

AGENDA
REGULAR COMMITTEE OF THE WHOLE MEETING
SHAW AUDITORIUM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2016-AUG-22, 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 Special Open Committee of the Whole Meeting held in the Shaw Auditorium, 80 Commercial Street, on Monday, 2016-JUL-18 at 4:30 p.m. Pg. 5-10
5. **PRESENTATIONS:**

NONE
6. **ADMINISTRATION:**
7. **CORPORATE SERVICES:**
 - (a) **Council Appointments to Committees**

Purpose: For Council to announce its appointments to committees.
 - (b) **Operating Results for the Six Months Ended 2016-JUN-30**

Purpose: To present a summary of the operating results for the six months ended 2016-JUN-30. Pg.11-18
 - (c) **Capital Project Results for the Six Months Ended 2016-JUN-30**

Purpose: To present a summary of the capital project results for the six months ending 2016-JUN-30. Pg.19-28
 - (d) **Council Expenses for the Six Months Ended 2016-JUN-30**

Purpose: To present a summary of Council expenses for the six months ended 2016-JUN-30. Pg.29-56

(e) **Quarterly Single Submission Purchases**

Purpose: To comply with Council's "Purchasing Power Delegation Bylaw 2013 No. 7175" by reporting Single Tender Submissions during the three month period from 2016-APR-01 to 2016-JUN-30. Pg. 57-58

(f) **Quarterly Direct Award Purchases**

Purpose: To comply with Council's "Purchasing Power Delegation Bylaw 2013 No. 7175" by reporting Direct Award Purchases during the three month period from 2016-APR-01 to 2016-JUN-30. Pg.59-61

(g) **2016-2020 Financial Plan Amendment Bylaw**

Purpose: To amend the 2016 – 2020 Financial Plan for changes that have occurred since the bylaw was last amended on 2016-MAY-02.

Staff Recommendation: That Council receive for information the report pertaining to "Financial Plan Amendment Bylaw 2016 No. 7222.02. Pg.62-67

8. **COMMUNITY SERVICES:**

(a) **Updated Automated Solid Waste Collection Business Case**

Purpose: To provide Council with information regarding the updated automated solid waste collection business case that takes in to account the observations of the Core Service Review report. A presentation will accompany this report. Pg.68-76

Delegation:

1. Mr. Dan Lazaro and Mr. Stew Young on behalf of the Vancouver Island Recycling and Waste Industry Coalition.

(b) **Travel Assistance Grant - Nanaimo Minor Baseball - Midget U18**

Purpose: To obtain Council direction regarding a request for a Travel Assistance Grant.

Staff Recommendation: That Council approve the application for a Travel Assistance Grant to Nanaimo Minor Baseball, Midget U18 team, in the amount of \$1,300 for thirteen (13) athletes to attend the Baseball Canada 2016 U18 National Championships being held in Sherbrooke, Quebec, during the period 2016-AUG-18 through 2016-AUG-22. Pg.77-78

(c) **College Park Supply Main Tender**

Purpose: To advise Council of a public tender call of \$250,000 and above, in accordance with the City's Purchasing Bylaw No. 7175.

Staff Recommendation: That Council direct Staff to issue a Call for Tender for the College Park Water Supply Main Installation Tender.

Pg.79-81

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

- Special Open Nanaimo Economic Development Corporation (NEDC) Nominating Committee Meeting held 2016-FEB-01.

Pg.82-83

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

10. **NOTICE OF MOTION:**

11. **OTHER BUSINESS:**

(a) **Core Services Review Report Recommendations**

It is requested that Council hear anyone wishing to speak with respect to the Core Services Review Report.

- (1) Ms. Arla Jean Murch regarding the proposed closing of Beban pool for three months annually.
- (2) Ms. Evelyn Mah-Poy regarding the proposed closing of Beban pool for three months annually and submitting a petition.
- (3) Mr. Ron Prefontaine on behalf of Ms. Linda Keays regarding the proposed closing of Beban pool for three months annually.

(b) **Councillor Kipp – Community Town Hall Sessions**

At the Regular Council Meeting held 2016-JUL-11, Councillor Kipp advised that he would be bringing forward the following Notice of Motion to the Regular Meeting of Council scheduled for 2016-AUG-08. By unanimous consent, Council agreed to delay the reading of the motion until this 2016-AUG-22 Committee of the Whole Meeting due to Councillor Kipp's absence.

“That Council as part of the Council Procedure Bylaw Review process consider hosting Community Town Hall sessions, monthly or as determined, before a regularly scheduled Council Meeting or after a Committee of the Whole Meeting, where members of the public can register to address Council in an informal environment. The length and frequency of the webcast that is recorded and responded to would be determined by the Council Procedure Bylaw review process.”

(c) **Councillor Brennan – Medical Marijuana-related Business Bylaw**

At the Regular Council Meeting held 2016-AUG-08, Councillor Brennan advised that she would be bringing forward the following Notice of Motion to the Regular Committee of the Whole Meeting scheduled for 2016-AUG-22.

“That Council direct Staff to review the City of Victoria’s draft Medical Marijuana-Related Business Bylaw and their proposed amendments to Victoria’s Zoning Bylaw; and, that should the full report not be available that Staff prepare an interim report for Council’s information on or before 2016-SEP-19.”

Delegation:

1. Mr. Matthew O'Donnell

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

- (a) Mr. Holden Southward regarding predicted food costs.
- (b) Ms. Lori Antifave regarding the Nanaimo Canoe and Kayak Club and its need for an updated boathouse.
- (c) Ms. Lauren Semple regarding the success of Pride Week 2016 and the inaugural Pride parade and festival.
- (d) Ms. Linda Keays regarding E-town hall meetings and town hall meetings.

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

15. **ADJOURNMENT:**

ACTING MAYOR: COUNCILLOR BRENNAN
2016-JUL-27 to 2016-SEP-06

MINUTES
SPECIAL OPEN COMMITTEE OF THE WHOLE MEETING
SHAW AUDITORIUM, 80 COMMERCIAL STREET, NANAIMO
MONDAY, 2016-JUL-18 AT 4:30 P.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick (via telephone 4:20 p.m.)
Councillor M. D. Brennan
Councillor G. W. Fuller
Councillor J. Hong (entered at 4:39 p.m.)
Councillor W. L. Pratt (via telephone 7:01 p.m.)
Councillor W. M. Yoachim

Absent: Councillor Thorpe
Councillor Kipp

Staff: T. Samra, Chief Administrative Officer
V. Mema, Director of Finance
R. J. Harding, Director, Parks and Recreation
P. Rosen, A/Director of Engineering
P. Stewart, Manager of Engineering Projects
P. Cooper, Communications Manager
Ms. Kirsty MacDonald, Parks and Open Space Planner
D. Blackwood, Client Support Specialist
S. Gurrie, A/City Clerk
D. Stennes, Recording Secretary
J. Vanderhoef, Clerical Support

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) Agenda Item 8 (a) Harewood Youth Park – add presentation from Ms. Kirsty MacDonald, Parks and Open Space Planner and add delegation:
 - 2. Ms. Peggy Lake, Harewood Neighbourhood Association, and Mr. Chris Leigh, Nanaimo Skateboard Association.
- (b) Agenda Item 8 (c) Supply, Delivery and Distribution of Wheeled Carts Contract Award – add delegation Mr. Tim McGrath.
- (c) Add Agenda Item 12 (b) Delegation Ms. Shauna McAllister, regarding storefront advertising in medical marijuana shops.
- (d) Add Agenda Item 6 (a) Appointment of Corporate Officer.

- (e) Agenda Item 8 (c) Supply, Delivery and Distribution of Wheeled Carts Contract Award – add delegation Mr. George Quan.
- (f) Add Agenda Item 12 (c) Delegation Mr. Russell Holmberg, Director, V I Raiders Football Organization, regarding their upcoming 2016 season.

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, 2016-JUN-27 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

6. ADMINISTRATION:

(a) Appointment of Corporate Officer

Mayor McKay announced the appointment of Ms. Jane Armstrong as the City Clerk and Corporate Officer for the City of Nanaimo.

It was moved and seconded that Council:

- 1. appoint Jane Armstrong, City Clerk, to fulfill the duties as set out in Section 148 of the *Community Charter*, and,
- 2. change the order in which the Deputy Corporate Officer performs the duties in the absence of the Corporate Officer as follows:
 - a) Sheila Gurrie, Legislative Services Claims/FOI Coordinator;
 - b) Donna Smith, Legislative Services Steno Coordinator; and,
 - c) Victor Mema, Director of Finance.

Councillor Hong entered the Shaw Auditorium at 4:39 p.m.

8. COMMUNITY SERVICES:

(a) Harewood Youth Park

Ms. Kirsty MacDonald, Parks and Open Space Planner, provided a presentation reviewing the design details and costs for the phases of the Harewood Youth Park project.

Delegations:

1. Mr. Tim McGrath spoke on behalf of the Harewood Neighbourhood Association in support of the youth park.

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

2. Ms. Peggy Lake, Harewood Neighbourhood Association, and Mr. Chris Leigh, Nanaimo Skateboard Association, spoke in support of the youth park concept designs and provided an overview of fund raising activities.

It was moved and seconded that Council receive the delegation from Ms. Peggy Lake and Mr. Chris Leigh. The motion carried unanimously.

It was moved and seconded that Council:

1. receive the design concept for the Youth Park at Harewood Centennial Park;
2. allocate \$27,000 to carry out Phase 2 detailed from the current balance in the Knowles Estate fund; and,
3. support budgeting of Phase 1 of the Youth Park project in the 10-year capital plan.

It was moved and seconded that the motion be amended to change the wording of points 2 and 3 as follows:

2. allocate \$27,000 to carry out Phase 2 detailed design from the current balance in the Knowles Estate fund; and,
3. support budgeting of Phase 1 and Phase 2 of the Youth Park project in the 10-year capital plan.

The motion carried unanimously.

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

1. receive the design concept for the Youth Park at Harewood Centennial Park;
2. allocate \$27,000 to carry out Phase 2 detailed design from the current balance in the Knowles Estate fund; and,
3. support budgeting of Phase 1 and Phase 2 of the Youth Park project in the 10-year capital plan.

The motion carried unanimously.

(b) Beban Park Community Bike Park

Ms Kirsty MacDonald, Parks and Open Space Planner, provided a presentation reviewing the design details and costs for the Beban Park Community Bike Park project.

Delegations:

1. Mr. Jim Thompson and Mr. Dana Butcher, Gyro Club of Nanaimo, endorsed the Staff report to approve the concept plan, fund the design and allow the volunteers of their organization to construct the project.

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

2. Ms. Michelle Corfield spoke in memory of Mr. Steve Smith, a downhill bike racing champion from Nanaimo, and asked Council to consider naming the park in his honour in support of the Steve Smith Legacy Fund.

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

It was moved and seconded that Council:

1. receive the design concept for the community bike park at Beban Park;
2. allocate \$22,000 to carry out Phase 2 detailed design for the dirt jump park portion of the project [50% from 2016 Partners in Parks (PIP) funds and 50% from private contributions]; and,
3. once detailed design is completed, include project costs in the 2017-2021 Capital Plan for consideration (including private contributions).

It was moved and seconded that the motion be amended to add a fourth recommendation that Council name the community bike park at Beban Park after Mr. Steve Smith. The motion carried unanimously.

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

1. receive the design concept for the community bike park at Beban Park;
2. allocate \$22,000 to carry out Phase 2 detailed design for the dirt jump park portion of the project [50% from 2016 Partners in Parks (PIP) funds and 50% from private contributions];
3. once detailed design is completed, include project costs in the 2017-2021 Capital Plan for consideration (including private contributions); and,
4. name the community bike park at Beban Park after Mr. Steve Smith.

The motion carried unanimously.

Councillor Brennan and Councillor Yoachim vacated the Shaw Auditorium at 6:00 p.m.

The Council Meeting lost quorum at 6:00 p.m.

Councillor Brennan returned to the Shaw Auditorium at 6:01 p.m.

The Council Meeting reconvened at 6:02 p.m.

Councillor Yoachim returned to the Shaw Auditorium at 6:04 p.m.

(c) Supply, Delivery and Distribution of Wheeled Carts Contract Award

It was moved and seconded that Council cancel the Request For Proposal for the supply, delivery, and distribution of wheeled carts. The motion carried unanimously.

It was moved and seconded that Council direct Staff to take into consideration recommendations outlined on Pages 74-75 of the Core Services Report and to report back to Council. The motion carried unanimously.

Delegations:

1. Mr. Tim McGrath withdrew his delegation request.
2. Mr. George Quan withdrew his delegation request.

(d) Beban Plaza Utility Upgrade

Mr. Phil Stewart, Manager of Engineering Projects, provided a presentation regarding plans for the Beban Plaza utility upgrade project.

It was moved and seconded that Council direct Staff to issue a Call for Tender for the Beban Plaza Utility Upgrade. The motion carried unanimously.

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

- (a) Ms. Celia White, Meal Exchange – BC Branch, spoke regarding a request for sponsorship of an upcoming Meal Exchange Summer Retreat in the amount of \$5,000.00.

It was moved and seconded that Council receive the delegation of Ms. Celia White. The motion carried unanimously.

It was moved and seconded that Council provide the funding of \$5,000.00 to bring the students to Nanaimo for the Meal Exchange Summer Retreat to be held 2016-AUG-18 to 2016-AUG-21. The motion carried.

Opposed: Mayor McKay, Councillor Bestwick

- (b) Ms. Shauna McAllister spoke regarding concerns about storefront advertising targeted at youth in medical marijuana shops.

It was moved and seconded that Council receive the delegation of Ms. Shauna McAllister. The motion carried unanimously.

- (c) Mr. Russell Holmberg, Director, V I Raiders Football Organization, requested Council's endorsement of a parachute jump special event at the home opening game of their 2016 season.

It was moved and seconded that Council endorse the parachute jump event into Caledonia Park subject to the regulatory requirements for insurance purposes being met. The motion carried unanimously.

