunities for residents,
reduces poverty and crime, and
generates income for consumer
spending and revenues for
excellent schools, quality public
services, and public facilities...

...which attracts...

... diverse, value adding
businesses that provide
well-paying jobs...

*...which
creates...*

Outcomes of Economic development

- New money to the community
- New job creation
- Increased tax base



Nanaimo ECONOMIC DEVELOPMENT CORPORATION

Economic Development Strategy

4 Essential Conditions to create a viable and sustainable economy

1. Committed Leadership

- Business and political leadership that commits to a clear economic vision, acts consistently and focuses on priorities.
- Well-informed decision-makers who improve the community and look to the future.

2. Excellent Foundations

- A business-friendly environment that welcomes and supports business.
- A focus on economic drivers that generate new and sustainable wealth

3. Quality Infrastructure

- A highly skilled and talented workforce.
- Physical infrastructure that connects businesses to their markets.
- Unique features that contribute to the quality of life for people and business.

4. Positive Image

- A positive attitude about Nanaimo among the local population
- A positive reputation for Nanaimo outside of the region.

Nanaimo ECONOMIC DEVELOPMENT CORPORATION



NEDC 2017 Workplan

1. Build “community capacity”
 - Partnerships with other organizations
2. Business development
 - Support new business start-ups
 - Business retention & expansion –Focus on economic drivers
 - Attract new business
3. Marketing/Promotion & Communications
 - Internal and External marketing
4. Research & Information Analysis

Nanaimo ECONOMIC DEVELOPMENT CORPORATION



Economic Development-2017

Ec Dev - Wages & Benefits	Wages & benefits Wage Accruals Temporary wages	\$ 271,501 \$ - \$ 20,000	\$ 271,501 \$ 32,334 \$ 20,000
Total Wages & Benefits		\$ 291,501	\$ 323,835
Ec Dev - Program costs	Professional Development Business Investment & hosting Marketing Business Retention & Expansion Reports/Studies/Surveys Sponsorship Events Trade Shows Travel Stakeholder Workshops Promo Items In Film Strategic Initiatives		\$ 8,000 \$ 7,000 \$ 12,500 \$ 7,000 \$ 21,000 \$ 15,000 \$ 3,000 \$ 10,000 \$ 1,000 \$ 3,000 \$ 20,000 \$ 170,000
Total Ec Dev program costs			\$ 277,500



Operational Fixed Ecdev /Tourism-2017

Operational/fixed- Ecdev & Tourism	Wages & Benefits (ED / CEO)	\$	153,400	\$	153,400
	Communications & IT	\$	19,443	\$	19,443
	Occupancy	\$	-	\$	15,067
	Occupancy - Parking	\$	2,970	\$	2,970
	Office Administration	\$	21,911	\$	21,911
	Professional Fees	\$	12,000	\$	48,000
	Bank fees & other charges	\$	5,986	\$	5,986
	Corporate Communications	\$	1,565	\$	1,565
	Website Hosting & Maintenance	\$	5,000	\$	5,000
Operational- variable costs	Board & Committee Costs	\$	14,110	\$	14,110
	Professional Development	\$	-	\$	3,180
Operational/Fixed Expenses		\$	236,385	\$	290,632

Nanaimo ECONOMIC DEVELOPMENT CORPORATION



Square One

Square One - fixed expenses	Rent	\$	112,058	\$	112,058
	Utilities & Operating costs	\$	123,690	\$	123,690
Total Square One expenses		\$	235,748	\$	235,748
Square One revenue	Desk Rental	\$	75,000	\$	75,000
	Sponsorships	\$	40,000	\$	40,000
Total Square One revenue		\$	115,000	\$	115,000
Total Square One spend		\$	120,748	\$	120,748
Amortization & Pension adjustments Estimate 2016		\$	35,000	\$	35,000
Total		\$	683,634	\$	1,047,715



Tourism Jan 1 – March 31, 2017

Tourism - fixed expenses	Wages & benefits (F/T)		\$	78,625
	Wage Accruals		\$	13,662
	Visitor Services Wages (P/T)		\$	4,000
	Visitor services Operations		\$	9,320
	Marketing programs		\$	46,550
	Destination development		\$	12,000
	TDF		\$	31,250
	Conferences		\$	2,050
Total tourism expenses			\$	197,457
Tourism - revenue	Stakeholder Sales		\$	27,000
	DBC - VIC subsidy		\$	6,250
	Retail sales		\$	500
Total tourism revenue			\$	33,750
Total tourism spend			\$	163,707
Total Budget Ecdev & Tourism			\$	683,634
			\$	1,211,422

Nanaimo ECONOMIC DEVELOPMENT CORPORATION



Budget Summary

NEDC Ecdev Budget Summary		
		2017 Budget
Total Wages & Benefits	\$	323,835
Total Ec Dev program costs	\$	277,500
Total operational Ecdev & Tourism	\$	290,632
Total Square One spend	\$	120,748
Amortization & Pension adjustments Estimate 2016	\$	35,000
Total Costs	\$	1,047,715
Tourism Nanaimo Budget Jan 1-March 31, 2017		
Tourism - fixed expenses	\$	96,287
	\$	9,320
Tourism - variable expenses	\$	46,550
	\$	12,000
	\$	31,250
	\$	2,050
Total tourism expenses	\$	197,457
Tourism - revenue	\$	27,000
	\$	6,250
	\$	500
Total tourism revenue	\$	33,750
Total tourism spend	\$	163,707
Total Budget Ecdev & Tourism	\$	1,211,422



Thank you!