Councillor Pratt joined the meeting via the telephone at 7:01 p.m.

It was moved and seconded that Council receive the delegation of Mr. Russell Holmberg. The motion was carried unanimously.

13. QUESTION PERIOD:

- Mr. Fred Taylor, re: voting procedures for Councillors present by telephone during motions.

14. 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 part of a Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (c) labour relations or other employee relations;
- (f) law enforcement, if the Council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; and,
- (n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (2).

The motion carried.

Opposed: Councillors Fuller, Yoachim

Council moved into "In Camera" at 7:24 p.m.

Council moved out of "In Camera" at 9:08 p.m.

15. ADJOURNMENT:

It was moved and seconded at 9:09 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

DATE OF MEETING August 22, 2016

AUTHORED BY LAURA L. MERCER, MANAGER OF ACCOUNTING SERVICES

SUBJECT **OPERATING RESULTS FOR THE SIX MONTHS ENDING 2016-JUN-30**

OVERVIEW

Purpose of Report

To present a summary of the operating results for the six months ending 2016-JUN-30.

DISCUSSION

The intent of this report is to provide Council with a summary of the City's financial operating results for the six month period ending 2016-JUN-30, as well as a projection of the year end variance when compared to the 2016 Financial Plan.

Managers from all departments review monthly financial reports in order to identify budget variances as they occur, and to ensure that immediate action is taken to address any potential deficits.

Summary of Projected Operating Position at 2016-DEC-31:

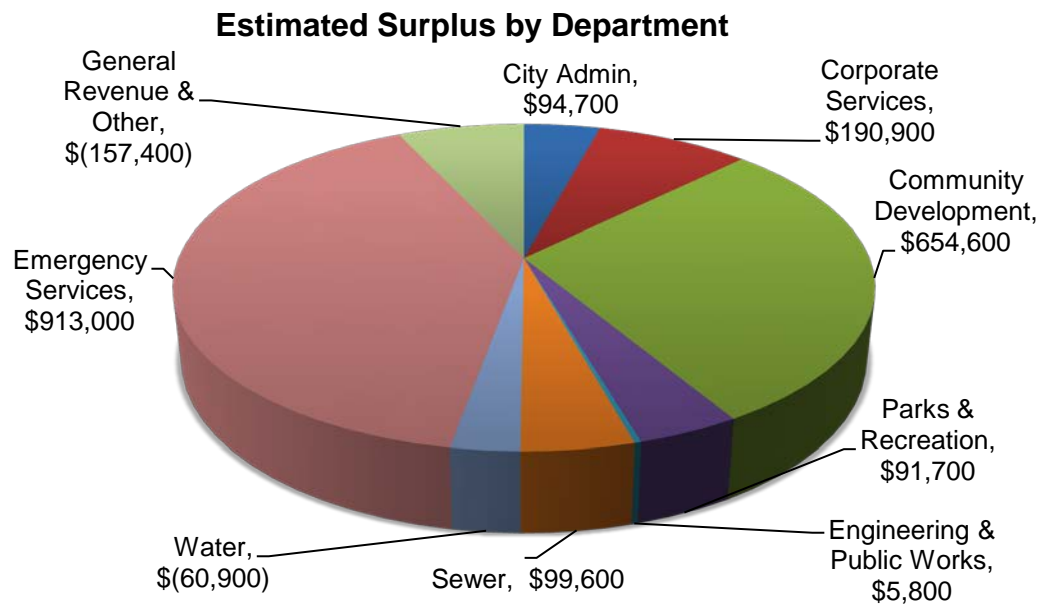
<i>Operating Fund</i>	<i>Revenues</i>	<i>Expenditures</i>	<i>Surplus/(Deficit)</i>
General Operations	\$ 154,163,100	\$ 152,369,800	\$ 1,793,300
Sewer Operations	14,105,600	14,006,000	99,600
Water Operations	<u>17,456,300</u>	<u>17,517,200</u>	<u>(60,900)</u>
Total Surplus	\$ 185,725,000	\$ 183,893,000	\$ 1,832,000

Assuming an even distribution of revenues and expenditures throughout the year, the current financial performance benchmark would be approximately 50% versus budget. Where significant variances over \$100,000 have been identified, Staff have provided comments in the departmental sections listed in **Appendix 1**.

The summary of operating results by department is documented at a more detailed level in **Appendix 2**. This report lists the total year-to-date revenue and expenditures for the functions within each department. This listing illustrates, at a glance, the overall status of an individual service as at December 31 compared to the overall budget for that service for the entire year. The variance column displays the surplus or deficit for the year for each department. Positive values increase surplus, while negative amounts (displayed in parentheses) decrease surplus.

Regular Committee of
the Whole Meeting
2016-AUG-22

The operating surplus generated by each department is represented visually as follows:



On an overall basis, the projected surplus for 2016 is consistent with expectations and also with financial results of previous years. Staff will continue to monitor monthly and quarterly financial performance and will take immediate action to address any negative variances.

SUMMARY POINTS

- The overall projected surplus for the 2016 fiscal year is \$1,832,000, which is broken down between the general operating fund for \$1,793,300, the sewer operating fund for \$99,600, and a deficit from the water operating fund of (\$60,900).
- On a monthly basis, department managers review financial reports to identify budget variances as they occur.

ATTACHMENTS

- Appendix 1: Variance Analysis of the Operating Results for the six months ending 2016-JUN-30.
- Appendix 2: Summary of the Operating Results for the six months ending 2016-JUN-30.

Submitted by:



Laura L. Mercer
Manager of Accounting Services

Concurrence by:



Victor Mema
Chief Financial Officer

APPENDIX 1 – Variance Analysis of the Operating Results for the Six Months Ending 2016-JUN-30

On a monthly basis, each City department monitors its actual financial results as compared to the Financial Plan. The following section provides a summary of the anticipated surplus (deficit) by department, and also includes an explanation for significant variances over \$100,000.

City Administration

The City Administration department shows year-to-date total revenues at 51% and expenditures at 45%, resulting in an estimated surplus of \$94,700.

Corporate Services

The Corporate Services department shows year-to-date total revenues at 78% and expenditures at 47%.

Based on the analysis of these accounts, at 2016-DEC-31 an estimated surplus of \$190,900 is expected. The majority of the surplus is made up of the following items:

- *Information Technology* – \$233,400 – Cost reductions in numerous areas, most significantly in software license maintenance, hardware purchases, and data line rentals account for approximately \$192,000 of the projected surplus.

Community Services

Community Services is broken down into four (4) main areas:

Community Development

The Community Development department shows year-to-date total revenues at 81% and expenditures at 45%.

Based on the analysis of these accounts, at 2016-DEC-31 an estimated surplus of \$654,600 is expected. The majority of the surplus is made up of the following items:

- *Building Inspections* - \$532,400 – The volume of building inspections and permits has exceeded expectations in the first two quarters and has resulted in a projected positive variance at year end.

Parks, Recreation and Environment

The Parks, Recreation and Environment department shows year-to-date total revenues at 50% and expenditures at 46%.

Based on the analysis of these accounts, at 2016-DEC-31 an estimated surplus of \$91,700 is expected.

Engineering and Public Works

The Engineering and Public Works department shows year-to-date total revenues at 44% and expenditures at 42%.

Based on the analysis of these accounts, at 2016-DEC-31 an estimated surplus of \$5,800 is expected. The key variances from budget are:

- Support Services – \$115,300 – Unbudgeted WorkSafe BC recoveries are expected to create a positive variance of \$67,400. The surplus of \$48,000 that has been generated by cost savings in Public Works yard maintenance has been offset by increased costs in Sanitation and Cemetery operations, resulting in an overall variance of \$5,800.

Utilities

The Utilities department shows year-to-date total revenues at 56% and expenditures at 71%. Based on the analysis of these accounts, at 2016-DEC-31 an estimated surplus of \$38,700 is expected.

Emergency Services

The Emergency Services department shows year-to-date total revenues at 77% and expenditures at 47%.

Based on the analysis of these accounts, at 2016-DEC-31 an estimated surplus of \$913,000 is expected. The key variances from budget are:

- RCMP – \$750,000 – The RCMP contract is expected to generate approximately \$750,000 of surplus due to staffing levels and availability being lower than anticipated.

Other

The Other category shows year-to-date total revenues at 39% and expenditures at 44%, resulting in an estimated surplus of \$95,700.

General Revenues

The General Revenues department shows year-to-date total revenues at 96% and expenditures at 73%. The majority of revenues in this department relate to property taxation which are all recorded in May and June of each year. Correspondingly, the majority of expenditures relate to payovers to the Downtown Nanaimo Business Improvement Association and transfers to reserve.

Based on the analysis of these accounts, at 2016-DEC-31 an estimated deficit of (\$253,100) is expected. Comments on the variances from budget are as follows:

- Investment Income – (\$200,000) – The global economy has faced various challenges in 2016, which are difficult to predict. Financial institutions around the world have maintained low interest rates in an attempt to maintain economic activity.

City of Nanaimo
Summary of Operating Results
June 30, 2016

	Revenues			Expenditures			Year to Date	Projection
	2016 Annual Budget	2016 YTD Actual	Variance	2016 Annual Budget	2016 YTD Actual	Variance	Net Surplus (Deficit)	December 2016 Surplus
ADMINISTRATION								
CAO Office	15,000	8,454	56%	381,640	244,706	64%	130,388	(15,000)
Communications	-	-	0%	322,896	152,212	47%	170,684	-
Community Services Administration	-	-	0%	90,321	54,306	60%	36,015	-
Corporate Services Administration	-	-	0%	82,364	41,770	51%	40,594	35,000
Human Resources	152,314	5,544	4%	2,079,734	888,665	43%	1,044,299	26,800
Legislative Services, Bylaw, and Parking	2,063,908	1,229,462	60%	4,622,192	2,089,930	45%	1,697,816	47,900
Legislative Services, Bylaw, and Parking Projects	676,237	236,696	35%	745,837	286,696	38%	19,600	-
	2,907,459	1,480,157	51%	8,324,984	3,758,284	45%	3,139,398	94,700
CORPORATE SERVICES								
Financial Services and Purchasing	152,750	46,381	30%	3,728,019	1,898,419	51%	1,723,231	39,100
Information Technology	-	-	0%	3,448,497	1,658,545	48%	1,789,952	233,400
Police Support Services	1,632,012	1,873,898	115%	6,059,144	3,075,632	51%	3,225,398	(68,700)
Grants in Aid & Special Celebrations	31,593	-	0%	66,200	25,557	39%	9,050	7,400
Corporate - General Administration	105,200	90,922	86%	(551,170)	(301,021)	55%	(264,427)	(20,300)
Information Technology Projects	760,137	131,367	17%	760,137	135,462	18%	(4,095)	-
Financial Services and Purchasing Projects	46,932	5,932	13%	147,932	25,891	18%	81,041	-
Police Support Services Projects	30,000	299	1%	190,000	18,673	10%	141,625	-
	2,758,624	2,148,799	78%	13,848,759	6,537,159	47%	6,701,775	190,900
COMMUNITY SERVICES								
COMMUNITY DEVELOPMENT								
Community Development Administration	-	-	0%	379,020	184,767	49%	194,253	-
Social and Protective Services Administration	-	-	0%	569,766	295,383	52%	274,383	9,400
Development Services	-	-	0%	320,723	139,601	44%	181,122	-
Building Inspections	1,362,100	1,522,580	112%	1,702,427	825,483	48%	1,037,425	532,400
Engineering & Subdivisions	157,500	95,416	61%	1,198,330	594,469	50%	541,777	18,700
Business Licenses	983,000	1,028,635	105%	205,057	93,867	46%	156,825	75,400
Real Estate	247,000	146,766	59%	649,557	323,195	50%	226,129	8,700
Planning	97,900	52,156	53%	1,102,056	516,827	47%	539,485	300
Culture & Heritage	46,500	10,669	23%	2,125,221	1,098,139	52%	991,252	9,700
Environment	-	-	100%	244,113	118,499	49%	125,614	-
Social and Protective Services Administration Projects	215,944	22,775	11%	223,444	26,945	12%	3,329	-
Development Services Projects	-	-	0%	37,500	-	0%	37,500	-
Planning Projects	469,988	62,648	13%	594,988	116,478	20%	71,170	-
Culture & Heritage Projects	171,876	78,668	46%	387,945	130,452	34%	164,285	-
Environment Projects	33,900	49,787	147%	121,050	8,988	7%	127,949	-
	3,785,708	3,070,099	81%	9,861,197	4,473,092	45%	4,672,497	654,600
COMMUNITY SERVICES								
PARKS & RECREATION								
Administration	45,000	23,091	51%	422,882	179,307	42%	221,666	100
Facilities Planning & Maintenance	82,920	74,591	90%	813,369	461,368	57%	343,672	(46,100)
Operations	2,353,978	1,502,093	64%	5,733,843	2,561,924	45%	2,320,034	81,400
Arena Operations	1,415,764	751,865	53%	2,638,471	1,160,049	44%	814,523	(45,700)
Aquatic Operations	2,696,283	1,478,853	55%	6,685,534	3,334,709	50%	2,133,395	13,100
Parks Operations	233,405	195,151	84%	5,709,323	2,754,828	48%	2,916,241	87,000
Civic Properties	127,878	63,939	50%	106,774	40,958	38%	1,877	-
Community Development	1,091,640	-	0%	156,900	89,700	57%	(1,024,440)	1,900
Facilities Projects	12,500	-	100%	78,500	1,531	2%	64,469	-
Operations Projects	354,413	138,383	39%	518,981	121,776	23%	181,175	-
Arena Projects	105,099	22,068	21%	135,099	31,742	23%	20,327	-
Aquatic Projects	325,932	190,530	58%	463,078	228,238	49%	99,438	-
Parks Operations Projects	192,309	72,975	38%	641,770	148,743	23%	373,694	-
Civic Properties Projects	7,384	7,384	100%	97,849	38,560	39%	59,289	-
	9,044,505	4,520,923	50%	24,202,373	11,153,432	46%	8,525,359	91,700
COMMUNITY SERVICES								
ENGINEERING & PUBLIC WORKS								
Engineering Services	14,600	(797)	-5%	3,008,184	1,401,432	47%	1,591,355	26,200
Transportation	50,903	23,881	47%	5,266,386	2,079,318	39%	3,160,046	100
Storm Drainage	48,265	15,617	32%	2,012,528	915,552	45%	1,064,327	(84,100)
Sanitation	3,799,213	1,902,956	50%	4,253,998	2,070,138	49%	287,602	(76,300)
Cemeteries	69,900	35,708	51%	252,764	75,379	30%	143,194	-
Support Services	424,000	266,296	63%	1,279,238	810,017	63%	311,517	115,300
Fleet Operations	-	3,732	100%	(1)	3,732	100%	(1)	24,600
Engineering Services Projects	529,943	69,968	13%	609,043	83,832	14%	65,237	-
Transportation Projects	229,295	30,311	100%	1,073,874	169,746	16%	705,144	-
Storm Drainage Projects	195,588	49,883	26%	442,038	78,520	18%	217,813	-
Support Services Projects	64,142	15,491	24%	168,142	32,957	20%	86,534	-
Fleet Operations - Projects	80,000	12,002	15%	80,000	12,002	15%	-	-
	5,505,849	2,425,049	44%	18,446,194	7,732,624	42%	7,632,769	5,800

City of Nanaimo
Summary of Operating Results
June 30, 2016

	Revenues			Expenditures			Year to Date	Projection
	2016 Annual Budget	2016 YTD Actual	Variance	2016 Annual Budget	2016 YTD Actual	Variance	Net Surplus (Deficit)	December 2016 Surplus
COMMUNITY SERVICES								
UTILITIES								
Sewer Utility	12,744,302	9,627,525	76%	12,744,302	11,003,282	86%	(1,375,757)	99,600
Water Utility	16,115,468	7,630,755	47%	15,985,468	10,792,491	68%	(3,291,736)	(60,900)
Sewer Operating Projects	1,285,843	323,118	25%	1,285,843	331,047	26%	(7,929)	-
Water Operating Projects	1,337,788	59,902	4%	1,467,788	76,002	5%	113,900	-
	31,483,401	17,641,299	56%	31,483,401	22,202,821	71%	(4,561,522)	38,700
EMERGENCY SERVICES								
Nanaimo Fire Rescue	231,223	325,391	141%	15,191,381	7,432,294	49%	7,853,255	65,600
Emergency Management	-	3,000	100%	188,756	94,124	50%	97,632	1,500
RCMP	212,071	212,936	100%	21,723,411	10,189,182	47%	11,535,095	750,000
Emergency Services Communications 911	942,675	607,362	64%	1,453,641	714,595	49%	403,733	95,900
Nanaimo Fire Rescue - Projects	79,218	32,206	41%	300,273	42,329	14%	210,932	-
Emergency Management - Projects	2,000	-	0%	14,000	-	0%	12,000	-
Emergency Services Communications 911 - Projects	57,525	414	1%	57,525	414	1%	-	-
	1,524,712	1,181,309	77%	38,928,987	18,472,938	47%	20,112,646	913,000
OTHER								
Port of Nanaimo Centre Operations	1,723,135	807,912	47%	2,929,962	1,172,454	40%	842,285	85,000
Port of Nanaimo Centre Debt Payments	398,891	-	0%	2,735,577	1,174,976	43%	1,161,710	-
Economic Development	-	-	0%	1,395,450	708,076	51%	687,374	-
Downtown Revitalization	-	-	0%	231,923	115,961	50%	115,962	-
Corporate Facilities	-	-	0%	620,954	283,388	46%	337,566	10,700
Corporate Facilities Projects	30,000	24,563	82%	30,000	24,563	100%	-	-
	2,152,026	832,474	39%	7,943,866	3,479,418	44%	3,144,897	95,700
GENERAL REVENUE								
Real Property Taxes	96,793,560	92,686,265	96%	-	-	0%	(4,107,295)	5,000
Business Improvement Areas	231,923	231,923	100%	231,923	231,923	100%	-	-
Taxes in Lieu of Licenses	1,423,278	1,423,278	100%	-	-	0%	(0)	-
Grants in Lieu of Taxes	1,501,404	1,463,409	97%	-	-	0%	(37,996)	(38,000)
Investment Income	1,875,000	784,340	42%	5,000	-	0%	(1,085,660)	(200,000)
Miscellaneous Revenue	1,620,000	137,029	8%	300,100	91,969	31%	(1,274,840)	(81,200)
Provincial Revenue Sharing	2,525,000	531,543	21%	125,000	125,000	100%	(1,993,457)	83,000
Transfer to/from Reserves	-	-	0%	3,659,329	3,659,329	100%	-	(83,000)
Transfer to/from Surplus	200,000	200,000	100%	-	-	0%	-	-
Vancouver Island Regional Library	-	4,173,412	100%	4,112,345	2,056,172	0%	6,229,585	61,100
	106,170,165	101,631,197	96%	8,433,697	6,164,393	73%	(2,269,663)	(253,100)
Transfers to Capital	19,101,641	-	0%	22,960,632	-	0%	3,858,991	-
Total All Services	184,434,090	134,931,306	73%	184,434,090	83,974,161	46%	50,957,145	1,832,000

NOTE: Collections for Other Governments has not been included in this operating analysis

DATE OF MEETING August 22, 2016

AUTHORED BY LAURA L. MERCER, MANAGER OF ACCOUNTING SERVICES

SUBJECT **CAPITAL PROJECT RESULTS FOR THE SIX MONTHS ENDING 2016-JUN-30**

OVERVIEW

Purpose of Report

To present a summary of the capital project results for the six months ending 2016-JUN-30.

DISCUSSION

Projects that satisfy specific requirements as outlined in the City's Capital Asset Policy are classified as capital expenditures and are accounted for in the City's capital funds. There are three (3) Capital funds: General Capital, Sewer Capital and Water Capital funds. Projects that are smaller in scope and below specific capitalization thresholds are classified as "operating projects" and are accounted for in the City's operating funds.

Funding for project expenditures comes from a number of sources including general tax revenues, operating and statutory reserves, grants and borrowing. Statutory reserve funding sources include Development Cost Charges, Equipment Replacement Reserve, Asset Management Reserve, Community Works Reserve and the Facility Development Reserve.

Unfinished projects at the end of the year are usually carried forward to be completed in the following year. Due to this, capital fund variances usually do not impact the operating surplus value.

Attached to this report is Appendix 2 which outlines the summary of the capital project results by project type for the six months ending 2016-JUN-30. The summary is divided into two sections: Concurrent projects (i.e.: projects undertaken together to minimize disruption and maximize cost and service efficiencies) and all other capital projects.

Each section has been broken out into the following categories; which are defined as follows:

Status	Description
Completed	Project is fully complete and no additional costs are expected
Substantially Complete	Project is almost fully complete but there are a few minor costs still remaining to be incurred
In Progress	Project is currently underway
Delayed	Project has not been started or halted
Other	Project that does not fit into the categories above

For projects that have a 'Completed' status and come in under budget, the unused funds that are not transferred to other capital projects are transferred back to general reserves and /or other initial funding sources as appropriate to fund future projects.

Appendix 1 provides a brief explanation for individual projects with a budget variance in excess of \$1 million dollars.

Appendix 2 lists the total year-to-date expenditures for each project. This listing illustrates at a glance the status of individual projects as at 2016-JUN-30 compared to the budget for the year.

The City of Nanaimo has a capital budget of \$50 million for 2016. This is represented by 184 projects: 40 projects are now complete; 78 projects are in progress; 66 projects have been delayed or other; 40% of the 2016 budget has either been spent to-date or committed.

Summary by Project Status as at 2016-JUN-30:

<i>Project Status</i>	<i>% of Total Budget</i>	<i>Annual Budget</i>	<i>Actual Costs To June 30</i>	<i>Available Funds</i>
Completed / Substantially Complete	15%	\$ 7,489,647	\$ 6,182,850	\$ 1,306,797
In-Progress	53%	26,741,027	13,879,958	12,861,069
Delayed/Other	32%	<u>15,921,337</u>	<u>63,226</u>	<u>15,858,111</u>
Total		<u>\$ 50,152,011</u>	<u>\$ 20,126,034</u>	<u>\$ 30,025,977</u>

SUMMARY POINTS

- \$20,126,034 of the \$50,152,011 capital budget has been spent or committed as at 2016-JUN-30.

ATTACHMENTS

- Appendix 1: Variance Analysis of the Summary of Capital Results for the six months ending 2016-JUN-30.
- Appendix 2: Summary of Capital Results for the six months ending 2016-JUN-30.

Submitted by:



Laura L. Mercer
Manager of Accounting Services

Concurrence by:



Victor Mema
Chief Financial Officer

Appendix 1: Variance Analysis of the Summary of Capital Results for the six months ended 2016-JUN-30

The following section provides an explanation of the significant project variances over \$1,000,000.

Buttertubs Utility Upgrade Project \$ 1,122,212

This concurrent project relates to road and sewer upgrades Buttertubs area. This project has been funded from general storm reserve funds (\$196,895), and the DCC statutory reserve fund (\$3,873,098). This project experienced a delay in 2015 but is now in progress in 2016.

Garner Crescent Area Utility Upgrade \$ 1,209,806

This project relates to the sewer and water main upgrades in this area. The tender closed on July 13th for the project. The funding sources for this project are the general sewer reserves (\$801,280) and the Water Fund Asset Management reserve fund (\$422,000). This project is in progress.

Boundary/Northfield Intersection Upgrade \$ 2,529,164

This concurrent project relates to road and water main upgrades at this intersection. The anticipated completion date is Spring 2017. This project is in partnership with the Ministry of Transportation and Infrastructure who have contributed funding of \$1,422,886. The balance of the project is funded from general transportation reserve funds (\$267,626), general water reserve funds (\$30,000), ICBC contributions (\$95,000), and from the DCC statutory reserve funds (\$753,100). This project is currently on hold for up to a year per a Council motion made on May 9th, 2016.

Major Road Rehab Program \$ 861,339

Local Road Rehab Program \$ 832,236

These programs are ongoing and encompasses many road projects throughout the City. Many of these projects are done during the summer/fall months when the weather is more favorable. Some road projects have been completed while other are still in progress. As there are too many projects included to break them down on an individual status basis, they are all shown with an "in-progress" status. These projects are funded from the general transportation reserve funds (\$986,172), General Fund Asset Management reserve fund (\$175,000) and general taxation (\$709,100).

DCC SS17: Millstone Trunk Sanitary Sewer \$ 1,515,532

This project relates to the sanitary sewer upgrade from Jingle Pot Rd to East Wellington Rd. This is a multi-year project that commenced in 2015 and is scheduled to be completed in 2017. Design is currently underway and the majority of materials have been purchased. The project is anticipated to go to tender in September. Current year funding sources are from the Sewer DCC statutory reserve fund (\$2,279,066) and general sewer reserves (\$1,024,000).

DCC WS41: #1 Reservoir College Park Duplicate Supply Main \$ 1,123,809

This project relates to the construction of a new water supply main from the intersection of Dogwood and Nanaimo Lakes to the College Park Reservoir. The funding sources for the year are Water DCC statutory reserve fund (\$2,115,760) and general water supply reserves (\$577,500). This project is in progress.

Port Theatre Expansion \$ 5,700,000

This project relates to the rehearsal hall expansion at the Port Theatre. The funding sources for the year are Provincial grants (\$2,300,000) and fundraising and sponsorship contributions (\$3,400,000). The City of Nanaimo and the Port Theatre Society are currently working together to secure funding for this project. This project has not been started yet.