AllPosters

Nanaimo ECONOMIC DEVELOPMENT CORPORATION



MINUTES
SPECIAL OPEN PARKS, RECREATION AND WELLNESS COMMITTEE MEETING
SERVICE AND RESOURCE CENTRE BOARDROOM, 411 DUNSMUIR STREET, NANAIMO, BC
WEDNESDAY, 2016-SEP-21, AT 5:30 P.M.

PRESENT: Councillor I. W. Thorpe, Chair

Members: Councillor W. L. Pratt
A. McPherson
H. Houle
C. Tant
S. Beaudouin-Lobb
M. Horn

Absent: Councillor W. L. Bestwick
M. Young
M. Down
B. Sparkes
K. Alden
M. Swain

Staff: R. Harding, Director, Parks and Recreation
S. Gurrie, City Clerk
M. Brown, Recording Secretary

1. CALL THE SPECIAL OPEN PARKS, RECREATION, AND WELLNESS COMMITTEE MEETING TO ORDER:

The Special Open Parks, Recreation, and Wellness Meeting was called to order at 5:33 p.m.

2. INTRODUCTION OF LATE ITEMS

- (a) S. Gurrie, City Clerk advised of the handout for the operating guidelines and Terms of Reference created by L. Zwarn that was given out at the meeting to all members and Staff.
- (b) Remove Agenda Item 4 (a) Appointment of Chair.
- (c) Remove Agenda Item 4 (b) Appointment of Vice-Chair.
- (d) Remove Agenda Item 10 (a) Director's Report-Verbal-Richard Harding.
- (e) Remove Agenda Item 10 (b) Nob Hill Dog Off-Leash Park Request –and remove delegation Jason Warren.
- (f) Remove Agenda Item 10 (c) Pilot Project – Beban Park Pickleball Courts –and remove delegation Dave Eaton, Nanaimo Pickleball Club.
- (g) Remove Agenda Item 10 (d) PIP Request – Bourbon Park – and remove delegation Genesta Vandekamp.
- (h) Remove Agenda Item 10 (e) Travel Assistance Grant – Nanaimo Lawn Bowling Club.

- (i) Remove Agenda Item 11 (a) Letter dated 2016-FEB-03 from Carmella Luvisotto, Band Teacher, Wellington Secondary School, thanking the Committee for the Travel Assistance Grant funding.
- (j) Remove Agenda Item 12 Notice of Motion.
- (k) Remove Agenda Item 14 Delegations.
- (l) Remove Agenda Item 16 Business Arising from Presentations and Delegations.

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 Parks and Recreation Commission Meeting held in the Bowen Complex Conference Room, Nanaimo, BC, on Wednesday, 2016-JAN-27 at 5:30 p.m. be adopted as circulated. The motion carried unanimously.

It was moved and seconded that the Minutes of the Inaugural Open Parks, Recreation and Wellness Meeting held in the Bowen Complex Conference Room, Nanaimo, BC, on Wednesday, 2016-SEP-08 at 5:00 p.m. be adopted as circulated. The motion carried unanimously.

5. TERMS OF REFERENCE DISCUSSION:

R. Harding, Manager of Parks and Recreation, led a committee member discussion regarding terms of reference.

S. Gurrie, City Clerk, advised the deadline to submit a recommendation regarding changes to the Terms of Reference for the Committee is the end of October.

The Committee discussed the draft of the Terms of Reference and provided the following recommendations:

- Under Purpose:
 - add an “s” to park
 - after “wellness” add “programs, services, and facilities”
 - after “needs of all” add “of the”
 - after “applications for funding” add a coma
 - after “Director” add “of Parks and Recreation”
- Under Membership:
 - after “The membership of the Committee” change the rest of the phrase to “will have up to 15 members and will consist of the following.”
 - add “a maximum of eight (8) members at-large”

- add “three (3) RDN (Electoral Area representatives); and one (1) District of Lantzville representative”
- add “Note: Membership is dictated by existing bylaw; any changes require an amendment.”
- Under Eligibility:
 - add “(Applies to members-at large)”
 - add “5. Promotion of health”
- Under Term:
 - add “(Applies to members-at-large)”
 - change “term of up to two years” to “term of up to three years”
 - change “cumulative” to “consecutive”
- Under meeting frequency:
 - add “Meetings will not be held in August or December”

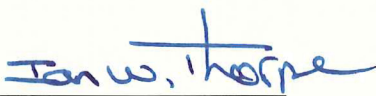
It was moved and seconded that the changes to the Terms of References discussed at the 2016-SEP-21 Parks, Recreation, and Wellness Committee be approved. The motion carried unanimously.

6. KEY DATE CALENDAR DISCUSSION – MEETING DATES / TIMES:

It was moved and seconded that on the fourth Wednesday of every month there will be a Committee meeting commence at 5:30 p.m. in the Service and Resource Centre Boardroom 411 Dunsmuir Street with the exception of August and December in which no meetings will be held. The motion carried unanimously.

7. ADJOURNMENT:

It was moved and seconded at 6:37 p.m. that the meeting terminate. The motion carried unanimously.


CHAIR

CERTIFIED CORRECT:


CORPORATE OFFICER

Delegation Request

Darren Moss has requested an appearance before Council.

The requested date is December 12, 2016.

The requested meeting is:
COW

Presenter's Information:

City: Nanaimo
Province: BC
Bringing a presentation: Yes

Details of Presentation:

Presenting the final TN Relmaged report for Council's consideration

Delegation Request

Jana Zelenski has requested an appearance before Council.

The requested date is December 12, 2016.

The requested meeting is:
COW

Presenter's Information:

City: Nanaimo
Province: BC
Bringing a presentation: Yes

Details of Presentation:

To present the final TN Relmaged report for Council's consideration.