City of Nanaimo

Summary of Capital Results
Six Months Ended June 30, 2016

CONCURRENT PROJECTS:		2016 CAPITAL BUDGET	2016 YTD ACTUALS	COMMITMENTS	TOTAL YTD COSTS	AVAILABLE FUNDS	COMMENTS
COMPLETED PROJECTS							
P-5191	DCC R65 - 100 Line Road	5,000	2,000	475	2,475	2,525	
	DCC R65 100 Line Road - Phase 1	5,000	2,000	475	2,475	2,525	Substantially complete
P-5173	Sherwood Forest Utility Upgrade Storm Construction	7,800	-	-	-	7,800	
P-7264	Sherwood Forest Utility Upgrade Water Main Construction	20,459	10,146	1,194	11,340	9,119	
	Sherwood Forest Utility Upgrade	28,259	10,146	1,194	11,340	16,919	Substantially complete
P-5177	Beaufort Park Drainage	11,255	-	-	96	11,159	
P-6161	Beaufort Park Sanitary	18,000	10,089	1,843	11,932	6,068	
P-7262	Beaufort Park Area - Water Main	1,300	-	-	1,214	86	
	Beaufort Park Utility Project	30,555	11,400	1,843	13,243	17,312	Substantially complete
P-5218	Cinnabar Dr. Drainage - Design	3,763	3,404	168	3,572	191	Construction budgeted for 2017
P-7266	Cinnabar Dr. Water Main: Stacey to End - Design	23,817	17,641	838	18,479	5,338	
	Cinnabar Drive RHB & Utility Upgrade	27,580	21,045	1,006	22,051	5,529	Substantially complete
P-5212	Departure Bay Seawall & Utility Project	765,129	672,442	52,774	725,216	39,913	
	Departure Bay Seawall & Utility Project	765,129	672,442	52,774	725,216	39,913	Substantially complete
P-7284	Extension Road - Duke Pt. Main - Construction	25,000	30,549	-	30,549	(5,549)	
	Extension Road - Duke Pt. Main - Construction	25,000	30,549	-	30,549	(5,549)	Substantially complete
P-7361	Old Victoria Road Water Main - Design & Construction	42,361	49,889	1,826	51,715	(9,354)	
	Old Victoria Road Water Main- Design & Construction	42,361	49,889	1,826	51,715	(9,354)	Substantially complete
P-7296	Roberta Rd Area Utility Upgrade	16,054	13,615	671	14,286	1,768	Construction budgeted for 2017
	Roberta Rd Area Utility Upgrade	16,054	13,615	671	14,286	1,768	Substantially complete
P-6184	Robins St. Sanitary Sewer - Pipe 509596 @ Nicol	15,000	8,984	-	8,984	6,016	
P-7357	Robins St. Water Main: Strickland to Halliburton	100,000	105,104	-	105,104	(5,104)	
	Robins St. Utility Upgrade	115,000	114,088	-	114,088	912	Complete
TOTAL COMPLETED PROJECTS		1,054,938	925,174	59,788	984,961	69,977	
PROJECTS "IN-PROGRESS"							
P-5183	Beban Plaza Storm - Design	610,628	10,649	9,527	20,176	590,452	Design work substantially complete; with construction expected September to December
P-6208	Beban Plaza Sanitary Sewer	226,960	4,323	2,341	6,664	220,296	
	Beban Plaza Utilities Project	837,588	14,972	11,868	26,840	810,748	In Progress
P-5191	DCC R65 - 100 Line Road	100,000	11,074	50,325	61,399	38,601	
	DCC R65 100 Line Road - Phase 2	100,000	11,074	50,325	61,399	38,601	In Progress
P-5157	DCC R65 Boxwood Connector - Design/Construction	581,706	23,003	12,203	35,206	546,500	
P-5164	DCC R49 Northfield: Bowen to Boxwood - Design	70,000	-	-	-	70,000	
P-5193	Boxwood Connector Pond Drainage	30,000	-	-	-	30,000	
P-6174	Boxwood Connector & Utility Project Sanitary Sewer- Design	64,958	13,023	6,936	19,959	44,999	
P-7290	Boxwood Connector Water Services - Design	59,979	6,511	3,468	9,979	50,000	
	Boxwood Connector & Utility Project	806,643	42,537	22,607	65,144	741,499	In Progress
P-6162	Bradley/Park St. 1293RW Sanitary Sewer: Milestone to Terminal Design	50,000	-	-	-	50,000	Design work completed, construction budgeted for 2017
	Bradley/Wall Storm & Sanitary Project	50,000	-	-	-	50,000	In Progress
P-4040	Trailway Development and Rehab - Buttertubs Drive	165,800	4,138	155,640	159,778	6,022	
P-5170	Buttertubs Dr.- Bowen to Marsh	196,895	4,089	153,797	157,886	39,009	
P-6149	DCC SS19 Millstone: Buttertubs Easement	3,873,098	113,820	2,682,097	2,795,917	1,077,181	
	Buttertubs Utility Upgrade Project	4,235,793	122,047	2,991,534	3,113,581	1,122,212	In Progress
P-5174	Cliff St. Area Corridor: Skinner St. to Bastion St.	526,029	217,761	319,658	537,419	(11,390)	
P-6182	Cliff St. Corridor & Utility Sanitary Sewer - Design & Construction	462,546	223,326	296,960	520,286	(57,740)	
P-7325	Cliff St. Area Water - Design & Construction	532,288	214,226	295,826	510,052	22,236	
	Cliff Street Area Corridor & Utility Projects	1,520,863	655,313	912,444	1,567,757	(46,894)	In Progress
P-5219	Laguana Way Drainage	90,000	-	-	-	90,000	Design and pressure reducing valve (PRV) are underway with construction of utilities scheduled to start this summer
P-7279	Tom's Turnabout Pressure Reducing Valve	193,000	5,912	14,868	20,780	172,220	

APPENDIX 2

City of Nanaimo

Summary of Capital Results
Six Months Ended June 30, 2016

	2016 CAPITAL BUDGET	2016 YTD ACTUALS	COMMITMENTS	TOTAL YTD COSTS	AVAILABLE FUNDS	COMMENTS
P-7353	Tom's Turnabout Area Utility Upgrade & Water Main	309,585	24,611	2,659	27,270	282,285
	Tom's Turnabout Area Utility Upgrade	592,565	30,523	17,527	48,050	In Progress
P-5222	Terminal South	80,000	18,000	11,428	29,427	50,573
P-6217	Terminal Sanitary Sewer: Rosehill to Bryden - Design	120,000	57,632	39,997	97,629	22,371
P-7309	Terminal Water Main: Stewart to Dawes & Mt. Benson - Design	18,000	8,233	5,714	13,947	4,053
	Terminal South Complete Street & Utility Project	218,000	83,865	57,138	141,003	In Progress
P-5208	Townsite/Holly Ave Area - Roads	130,000	-	-	-	130,000
P-7354	Townsite/Holly Ave Area - Water - Construction	217,000	237,476	261	237,737	(20,737)
	Townsite/Holly Ave Corridor & Utility Project	347,000	237,476	261	237,737	In Progress
P-5209	Victoria Rd. SW Utility Project - Roads	800,000	740	602,459	603,199	196,801
P-6179	Victoria Rd. SW Utility Project - Sanitary Sewer	704,452	34,883	458,998	493,881	210,571
P-7384	Victoria Rd. SW Utility Project - Water	60,000	-	52,189	52,189	7,812
	Victoria Road SW & Utility Project	1,564,452	35,623	1,113,645	1,149,268	In Progress
P-6209	Gamer Cres Sewer Sanitary	801,280	13,474	-	13,474	787,806
P-7334	Gamer Cres Area Utility Upgrade	422,000	-	-	-	422,000
	Gamer Cres Area Utility Upgrade	1,223,280	13,474	-	13,474	In Progress
P-7328	Glennay/Wingrove Area Utility Upgrade: Glennay to Elk - Design	37,000	15,257	18,827	34,084	2,916
	Glennay/Wingrove Area Utility Upgrade	37,000	15,257	18,827	34,084	In Progress
P-5135	DCC R84 Hammond Bay Rd	327,516	37,899	65,024	102,923	224,593
P-7274	DCC W48 Hammond Bay Rd Water Main	48,878	3,876	2,501	6,377	42,501
	Hammond Bay Corridor & Utility Project	376,394	41,775	67,525	109,299	In Progress
P-5156	1597 Boundary Works & Services - Parking Lot	157,829	138,163	16,817	154,980	2,849
	Hammond Bay at Ivy Ln to Sherwood - Design	157,829	138,163	16,817	154,980	In Progress
P-7271	Hammond Bay at Ivy Ln Utility Project	12,411	2,051	-	2,051	10,360
	Hammond Bay at Ivy Ln Utility Project	12,411	2,051	-	2,051	In Progress
	TOTAL PROJECTS 'IN-PROGRESS'	12,079,818	1,444,150	5,280,518	6,724,668	5,355,150
DELAYED PROJECTS						
P-5198	Boundary Corridor Utility	5,500	-	-	-	5,500
P-7279	Townsite & Boundary Pressure Reducing Valve	152,787	2,515	1,138	3,653	149,134
	Boundary Area Corridor and Utility Project	158,287	2,515	1,138	3,653	Not Started
P-5108	DCC R8 Boundary/Northfield Interim Improv - Arterial Surface	2,538,612	4,515	34,933	39,448	2,499,164
P-7362	Boundary Rd Water Main: Boundary/Northfield Intersection	30,000	-	-	-	30,000
	Boundary/Northfield Intersection Upgrade	2,568,612	4,515	34,933	39,448	On Hold per Council motion
P-6191	DCC SS45 Chase River Trunk Sanitary sewer	300,000	-	-	-	Geotechnical and environmental investigation underway
	Chase River Trunk Sanitary Sewer	300,000	-	-	-	Not Started
P-7298	Seventh St. Water Main: Park to Douglas - design	30,000	-	-	-	30,000
	Seventh St. Utility Upgrade	30,000	-	-	-	Not Started
P-7342	DCC W47 College Dr. Twin	30,000	-	-	-	30,000
P-7343	Camosun & Langara Water Main - Design	10,000	-	-	-	10,000
	College Dr. Area Water Main Twinning	40,000	-	-	-	Not Started
P-6176	Sixth St. Sanitary Sewer: Bruce to Georgia - Design	40,000	-	-	-	40,000
P-7335	Sixth St. Water Main: Bruce to Georgia	36,000	-	-	-	36,000
	Duke & Sixth St. Utility Upgrade	76,000	-	-	-	Not Started
P-6188	Fillinger Cres Sanitary Sewer: 5100 Fillinger to 5190 Fillinger - Design	100,000	-	-	-	Design anticipated to start this Fall upon completion of routing study
	Fillinger Cres Utility Upgrade	100,000	-	-	-	Not Started
P-5204	Lambert Ave. Utility Upgrade - Roads	30,000	-	-	-	30,000
P-6183	Lambert Ave. Utility Upgrade - Sanitary Sewer	60,000	-	-	-	60,000
	Lambert Ave. Utility Upgrade	90,000	-	-	-	Not Started
P-5197	Nanaimo Lakes Drainage & Rehab Project	970,000	-	-	-	970,000
	Nanaimo Lakes DR & RHB Project	970,000	-	-	-	Not Started
P-7306	Nanaimo Parkway & Cranberry Water Main	20,000	-	-	-	20,000
	Nanaimo Parkway & Cranberry Water Main	20,000	-	-	-	Not Started
	TOTAL DELAYED PROJECTS	4,352,899	7,030	36,071	43,101	4,309,798
	TOTAL CONCURRENT CAPITAL PROJECTS	17,487,655	2,376,354	5,376,377	7,752,731	9,734,924

APPENDIX 2

City of Nanaimo
Summary of Capital Results
Six Months Ended June 30, 2016

		2016 CAPITAL BUDGET	2016 YTD ACTUALS	COMMITMENTS	TOTAL YTD COSTS	AVAILABLE FUNDS	COMMENTS
ALL OTHER PROJECTS:							
COMPLETED PROJECTS							
P-2206	Bastion St. Parkade Upgrade	-	2,902	-	2,902	(2,902)	Complete
P-2208	Parking Equipment (License Plate Recognition)	36,298	7,233	-	7,233	29,065	Complete
P-2702	Telephone System Upgrade	89,240	77,849	-	77,849	11,391	Substantially complete
P-3407	Fire Services: Replace Unit 7200 & 7201	485	485	-	485	-	Complete
P-4030	Parks Ops: Equipment Replacement	44,000	41,592	-	41,592	2,408	Complete
P-4045	VIP Program - James PIP Park	2,840	-	-	-	2,840	Substantially complete
P-4183	Lower & Middle Chase Dams	2,328,423	1,979,417	7,089	1,986,506	341,917	Substantially complete
P-4192	Kin Pool: Replace Cement Piping	49,000	48,726	-	48,726	274	Complete
P-4204	Merle Logan: Replace Artificial Turf Field	2,500	2,337	-	2,337	163	Complete
P-4220	E & N Trail: Preliminary Designs	193,760	6,632	9,559	16,191	177,569	Substantially complete
P-5060	Fleet Replacement - Unit #225, 265, 574, 223	255,000	80,940	-	80,940	174,060	Complete
P-5154	Railway Crossing Upgrades	29,000	30,738	-	30,738	(1,738)	Substantially complete
P-5176	Wakesiah Wood Culvert	1,398	1,270	858	2,128	(730)	Substantially complete
P-5178	Hammond Bay Easement	7,901	4,286	-	4,286	3,615	Complete
P-5200	Pedestrian Transportation Improvements - Wakesiah , Fitzwilliam	16,130	-	-	-	16,130	Substantially complete
P-6152	Park Ave. - 5th to Honey Dr.	13,503	1,200	-	1,200	12,303	Substantially complete
P-6216	Cedar Road Pump Station Upgrading	2,159	1,313	-	1,313	846	Complete
P-7104	Infrastructure - Milton St Water Main Cost Share	-	(25,542)	43,667	18,125	(18,125)	Substantially complete - waiting for invoice
P-7279	Departure Bay & Neyland Pressure Reducing Valve Replacement	50,000	9,014	29,749	38,763	11,237	Substantially complete
P-7303	Neyland Rd Area Water Main	10,249	1,188	1,263	2,451	7,798	Substantially complete
P-7332	Marban/Alberta Water Main - Design	413,000	290,422	-	290,422	122,578	Substantially complete
P-7349	Rosehill St. Water Main: Vancouver to Stewart	90,000	96,031	-	96,031	(6,031)	Complete
P-7351	Glen Cres. & Viosko Pl. Water Main - construction	33,395	57,322	-	57,322	(23,927)	Substantially complete
P-7380	Sherwood Dr Utility Upgrade	546,000	366,612	71,817	438,429	107,571	Substantially complete
P-7382	Water: New Fleet Units	22,000	18,644	-	18,644	3,356	Complete
P-9244	Water Treatment Plant	2,198,428	1,566,311	366,963	1,933,275	265,153	Substantially complete
TOTAL COMPLETED PROJECTS		6,434,709	4,666,923	530,965	5,197,888	1,236,821	
PROJECTS "IN-PROGRESS"							
P-2208	Parking Equipment (On-Street Meters)	325,000	-	-	-	325,000	In-progress - RFP to be awarded shortly
P-2715	City Website Redesign	82,269	27,169	37,203	64,371	17,898	In Progress
P-2720	Recreation Management Software upgrade	250,000	-	-	-	250,000	In Progress - City is participating with Delta consortium, RFP has been received
P-2721	IT Backup System	168,483	-	14,584	14,584	153,899	In Progress
P-2957	Parkway Visitor Centre	30,380	17,412	-	17,412	12,968	In Progress
P-3402	Fire Fighting Equipment	17,882	-	-	-	17,882	In Progress - Planning is underway.
P-3425	Fire Headquarters: Seismic Upgrade	301,079	15,629	174,824	190,452	110,627	In Progress - To be completed by Sept.30/16
P-3717	Police Services Equipment	65,000	-	-	-	65,000	In Progress
P-3720	Police Annex (575 Fitzwilliam)	80,000	-	-	-	77,000	In Progress - Preparation of technical specs for tendering underway.
P-4045	VIP Programs - Various	195,964	11,515	3,000	3,000	77,000	In Progress
P-4088	Sports Field Re-Development: Robins Park	100,000	-	90,924	102,439	93,525	In Progress
P-4131	Harewood Centennial Multiuse Court	47,324	4,124	81,500	36,341	18,500	In Progress
P-4140	Zamboni Replacement - Electric Conversion of Unit 809	40,000	860	23,555	24,415	10,983	In Progress
P-4144	Italian Fountain Upgrade	45,298	-	10,575	10,575	15,585	In Progress
P-4165	Cliff McNabb Arena: Facility Amenities	198,250	82	163,094	163,176	34,723	In Progress
P-4189	NAC: Facility Amenities - Security	48,887	-	48,881	48,881	35,074	In Progress
P-4202	NAC Structure: Repair Wall Leak	33,800	(6,948)	15,978	9,030	6	In Progress
P-4206	Beban Pool: HVAC	49,147	7,550	25,130	32,680	24,770	In Progress
P-4211	Bowen Park Complex: HVAC	32,520	9,762	-	9,762	16,467	In Progress
P-4218	Linley Valley Development	126,846	-	-	-	22,758	In Progress
P-4219	Beacon House Upgrades	97,724	4,185	3,629	7,814	126,846	In Progress
P-5010	Major Road Rehab. Projects	1,016,758	144,178	11,241	155,419	89,910	In Progress
P-5013	Local Road Rehab Projects	853,514	21,278	-	21,278	861,339	In Progress

City of Nanaimo

Summary of Capital Results
Six Months Ended June 30, 2016

	2016 CAPITAL BUDGET	2016 YTD ACTUALS	COMMITMENTS	TOTAL YTD COSTS	AVAILABLE FUNDS	COMMENTS
P-5014 Eng. Maintenance Equip.	15,000	14,028	-	14,028	972	In Progress
P-5060 Fleet Replacement	1,463,000	279,992	1,264,714	1,544,706	(81,706)	In Progress
P-5196 Wellbox Access - Design	195,608	-	1,768	1,768	193,840	In Progress
P-5201 Cycling Transportation Improvements	27,000	13,500	1,075	14,575	12,425	In Progress
P-5210 SNIC Equipment	156,100	88,953	-	88,953	67,147	In Progress
P-5217 Glenayr/Wingrove Utility	30,000	10,435	14,120	24,555	5,445	In Progress
P-5229 Bastion Bridge	75,000	33,706	5,760	39,466	35,534	In Progress
P-6144 Garner Cies Construction	99,500	6,318	-	6,318	93,182	In Progress - Cost share with developer
P-6168 DCC SS17: Millstone Trunk Sanitary Sewer	3,303,006	44,450	1,743,024	1,787,474	1,515,532	In Progress
P-6189 Rosstown Lane Sanitary Sewer	10,000	-	-	-	10,000	In Progress
P-6197 Shammys Place Sanitary Sewer - Design	10,000	6,400	6,100	12,500	(2,500)	In Progress
P-6212 Rock City Easement 2874 RW Sanitary Sewer	19,559	-	2,359	2,359	17,200	In Progress
P-7104 Infrastructure - Howden Dr Water Main Cost Share	160,000	153,696	2,197	155,893	4,107	In Progress
P-7233 College Park/Camosun Water Main	380,000	-	289,088	289,088	90,912	In Progress
P-7302 Eberts St: Millstone to Townsite	371,500	-	1,474	1,474	370,026	In Progress - Design complete, construction scheduled for this Winter
P-7313 Fourth St.: Wakesiah to Harewood - Construction	640,000	258,342	-	258,342	381,658	In Progress
P-7326 Cumberland & Locksley Water Main	30,000	-	1,500	1,500	28,500	In Progress
P-7327 Bay St Water Main: Fandell to Keightley - Design	25,000	8,695	11,767	20,462	4,538	In Progress
P-7363 Laguna Way Water Main: Malaspina to Lost Lake	476,551	233,490	14,635	308,125	168,426	In Progress
P-9256 Pryde Ave. Pump/Pressure Reducing Valve Station	250,000	-	21,124	21,124	228,876	In Progress
P-9260 DCC WS 41 #1 Reservoir - College Pk Duplicate Supply Main	2,693,260	68,035	1,501,416	1,569,451	1,123,809	In Progress
P-9263 Towers Pump Station - Rehab	25,000	-	-	-	25,000	In Progress
TOTAL PROJECTS 'IN-PROGRESS'						7,505,919
DELAYED PROJECTS						
P-2708 LAN Upgrades	395,000	-	-	-	395,000	Not Started
P-2712 Photocopier Purchases	50,000	-	-	-	50,000	Not Started - No photocopier replacements in 2015 Year to Date
P-2714 Digital Documentation Retention	175,000	-	-	-	175,000	Delayed to 2017
P-2718 IT Network Server	69,000	-	-	-	69,000	Not Started
P-3407 Fire Services: Replace Units #701 & #704	115,000	-	-	-	115,000	Not Started
P-3424 Fire Station #1: Boiler Replacement	81,850	-	-	-	81,850	On-hold - pending assessment of Fire Station #1
P-3426 Fire Station #1: Roof	220,000	-	-	-	220,000	On-hold - pending assessment of Fire Station #1
P-3431 ECC: Computer Software	152,000	-	-	-	152,000	On-hold - pending completion of business case.
P-3717 Police Services Equipment - IT Infrastructure	50,000	-	-	-	50,000	Not Started
P-4031 Play Equipment Replacement - Maffeo Sutton Phase 1	200,000	-	-	-	200,000	On-hold - awaiting decision of Canada 150 grant application
P-4040 Trailway Development and Rehab - Duomont Connector	95,310	-	-	-	95,310	Not Started
P-4098 Sports Field Re-Development: Bowen West Field Fencing	8,896	-	-	-	8,896	Not Started
P-4151 Beban: Read O Graph Sign	100,000	-	-	-	100,000	Not Started
P-4164 FC Arena: Facility Amenities	30,000	-	-	-	30,000	Not Started
P-4205 Chase River Hall: Seismic Upgrade	295,000	-	-	-	295,000	Not Started
P-4220 E & N Trail: Development	250,000	-	-	-	250,000	Cancelled
P-4221 Port Theatre - Expansion	5,700,000	-	-	-	5,700,000	Not Started
P-4229 Caledonia/Curling Club: Parking Lot	110,000	-	-	-	110,000	Not Started
P-4232 Safety Surfacing: Comox Park	51,700	-	-	-	51,700	Not Started
P-5003 GIS Development	133,771	-	-	-	133,771	Not Started
P-5041 Sidewalks - Rosstown	130,000	-	-	-	130,000	Not Started
P-5200 Pedestrian Transportation Improvements - Metral @ Enterprise count down timer	14,100	-	-	-	14,100	Not Started
P-5201 Cycling Transportation Improvements - Second St. Bikeway	140,000	-	-	-	140,000	Not Started
P-5211 Wild Otter Easement	25,000	-	-	-	25,000	Not Started
P-5216 Small Equipment - Hydraulic Power Pack	10,000	-	-	-	10,000	Cancelled
P-5232 Drainage Equipment	25,000	-	-	-	25,000	Not Started
P-7277 King Rd. Water Main: Jingle Pdt to PZ	25,000	-	-	-	25,000	Not Started
P-7279 Bay & Neyland Pressure Reducing Valve Replacement	150,000	-	-	-	150,000	Not Started
P-7291 Wall St Water Main: Pyhian Lane to Curling Club	250,000	-	-	-	250,000	Not Started
P-7293 Holland & East Wellington Looping Water Main - Design	30,000	-	-	-	30,000	Not Started
P-7329 Hillside Ave Water Main - Design	20,000	-	-	-	20,000	Not Started
P-7333 Argyle Ave Water Main: Glenayr to Golf course - Design	20,000	-	-	-	20,000	Delayed - Timing of project has changed

City of Nanaimo

Summary of Capital Results
Six Months Ended June 30, 2016

	2016 CAPITAL BUDGET	2016 YTD ACTUALS	COMMITMENTS	TOTAL YTD COSTS	AVAILABLE FUNDS	COMMENTS
P-7341 DCC W49 Departure Bay Rd Water Main: Uplands to Rock City	328,000	-	-	-	328,000	Not Started
P-7344 Wakeliah Lane Water Main	40,000	-	-	-	40,000	Not Started
P-7345 Glen Eagle & Quilchena Cree Water Main:	35,000	-	-	-	35,000	Not Started
P-7346 Lundgren Esmt VIP37175	120,000	-	-	-	120,000	Not Started
P-7365 Hawkins Rd Water Main End to End - Design	28,000	-	-	-	28,000	Not Started
P-7375 King John & Esmt Water Main: Smugglers & Scarlet Hill - Design	28,000	-	-	-	28,000	Not Started
P-9259 Emergency Water Supply Pump Station	300,000	-	-	-	300,000	Not Started
P-9284 Duke Point Reservoir Upgrades	75,000	-	-	-	75,000	Not Started
TOTAL DELAYED PROJECTS	10,075,627	-	-	-	10,075,627	
PROJECTS OTHER						
P-3104 Property Acquisitions - Unallocated	600,000	-	-	-	600,000	No spending year to date
P-5000 Street Design & Studies	36,721	-	20,125	20,125	16,596	No spending year to date
P-5005 Storm Water Designs	20,000	-	-	-	20,000	No spending year to date
P-5043 Road Infrastructure	92,500	-	-	-	92,500	No spending year to date
P-5054 Storm Infrastructure - Unallocated	47,000	-	-	-	47,000	No spending year to date
P-6103 Sanitary Infrastructure	200,000	-	-	-	200,000	No spending year to date
P-6105 Sewer Designs	30,000	-	-	-	30,000	No spending year to date
P-6215 DCC Unspecified Road Design	75,000	-	-	-	75,000	No spending year to date
P-7104 Water Infrastructure - Unallocated	181,590	-	-	-	181,590	No spending year to date
P-7105 Water Design	60,000	-	-	-	60,000	No spending year to date
P-7131 DCC Water Design & Usage	150,000	-	-	-	150,000	No spending year to date
TOTAL OTHER PROJECTS	1,492,811	-	20,125	20,125	1,472,686	
TOTAL OTHER CAPITAL PROJECTS	32,664,356	6,203,757	6,169,547	12,373,303	20,291,053	
TOTAL CAPITAL PROJECTS FOR 2016	50,152,011	8,580,110	11,545,924	20,126,034	30,025,977	

DATE OF MEETING August 22, 2016

AUTHORED BY LAURA L. MERCER, MANAGER OF ACCOUNTING SERVICES

SUBJECT COUNCIL EXPENSES FOR THE SIX MONTHS ENDING 2016-JUN-30

OVERVIEW

Purpose of Report

To present a summary of Council expenses for the six months ending 2016-JUN-30.

DISCUSSION

Council member expenses are incurred in accordance with the Council Spending and Amenities Policy 1-0530-05. This policy establishes governance and control parameters regarding expenditures for and by elected officials. This report summarizes Council expenses for the six month period ending 2016-JUN-30.

Summary of Council expenses at 2016-JUN-30:

<u>Name</u>	<u>Budget</u>	<u>YTD Actuals</u>
Mayor McKay	\$ 15,000.00	\$ 6,025.78
Councillor Bestwick	13,500.00	4,844.81
Councillor Brennan	8,500.00	5,072.59
Councillor Fuller	13,500.00	4,706.96
Councillor Hong	13,500.00	6,088.69
Councillor Kipp	13,500.00	1,051.49
Councillor Pratt	13,500.00	6,582.87
Councillor Thorpe	13,500.00	2,038.22
Councillor Yoachim	<u>13,500.00</u>	<u>4,831.66</u>
Total	<u>\$ 118,000.00</u>	<u>\$ 41,243.07</u>

Appendix 1 lists the total year-to-date expenses for each member of Council. This listing gives a detailed summary of the overall expenses of an individual Council member as at 2016-JUN-30 compared to the annual budget for that individual.

SUMMARY POINTS

- Mayor and Council have spent \$41,243.07 of the \$118,000 annual budget at 2016-JUN-30.

ATTACHMENTS

- Appendix 1: Detailed Council Expense Summaries.

Submitted by:



Laura L. Mercer
Manager of Accounting Services

Concurrence by:



Victor Mema
Chief Financial Officer

Appendix 1

STATEMENT OF FINANCIAL INFORMATION EXPENSES AS AT JUNE 30, 2016 BILL MCKAY

	<u>Budget</u>	<u>2016</u>	%	<u>2015</u>
Sponsored Events	\$ 1,500.00	\$ 664.71	44%	\$ 2,585.25
Hospitality	\$ 500.00	\$ 150.23	30%	\$ 1,094.95
Conferences/Travel - Other	\$ 500.00	\$ 1,928.05	386%	7,867.84
LGLA	\$ -	\$ -	0%	-
FCM	\$ 3,000.00	\$ 2,231.91	74%	2,838.32
UBCM	\$ 2,500.00	\$ -	0%	2,545.98
AVICC	\$ 1,000.00	\$ 268.56	27%	737.04
Legal Fees	\$ 5,000.00	\$ -	0%	3,068.23
China Trip	\$ -	\$ -	0%	6,428.96
Telephone/Internet	\$ 1,000.00	\$ 782.32	78%	1,135.80
	<u>\$ 15,000.00</u>	<u>\$ 6,025.78</u>	40%	<u>\$ 28,302.37</u>

BILL MCKAY 2016 EXPENSES

as at June 30, 2016

SPONSORED EVENTS

\$ 125.00	CLAY TREE - Gala Event - Mar 12
\$ 45.00	NANAIMO AFRICAN HERITAGE SOCIETY - Black History Month Gala Dinner - Feb 27
\$ 36.06	THE PORT THEATRE - "Dealing with People Who Drive You Nuts" Seminar - Jan 26
\$ 34.33	GREATER NANAIMO CHAMBER - Networking Meeting - Feb 10
\$ 62.50	NANAIMO DISTRICT MUSEUM - Sports Achievement Awards - Feb 12
\$ 52.88	COAST WASTE MANAGEMENT - Workshop Feb 12
\$ 102.88	PAYPAL *20UNDER40 - Top 20 under 40 Business & Community Achievement Awards - Apr 2
\$ 38.46	CHBA-Building Construction Forum - Jan 14
\$ 30.29	PAYPAL *CHEMISTRYCO - What's Next Nanaimo? Business and Breakfast
\$ 34.33	GREATER NANAIMO CHAMBER - Luncheon
\$ 34.32	GREATER NANAIMO CHAMBER - Luncheon
\$ 34.33	GREATER NANAIMO CHAMBER - Luncheon
\$ 34.33	GREATER NANAIMO CHAMBER - Luncheon
<hr/>	
\$ 664.71	

HOSPITALITY

\$ 18.95	PETTY CASH - Reimburse meal re: Business Networking Meeting - Nov 19/15
\$ 33.00	PETTY CASH - Reimburse Starbucks (China) - Nov 15/15
\$ 5.27	PETTY CASH - Reimburse BC Ferries Meals - Republic of China Event - Oct 19/15
\$ 26.20	BOLD KNIGHT RESTAURANT - 20160112 - Business Meeting re: Circle Square Consulting - Jan 12
\$ 10.47	HOT CHAI EXPRESS - Meal - Bike Summit - Jan 23
\$ 11.12	SMITTY'S FAMILY RESTAURANT - Meal - Nicole Norris (ICF) - Feb 5
\$ 22.56	REWSTERS RESTAURANT - Lunch Meeting with James McIntyre (Cross & Co) - Feb 4
\$ 22.66	2 CHEFS AFFAIR INC - Special Core Services Review Meeting - May 27
<hr/>	
\$ 150.23	

CONFERENCES/TRAVEL

\$ 174.40	Travel Exp Claim - BC Small Business Awards - Vancouver - Feb 9 -10 & Comox Feb 29 - Bike Coalition
\$ 2.16	R PARKING VIHA -20151223 - BC Association of Hospital Auxiliary - Dec 23
\$ 19.39	TROLLS - 2160105 - Travel Meal - Jan 5
\$ 51.54	VANCOUVER TAXI - 2160105 - Travel from YVR R. Grant (Legal) - Jan 6
\$ 16.30	BCF-HORSESHOE BAY - 20160106 - Travel from YVR R. Grant (legal) - Jan 5
\$ 18.53	TAP & BARREL - COAL HARBOUR - 20160105 - Meeting in YVR with R. Grant - Jan 5
\$ 4.81	CITY OF VICTORIA PARKING - 20160111 - Business Meeting - Jan 11
\$ 102.88	SEAIR SEA - Flights - Jan 5
\$ 549.48	AIR CANADA 0149797513274 - Flights to Fort St. John - BC Mayor's Caucus - May 1 - 4
\$ 100.96	AIR CANADA 0149797513274 - Flights to Fort St. John - BC Mayor's Caucus - May 1 - 4
\$ 45.43	TASF - 20077499129 - Flights to Fort St. John - BC Mayor's Caucus - May 1 - 4
\$ 201.92	CIVICINFO BC - BC Mayors' Caucus - Fort St. John, BC - May 1 - 3
\$ (201.92)	CIVICINFO BC - Mayor's Caucus Registration reimbursement - May 1 - 3
\$ 230.36	PAN PACIFIC VANCOUVER - BC Small Business Awards - Feb 25 - 26
\$ 124.04	HELIJET INTERNATIONAL - BC Small Business Awards - Feb 25
\$ 124.04	HELIJET INTERNATIONAL - BC Small Business Awards - Feb 26
\$ 35.34	TASF 20077529810 - Travel to Fort St. John, BC - May 1 - 5
\$ 137.04	Travel Exp Claim - BC Community Achievement Awards - Victoria - May 25
\$ 191.35	CONFERENCE BOARD OF CANADA - Western Business Outlook - May 19
<hr/>	
\$ 1,928.05	

BILL MCKAY 2016 EXPENSES

as at June 30, 2016

FCM (Date: June 3 - 5 in Winnipeg MB)

\$ 249.01	FCM 2016 - THE FAIRMONT WINNIPEG - Hotel - Jun 2 - 6
\$ 805.77	FCM 2016 - FED.OF CDN MUN - Registration - Jun 2 - 6
\$ 35.34	FCM 2016 - TASF 2016 0412 Travel Agent book flights - June 2 - 6
\$ 394.76	FCM 2016 - AIR CANADA 0141733103832 - WINNIPEG MB - June 2 - 6
\$ 747.03	FCM 2016 - THE FAIRMONT WINNIPEG - Hotel - June 2 - 6
<hr/>	
\$ 2,231.91	

UBCM (Date: September 26 - 30 in Victoria BC)

\$ -

AVICC (Date: April 8 - 10 in Nanaimo BC)

\$ 268.56	AVICC - CIVICINFO BC - Apr 8 - 10
<hr/>	
\$ 268.56	

LGLA (Date: February 3 - 5 in Richmond BC)

\$ -

TELEPHONE/INTERNET

\$ 667.68	Telus Internet Fee 2016
\$ 114.64	Call Display 2016

\$ 782.32

LEGAL COSTS

\$ -

\$ -

\$ 6,025.78

STATEMENT OF FINANCIAL INFORMATION
EXPENSES AS AT JUNE 30, 2016
BILL BESTWICK

	<u>Budget</u>	<u>2016</u>	<u>%</u>	<u>2015</u>
Sponsored Events	\$ 375.00	\$ 38.46	10%	\$ 124.86
Hospitality/Meetings	\$ 375.00	\$ 34.40	9%	\$ 165.64
LGLA	\$ -	\$ -	0%	\$ -
Conferences/Travel - Other	\$ 250.00	\$ -	0%	\$ -
FCM	\$ 3,000.00	\$ -	0%	\$ -
UBCM	\$ 2,500.00	\$ -	0%	\$ 2,003.79
AVICC	\$ 1,000.00	\$ 241.30	24%	\$ -
Legal Fees	\$ 5,000.00	\$ 3,593.33	72%	\$ -
Telephone/Internet/Etc	<u>\$ 1,000.00</u>	<u>\$ 937.32</u>	94%	<u>\$ 745.18</u>
	<u><u>\$ 13,500.00</u></u>	<u><u>\$ 4,844.81</u></u>	36%	<u><u>\$ 3,039.47</u></u>

BILL BESTWICK 2016 EXPENSES

as at June 30, 2016

SPONSORED EVENTS

\$	38.46	CHBA-VI - Building Industry Forum - Jan 14
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\$	38.46
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HOSPITALITY / MEETINGS

\$	11.74	WHITE SPOT #122 - Breakfast meeting with Core Services Consultants
\$	22.66	2 CHEFS AFFAIR INC - Special Core Services Review Meeting - May 27

\$	34.40
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CONFERENCES

\$	-
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FCM (Date: June 3 - 5 in Winnipeg MB)

\$	249.01	FCM 2016 - THE FAIRMONT WINNIPEG - Hotel - Jun 2 - 6
\$	(249.01)	THE FAIRMONT WINNIPEG - FCM 2016 - Hotel Refund - Jun 2 - 6

\$	-
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UBCM (Date: September 26 - 30 in Victoria BC)

\$	-
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AVICC (Date: April 8 - 10 in Nanaimo BC)

\$	241.30	CIVICINFO BC - AVICC 2016 - Registration - Apr 8 - 10
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\$	241.30
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BILL BESTWICK 2016 EXPENSES

as at June 30, 2016

TELEPHONE/INTERNET

\$	680.52	Shaw Internet Fee 2016
\$	256.80	Call Display 2016

\$	937.32
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LEGAL FEES

\$	1,029.66	REIMBURSEMENT FOR INVOICE 27432 - Cook Roberts Legal Fees
\$	2,563.67	REIMBURSEMENT FOR INVOICE 27683 - Cook Roberts Legal Fees

\$	3,593.33
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\$	4,844.81
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STATEMENT OF FINANCIAL INFORMATION
EXPENSES AS AT JUNE 30, 2016
DIANE BRENNAN

	<u>Budget</u>	<u>2016</u>	<u>%</u>	<u>2015</u>
Sponsored Events	\$ 375.00	\$ 144.86	39%	\$ 403.71
Hospitality	\$ 375.00	\$ 22.66	6%	\$ -
LGLA	\$ -	\$ 840.28	0%	\$ 637.40
Conferences/Travel - Other	\$ 250.00	\$ -	0%	\$ 397.79
FCM	\$ 3,000.00	\$ 2,730.72	91%	\$ 2,498.48
UBCM	\$ 2,500.00	\$ 233.41	9%	\$ 1,546.41
AVICC	\$ 1,000.00	\$ 241.30	24%	\$ 711.47
Legal Fees	\$ -	\$ -	0%	\$ -
Telephone/Internet/Etc	\$ 1,000.00	\$ 859.36	86%	\$ 921.42
	<u>\$ 8,500.00</u>	<u>\$ 5,072.59</u>	60%	<u>\$ 7,116.68</u>

DIANE BRENNAN 2016 EXPENSES

as at June 30, 2016

SPONSORED EVENTS

\$	35.00	Zonta Club Annual Luncheon - Mar 4
\$	36.06	THE PORT THEATRE - "Dealing with People Who Drive You Nuts" Seminar - Jan 26
\$	38.46	CHBA-Building Construction Forums - Jan 14
\$	35.34	THE GRAND HOTEL NANAIMO - International Woman's Day Event - Mar 6
<hr/>		
\$	144.86	

HOSPITALITY

\$	22.66	2 CHEFS AFFAIR INC - Special Core Services Review Meeting - May 27
<hr/>		
\$	22.66	

CONFERENCES / TRAVEL

\$ -

LGLA (Date: February 3 - 5 in Richmond BC)

\$	135.31	TRAVEL EXPENSE CLAIM - LGLA Conference - Feb 3 - 5
\$	302.88	CIVICINFO BC - Local Gov't Leadership Academy - Feb 3 - 5
\$	250.17	RADISSON HOTEL VANCOUV - LGLA 2016 - Hotel - Feb 3 - 5
\$	151.92	HARBOUR AIR - LGLA 2016 - Flights - Feb 3 - 5
<hr/>		
\$	840.28	

UBCM (Date: September 26 - 30 in Victoria BC)

\$	233.41	UBCM 2016 - MAGNOLIA HOTEL & SUITE - Hotel charge - Sept 27 - 30
<hr/>		
\$	233.41	

AVICC (Date: April 8 - 10 in Nanaimo BC)

\$	241.30	AVICC 2016 - CIVICINFO BC - Registration - Apr 8 - 10
<hr/>		
\$	241.30	

DIANE BRENNAN 2016 EXPENSES

as at June 30, 2016

FCM (Date: June 3 - 5 in Winnipeg MB)

\$ 249.01	FCM 2016 - THE FAIRMONT WINNIPEG - Hotel - Jun 2 - 6
\$ 718.25	FCM 2016 - Flights to Winnipeg - Jun 2 - 6
\$ 957.69	TRAVEL EXPENSE CLAIM - FCM Conference - Jun 2 - 6
\$ 805.77	FCM 2016 - FCM - FED.OF CDN MUN - Registration - Jun 3 - 5

\$ 2,730.72

TELEPHONE/INTERNET

\$ 114.64	Call Display 2016
\$ 744.72	Shaw Internet 2016

\$ 859.36

LAWYER FEES

\$ -

\$ 5,072.59

STATEMENT OF FINANCIAL INFORMATION
EXPENSES AS AT JUNE 30, 2016
GORD FULLER

	<u>Budget</u>	<u>2016</u>	<u>%</u>	<u>2015</u>
Sponsored Events	\$ 375.00	\$ 62.50	17%	\$ 174.08
Hospitality	\$ 375.00	\$ 27.31	0%	\$ -
LGLA	\$ -	\$ -	0%	\$ -
Conferences/Travel - Other	\$ 250.00	\$ -	0%	\$ -
FCM	\$ 3,000.00	\$ -	0%	\$ -
UBCM	\$ 2,500.00	\$ -	0%	\$ -
AVICC	\$ 1,000.00	\$ 253.41	25%	\$ -
Legal Fees	\$ 5,000.00	\$ 3,593.34	72%	\$ -
Telephone/Internet/Etc	<u>\$ 1,000.00</u>	<u>\$ 770.40</u>	77%	<u>\$ 834.60</u>
	<u><u>\$ 13,500.00</u></u>	<u><u>\$ 4,706.96</u></u>	35%	<u><u>\$ 1,008.68</u></u>

GORD FULLER 2016 EXPENSES

as at June 30, 2016

SPONSORED EVENTS

62.50 NANAIMO DISTRICT MUSEUM- Sports Achievement Awards - Feb 12

\$ 62.50

HOSPITALITY

\$ 4.65 THE VAULT CAFE INC - Coffee with Tracy Samra
\$ 22.66 2 CHEFS AFFAIR INC - Special Core Services Review Meeting - May 27

\$ 27.31

CONFERENCES

\$ -

FCM (Date: June 3 - 5 in Winnipeg MB)

249.01 FCM 2016 - THE FAIRMONT WINNIPEG - Hotel - Jun 2 - 6
\$ (249.01) FCM 2016 - THE FAIRMONT WINNIPEG - Hotel Refund - Jun 2 - 6

\$ -

UBCM (Date: September 26 - 30 in Victoria BC)

\$ -

AVICC (Date: April 8 - 10 in Nanaimo BC)

\$ 253.41 CIVICINFO BC - 20160204 - AVICC 2016 - Registration - Apr 8 - 10

\$ 253.41

LGLA (Date: February 3 - 5 in Richmond BC)

\$ -

TELEPHONE/INTERNET

\$ 770.40 Shaw Internet 2016

\$ 770.40

GORD FULLER 2016 EXPENSES

as at June 30, 2016

LEGAL FEES

\$ 1,029.66	REIMBURSEMENT FOR INVOICE 27432 - Cook Roberts Legal Fees
\$ 2,563.68	REIMBURSEMENT FOR INVOICE 27683 - Cook Roberts Legal Fees

\$ 3,593.34

\$ 4,706.96

STATEMENT OF FINANCIAL INFORMATION
EXPENSES AS AT JUNE 30, 2016
JERRY HONG

	<u>Budget</u>	<u>2016</u>	<u>%</u>	<u>2015</u>
Sponsored Events	\$ 375.00	\$ 100.96	27%	\$ 96.00
Hospitality	\$ 375.00	\$ 22.66	6%	\$ 18.50
LGLA	\$ -	\$ -	0%	349.66
Conferences/Travel - Other	\$ 250.00	\$ 191.35	77%	543.22
FCM	\$ 3,000.00	\$ 1,054.78	35%	2,424.04
UBCM	\$ 2,500.00	\$ -	0%	2,671.29
AVICC	\$ 1,000.00	\$ 253.41	25%	711.47
Legal Fees	\$ 5,000.00	\$ 3,593.33	72%	-
Telephone/Internet/Etc	<u>\$ 1,000.00</u>	<u>\$ 872.20</u>	87%	<u>944.89</u>
	<u><u>\$ 13,500.00</u></u>	<u><u>\$ 6,088.69</u></u>	45%	<u><u>\$ 7,759.07</u></u>

JERRY HONG 2016 EXPENSES

as at June 30, 2016

SPONSORED EVENTS

\$	38.46	CHBA-VI - Building Industry Forum - Jan 14
\$	62.50	NANAIMO DISTRICT MUSEUM- Sports Achievement Awards - Feb 12

\$	100.96
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HOSPITALITY

\$	22.66	2 CHEFS AFFAIR INC - Special Core Services Review Meeting - May 27
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\$	22.66
----	-------

CONFERENCES

\$	191.35	CONFERENCE BOARD OF CANADA - Western Business Outlook - May 19
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\$	191.35
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FCM (Date: June 3 - 5 in Winnipeg MB)

\$	249.01	FCM 2016 - THE FAIRMONT WINNIPEG - Hotel - Jun 2 - 6
\$	805.77	FCM 2016 - FCM - FED.OF CDN MUN - Registration - Jun 3 - 5

\$	1,054.78
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UBCM (Date: September 26 - 30 in Victoria BC)

\$	-
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JERRY HONG 2016 EXPENSES

as at June 30, 2016

AVICC (Date: April 8 - 10 in Nanaimo BC)

\$	253.41	AVICC 2016 - CIVICINFO BC - AVICC 2016 - Registration - Apr 8 - 10
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\$	253.41
----	--------

LGLA (Date: February 3 - 5 in Richmond BC)

\$	-
----	---

TELEPHONE/INTERNET

\$	114.64	Call Display 2016
\$	757.56	Shaw Internet 2016
\$	872.20	

LEGAL FEES

\$	1,029.66	REIMBURSEMENT FOR INVOICE 27432 - Cook Roberts Legal Fees
\$	2,563.67	REIMBURSEMENT FOR INVOICE 27683 - Cook Roberts Legal Fees

\$	3,593.33
----	----------

\$	6,088.69
----	----------

STATEMENT OF FINANCIAL INFORMATION
EXPENSES AS AT JUNE 30, 2016
JIM KIPP

	<u>Budget</u>	<u>2016</u>	<u>%</u>	<u>2015</u>
Sponsored Events	\$ 375.00	\$ -	0%	\$ 57.69
Hospitality	\$ 375.00	\$ 22.66	6%	\$ -
LGLA	\$ -			\$ -
Conferences/Travel - Other	\$ 250.00	\$ -	0%	\$ -
FCM	\$ 3,000.00	\$ -	0%	\$ -
UBCM	\$ 2,500.00	\$ -	0%	\$ 1,004.09
AVICC	\$ 1,000.00	\$ 253.41	25%	\$ 497.29
Legal Fees	\$ 5,000.00	\$ 212.07	4%	\$ -
Telephone/Internet/Etc	<u>\$ 1,000.00</u>	<u>\$ 563.35</u>	56%	<u>\$ 564.69</u>
	<u><u>\$ 13,500.00</u></u>	<u><u>\$ 1,051.49</u></u>	8%	<u><u>\$ 2,123.76</u></u>

JIM KIPP 2016 EXPENSES

as at June 30, 2016

SPONSORED EVENTS

\$ -

HOSPITALITY

\$ 22.66 2 CHEFS AFFAIR INC - Special Core Services Review Meeting - May 27

\$ 22.66

UBCM (Date: September 26 - 30 in Victoria BC)

\$ -

CONFERENCES

\$ -

AVICC (Date: April 8 - 10 in Nanaimo BC)

\$ 253.41 CIVICINFO BC - 20160217 - AVICC 2016 - Registration - Apr 8 - 10

\$ 253.41

FCM (Date: June 3 - 5 in Winnipeg MB)

\$ 249.01 THE FAIRMONT WINNIPEG - 20151103 - FCM 2016 - Hotel - Jun 2 - 6

\$ (249.01) THE FAIRMONT WINNIPEG - 20160202 - FCM 2016 - Hotel Refund - Jun 2 - 6

\$ -

TELEPHONE/INTERNET

\$ 448.71 Uniserve Internet Fee 2016

\$ 114.64 Call Display 2016

\$ 563.35

LEGAL FEES

\$ 212.07 REIMBURSEMENT FOR INVOICE 27432 - Cook Roberts Legal Fees

\$ 212.07

\$ 1,051.49

STATEMENT OF FINANCIAL INFORMATION
EXPENSES AS AT JUNE 30, 2016
WENDY PRATT

	<u>Budget</u>	<u>2016</u>	<u>%</u>	<u>2015</u>
Sponsored Events	\$ 375.00	\$ 170.63	46%	\$ 220.10
Hospitality	\$ 375.00	\$ 22.65	6%	\$ -
LGLA	\$ -	\$ 840.28	0%	\$ 349.66
Conferences/Travel - Other	\$ 250.00	\$ 1,178.14	471%	\$ 397.79
FCM	\$ 3,000.00	\$ 2,909.43	97%	\$ 2,652.51
UBCM	\$ 2,500.00	\$ 233.41	9%	\$ 2,690.68
AVICC	\$ 1,000.00	\$ 253.41	25%	\$ -
Legal Fees	\$ 5,000.00	\$ -	0%	\$ -
Telephone/Internet/Etc	<u>\$ 1,000.00</u>	<u>\$ 974.92</u>	97%	<u>\$ 1,056.17</u>
	<u><u>\$ 13,500.00</u></u>	<u><u>\$ 6,582.87</u></u>	49%	<u><u>\$ 7,366.91</u></u>

WENDY PRATT 2016 EXPENSES

as at June 30, 2016

SPONSORED EVENTS

\$	38.46	CHBA-VI - Building Industry Forum - Jan 14
\$	34.33	GREATER NANAIMO CHAMBER - Luncheon
\$	62.50	NANAIMO DISTRICT MUSEUM- Sports Achievement Awards - Feb 12
\$	35.34	THE GRAND HOTEL NANAIMO - International Woman's Day Event - Mar 6

\$ 170.63

HOSPITALITY

\$	22.65	2 CHEFS AFFAIR INC - Special Core Services Review Meeting - May 27
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\$ 22.65

CONFERENCES

\$	291.89	Travel Expense Claim - 2016 High Ground Conference - Mar 31 - Apr 3
\$	490.38	Columbia Institute - Registration - 2016 High Ground Governance Forum - Mar 31 - Apr 2
\$	395.87	Harrison Hot Springs Resort - Hotel - 2016 High Ground Governance Forum - Mar 31 - Apr 2

\$ 1,178.14

FCM (Date: June 3 - 5 in Winnipeg MB)

\$	249.01	FCM 2016 - THE FAIRMONT WINNIPEG - Hotel - Jun 2 - 6
\$	1,854.65	FCM 2016 - Travel Expense Claim - Winnipeg - Jun 2 - 6
\$	805.77	FCM 2016 - FCM - FED.OF CDN MUN - Registration - Jun 3 - 5

\$ 2,909.43

UBCM (Date: September 26 - 30 in Victoria BC)

\$	233.41	UBCM 2016 - MAGNOLIA HOTEL & SUITE - Hotel charges - Sept 25- 30
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\$ 233.41

AVICC (Date: April 8 - 10 in Nanaimo BC)

\$	253.41	AVICC 2016 - CIVICINFO BC - Registration - Apr 8 - 10
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\$ 253.41

WENDY PRATT 2016 EXPENSES

as at June 30, 2016

LGLA (Date: February 3 - 5 in Richmond BC)

\$	302.88	LGLA 2016 - CIVICINFO BC - Local Gov't Leadership Academy - Feb 3 - 5
\$	135.31	LGLA 2016 - Travel Expense Claim - Local Government Leadership Academy- Feb 3 - 5
\$	250.17	LGLA 2016 - RADISSON HOTEL VANCOUVER - Hotel - Feb 3 - 5
\$	151.92	LGLA 2016 - HARBOUR AIR - Flights - Feb 3 - 5
<hr/>		
\$	840.28	

TELEPHONE/INTERNET

\$	114.64	Call Display 2016
\$	860.28	Shaw Internet 2016
<hr/>		
\$	974.92	

LEGAL FEES

\$	-
\$	-
<hr/>	
\$	-
<hr/>	
\$	6,582.87
<hr/>	

STATEMENT OF FINANCIAL INFORMATION
EXPENSES AS AT JUNE 30, 2016
IAN THORPE

	<u>Budget</u>	<u>2016</u>	<u>%</u>	<u>2015</u>
Sponsored Events	\$ 375.00	\$ 62.50	17%	\$ 105.61
Hospitality	\$ 375.00	\$ 22.66	6%	45.33
LGLA	\$ -	\$ 840.29	0%	142.65
Conferences/Travel - Other	\$ 250.00	\$ -	0%	406.63
FCM	\$ 3,000.00	\$ -	0%	-
UBCM	\$ 2,500.00	\$ -	0%	-
AVICC	\$ 1,000.00	\$ 253.41	25%	-
Legal Fees	\$ 5,000.00	\$ -	0%	-
Telephone/Internet/Etc	<u>\$ 1,000.00</u>	<u>\$ 859.36</u>	86%	<u>1,029.57</u>
	<u><u>\$ 13,500.00</u></u>	<u><u>\$ 2,038.22</u></u>	15%	<u><u>\$ 1,729.79</u></u>

IAN THORPE 2016 EXPENSES

as at June 30, 2016

SPONSORED EVENTS

\$	62.50	NANAIMO DISTRICT MUSEUM- Sports Achievement Awards - Feb 12
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\$	62.50
----	-------

HOSPITALITY

\$	22.66	2 CHEFS AFFAIR INC - Special Core Services Review Meeting - May 27
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\$	22.66
----	-------

CONFERENCES

\$	-
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LGLA (Date: February 3 - 5 in Richmond BC)

\$	135.31	LGLA 2016 - Travel Expense Claim - Richmond - Feb 3 - 5
\$	302.88	LGLA 2016 - CIVICINFO BC - Local Gov't Leadership Academy
\$	250.17	LGLA 2016 - RADISSON HOTEL VANCOUVER - Hotel - Feb 3 - 5
\$	151.93	LGLA 2016 - HARBOUR AIR - Flights - Feb 3 - 5

\$	840.29
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AVICC (Date: April 8 - 10 in Nanaimo BC)

\$	253.41	AVICC 2016 - CIVICINFO BC - Registration - Apr 8 - 10
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\$	253.41
----	--------

IAN THORPE 2016 EXPENSES

as at June 30, 2016

FCM (Date: June 3 - 5 in Winnipeg MB)

\$ 249.01	FCM 2016 - THE FAIRMONT WINNIPEG - Hotel Deposit - Jun 2 - 6
\$ (249.01)	FCM 2016 - THE FAIRMONT WINNIPEG - Hotel Refund - Jun 2 - 6
<hr/>	
\$ -	

TELEPHONE/INTERNET

\$ 114.64	Call Display 2016
\$ 744.72	Shaw Intranet 2016
<hr/>	
\$ 859.36	

LEGAL FEES

\$ -	
\$ -	
<hr/>	
\$ -	
<hr/>	
\$ 2,038.22	
<hr/>	

STATEMENT OF FINANCIAL INFORMATION
EXPENSES AS AT JUNE 30, 2016
BILL YOACHIM

	<u>Budget</u>	<u>2016</u>	<u>%</u>	<u>2015</u>
Sponsored Events	\$ 375.00	\$ 62.50	17%	\$ 76.77
Hospitality	\$ 375.00	\$ -	0%	\$ -
LGLA	\$ -	\$ -	0%	\$ -
Conferences/Travel - Other	\$ 250.00	\$ -	0%	\$ 392.74
FCM	\$ 3,000.00	\$ -	0%	\$ -
UBCM	\$ 2,500.00	\$ -	0%	\$ 2,574.04
AVICC	\$ 1,000.00	\$ 200.91	20%	\$ -
Legal Costs	\$ 5,000.00	\$ 3,593.33	72%	\$ 2,752.15
Telephone/Internet/Etc	<u>\$ 1,000.00</u>	<u>\$ 974.92</u>	97%	<u>\$ 1,056.17</u>
	<u><u>\$ 13,500.00</u></u>	<u><u>\$ 4,831.66</u></u>	36%	<u><u>\$ 6,851.87</u></u>

BILL YOACHIM 2016 EXPENSES

as at June 30, 2016

SPONSORED EVENTS

\$	62.50	NANAIMO DISTRICT MUSEUM- Sports Achievement Awards - Feb 12
----	-------	---

\$	62.50
----	-------

HOSPITALITY

\$	-
----	---

CONFERENCES

\$	-
----	---

UBCM (Date: September 26 - 30 in Victoria BC)

\$	-
----	---

AVICC (Date: April 8 - 10 in Nanaimo BC)

\$	200.91	AVICC 2016 - CIVICINFO BC - Registration - Apr 8 - 10
----	--------	---

\$	200.91
----	--------

BILL YOACHIM 2016 EXPENSES

as at June 30, 2016

FCM (Date: June 3 - 5 in Winnipeg MB)

\$ 249.01	FCM 2016 - THE FAIRMONT WINNIPEG - Hotel Deposit - Jun 2 - 6
\$ (249.01)	FCM 2016 - THE FAIRMONT WINNIPEG - Hotel Refund - Jun 2 - 6
<hr/>	
\$ -	

LGLA (Date: February 3 - 5 in Richmond BC)

\$ -

TELEPHONE/INTERNET

\$ 114.64	Call Display 2016
\$ 860.28	Shaw Intranet 2016
<hr/>	
\$ 974.92	

LEGAL FEES

\$ 1,029.66	REIMBURSEMENT FOR INVOICE 27432 - Cook Roberts Legal Fees
\$ 2,563.67	REIMBURSEMENT FOR INVOICE 27683 - Cook Roberts Legal Fees
<hr/>	
\$ 3,593.33	
<hr/>	
\$ 4,831.66	
<hr/>	

DATE OF MEETING August 22, 2016

AUTHORED BY K FELKER, MANAGER, PURCHASING AND STORES

SUBJECT QUARTERLY SINGLE SUBMISSION PURCHASES

OVERVIEW

Purpose of Report

To comply with Council's "Purchasing Power Delegation Bylaw 2013 No. 7175" by reporting Single Tender Submissions during the three month period from 2016-APR-01 to 2016-JUN-30.

DISCUSSION

In accordance with Council's "Purchasing Power Delegation Bylaw 2013 No. 7175", a report to Council is provided each quarter summarizing Single Submissions received between \$25,000.00 to \$250,000.00 after conducting a procurement process. Council approves any Single Submission purchases over \$250,000.00.

There were three (3) Single Submission awards made during the three month period from 2016-APR-01 to 2016-JUN-30.

- 1) Vendor: Shades Tankers (1976) Ltd; Sidney, BC
Amount: \$37,327.55 + GST
Description: 2016 Dust Control
Reason: Document was sent directly to local vendors as well as posted on the City website and BC Bid and City Social Media sites
Department: Engineering & Public Works – Roads
- 2) Vendor: Sean's Brushcutting; Duncan, BC
Amount: \$137,600.00 + GST (estimated value of contract)
Description: 2016 Brushcutting
Reason: Document was sent directly to vendors as well as posted on the City website and BC Bid and City Social Media sites
Department: Engineering & Public Works – Various Departments
- 3) Vendor: Hub City Paving Ltd; Nanaimo, BC
Amount: \$614,650.00 + GST (estimated value of contract)
Description: Asphalt Restoration Services Tender
Reason: Document was sent directly to vendors as well as posted on the City website and BC Bid and City Social Media sites
This purchase was mistakenly approved by Staff instead of Council

Regular Committee of the
Whole Meeting
2016-AUG-22

SUMMARY POINTS

- Quarterly Single Submission report as per Council's "Purchasing Power Delegation Bylaw 2013 No. 7175".
- Three (3) Single Submissions during the three month reporting period of 2016-APR-01 to 2016-JUN-30.

Submitted by:



Kurtis Felker
Manager, Purchasing & Stores

Concurrence by:



Victor Mema
Director of Finance

DATE OF MEETING August 22, 2016

AUTHORED BY K FELKER, MANAGER, PURCHASING AND STORES

SUBJECT QUARTERLY DIRECT AWARD PURCHASES

OVERVIEW

Purpose of Report

To comply with Council's "Purchasing Power Delegation Bylaw 2013 No. 7175" by reporting Direct Award Purchases during the three month period from 2016-APR-01 to 2016-JUN-30.

DISCUSSION

In accordance with Council's "Purchasing Power Delegation Bylaw 2013 No. 7175", a report to Council is provided each quarter summarizing Direct Award purchases made between \$25,000.00 to \$250,000.00 without conducting a procurement process. Council approves Direct Award purchases over \$250,000.00.

There were eight (8) Direct Awards made during the three month period from 2016-APR-01 to 2016-JUN-30.

- 1) Vendor: Microsoft Canada; Toronto, ON
Amount: \$247,391.90 + GST & PST
Description: MS Enterprise Enrollment Renewal
Reason: Proprietary to this supplier only
Department: Information Technology
- 2) Vendor: Mid Island Fence Products; Nanaimo, BC
Amount: \$81,500.00 + GST
Description: Fencing for Robins Park
Reason: No Challenges to the Notice of Intent (NOI) posted on the City website and BC Bid and City Social Media sites
Department: Parks and Recreation
- 3) Vendor: Andrew Sheret Limited; Nanaimo, BC
Amount: \$29,399.04 + GST & PST
Description: New Pipe Product
Reason: Materials purchased for trial use
Department: Engineering & Public Works – Construction Department

Regular Committee of
the Whole Meeting
2016-AUG-22

- 4) Vendor: DB Perks & Associates Ltd; North Vancouver, BC
Amount: \$32,128.00 + GST & PST
Description: Duraflex Diving Board and Stand Replacement
Reason: Replacement is exactly the same as originally installed equipment
Department: Parks and Recreation - Nanaimo Aquatic Centre.

- 5) Vendor: Envision Building Innovations Inc; Edmonton, AB
Amount: \$29,815.00 + GST & PST
Description: Port Theatre Glass Panels
Reason: To ensure compatibility with existing glass panels
Department: Parks and Recreation

- 6) Vendor: Hub City Paving Ltd; Vancouver, BC
Amount: \$71,817.28 + GST
Description: Sherwood Drive Paving
Reason: Paving work for a water main project delayed in 2015
Department: Engineering & Public Works – Construction Department

- 7) Vendor: Ocean Marker; Victoria, BC
Amount: \$33,500.00 + GST
Description: Tennis Courts Resurfacing
Reason: No Challenges to the Notice of Intent (NOI) posted on the City website and B.C. Bid and City Social Media sites
Department: Parks and Recreation – Beban Park

- 8) Vendor: Schoolhouse Products Inc; Markham, ON
Amount: \$70,255.00 + GST & PST
Description: Stacking chairs
Reason: To match the same chairs purchased in 2015
Department: Parks and Recreation – Beban Park

SUMMARY POINTS

- Quarterly Direct Award Report as per “Purchasing Power Delegation Bylaw 2013 No. 7175”.
- Eight (8) Direct Awards during the three month reporting period of 2016-APR-01 to 2016-JUN-30.

Submitted by:



Kurtis Felker
Manager, Purchasing & Stores

Concurrence by:



Victor Mema
Director of Finance

DATE OF MEETING August 22, 2016

AUTHORED BY DEBORAH DUNCAN, DEPUTY DIRECTOR, FINANCIAL SERVICES

SUBJECT **2016 – 2020 FINANCIAL PLAN AMENDMENT BYLAW**

OVERVIEW

Purpose of Report

To amend the 2016 – 2020 Financial Plan for changes that have occurred since the bylaw was last amended on 2016-MAY-02.

Recommendation

That Council receive for information the report pertaining to “Financial Plan Amendment Bylaw 2016 No. 7222.02”.

BACKGROUND

The 2016 – 2020 Financial Plan Bylaw provides some authority to amend the Plan through the City of Nanaimo’s management policy on budget transfers. Budget bylaw amendments are required where new expenditures are approved by Council and additional sources of funding are needed, or when budgets are transferred between operating and capital funds. Since tax rates for 2016 are already set, additional funding must be identified from reserves or other sources in the bylaw amendment.

The revisions due to new expenditures are:

- Community Wildfire Protection Plan - \$30,000 project added, \$15,000 budget transferred from Fire Administration operating cost centre and \$15,000 funding added from matching UBCM grant. Report to Council 2015-SEP-28.
- Transportation (Pedestrian): Cavendish Blvd & Jingle Pot Crosswalk Flasher - \$15,000 project added, \$7,500 budget transferred from Road Infrastructure project and \$7,500 funding added from ICBC contribution. Report to Council 2016-MAY-16
- New Horizons Seniors Grant Program - \$168,360 project added, fully funded by grant from the Government of Canada, Ministry of Employment and Social Development. Report to Council 2016-MAY-09.
- Harewood Centennial Skate Park - \$27,000 project added, fully funded from Knowles Estate Reserve. Report to Council 2016-JUL-18.

Regular Committee of
the Whole Meeting
2016-AUG-22

- Nanaimo-Vancouver Passenger Ferry Technical Advisory Group - \$20,000 project added, \$10,000 budget transferred from Community Planning Studies project and \$10,000 funding added for contribution from the Nanaimo Port Authority.
- Beban Park Boiler Plant Study - project budget increased from \$12,500 to \$23,950, additional \$11,450 funding from Fortis BC grant. Report to Council 2016-JUN-27.
- Water Utility: Howden Dr WM Cost Share - \$160,000 project added, \$105,000 budget transferred from Water Infrastructure project, \$55,000 funding from developer contribution. Report to Council 2016-MAR-14.

The revisions due to budget transfers between operating and capital expenditures are summarized in Appendix A.

OPTIONS

1. Approve “Financial Plan Amendment Bylaw 2016 No. 7222.02”. {Recommended Option}
 - **Budget Implication:** The net effect of the additional expenditures is to increase the 2016 expenditures budget by \$294,310 with additional funding from grants, private contributions and reserves.
 - **Legal Implication:** Adoption of the budget bylaw amendment ensures that spending is within legal limits.
 - **Strategic Priorities Implication:** Taking Responsibility to be an excellent municipal government is a Council priority.
2. Table the report and request more information from Staff. {Not Recommended}
Expenditures will not be within approved budgets.


SUMMARY POINTS

- The 2016 – 2020 budget bylaw amendment captures seven new projects approved by Council and budget transfers between operating and capital funds identified year to date.

ATTACHMENTS

- “Financial Plan Amendment Bylaw 2016 No. 7222.02”
- Appendix A

Submitted by:



Deborah Duncan
Deputy Director, Financial Services

Concurrence by:



Victor Mema
Chief Financial Officer

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Appendix A

Project	Budget transfer required	\$	Total \$
General Operating Expenditures			
IT Technical Infrastructure: LAN Security Upgrades	expenditures reclassified from capital to operating	25,000	
Partners in Park: Beban Community Bike Park	allocation of Partners in Park program	12,000	
Cedar Road Corridor Study	allocation from Transportation Designs	11,279	
Drainage: Sherwood DR 1571 to Bowstring	allocation from Drainage Infrastructure	28,000	
Downtown St Lighting: Phase D Victoria	allocation from Transportation Designs	25,000	
IT Applications: Asset Management System	Investigate asset management software solutions	50,000	
Transportation: Local Road Rehab	expenditures reclassified from capital to operating	35,000	
OWCC Landscape Improvements	expenditures reclassified from capital to operating	4,598	
Fleet: Small Tools Replacement	expenditures reclassified from capital to operating	4,100	
Police Ops Bldg: Electrical	transferred to Police Ops Bldg Security	(3,000)	
Police Ops Bldg: Security	additional budget required (door access system)	8,177	
General Operating Expenditures - Total			200,154
Sanitary Sewer Operating Expenditures			
James St Siphon (design)	allocation from Sanitary Sewer Designs	10,000	
Sanitary Sewer Operating Expenditures - Total			10,000
Waterworks Operating Expenditures			
Water: Road Rehab	expenditures reclassified from operating to capital	(60,000)	
Water: Chase River Pipe Crossing	allocation from Water Infrastructure	3,115	
Waterworks Operating Expenditures - Total			(56,885)
General Capital Expenditures			
LAN Upgrades	expenditures reclassified from capital to operating	(25,000)	
Partners in Park: to be allocated	allocated to Beban Community Bike Park and Cottle Creek Park projects	(47,000)	
Partners in Park: Cottle Creek Park	allocation of Partners in Park program	35,000	
Transportation Designs	allocated to Cedar Road Study	(11,279)	
Drainage Infrastructure	allocated to Sherwood DR 1571 to Bowstring project	(28,000)	
Transportation Designs	allocated to Downtown St Lighting	(25,000)	
GIS Development	allocated to Asset Management System (investigate solutions)	(50,000)	
Major Road Rehab	expenditures reclassified from capital to operating	(35,000)	
OWCC Landscape Improvements	expenditures reclassified from capital to operating	(4,598)	
Fleet: Small Equipment	expenditures reclassified from capital to operating	(4,100)	
Police Services Equipment: Voice Recording System	allocated to Police Ops Bldg: Security	(5,177)	
General Capital Expenditures - Total			(200,154)
Sanitary Sewer Capital Expenditures			
Sanitary Sewer Designs	allocated to James St Siphon project	(10,000)	
Sanitary Sewer Capital Expenditures - Total			(10,000)
Waterworks Capital Expenditures			
Victoria Rd Sidewalk & Utility Project	expenditures reclassified from operating to capital	60,000	
Water Infrastructure	allocated to Chase River Pipe Crossing project	(3,115)	
Waterworks Capital Expenditures - Total			56,885

CITY OF NANAIMO

BYLAW NO. 7222.02

A BYLAW TO AMEND THE 2016 – 2020 FINANCIAL PLAN

The Municipal Council of the City of Nanaimo in open meeting assembled, ENACTS AS FOLLOWS:

1. Title

This Bylaw may be cited as the “FINANCIAL PLAN AMENDMENT BYLAW 2016 NO. 7222.02”.

2. Amendments

“FINANCIAL PLAN AMENDMENT BYLAW 2016 NO. 7222.02 is hereby amended as follows:

(1) Delete Schedule “A” in its entirety and replace with the attached Schedule “A”.

PASSED FIRST READING _____
PASSED SECOND READING _____
PASSED THIRD READING _____
ADOPTED _____

MAYOR

CORPORATE OFFICER

Schedule ACity of Nanaimo
2016 - 2020 Financial Plan

	2016	2017	2018	2019	2020
Revenues:					
Revenue from Property Value Taxes	96,793,560	100,742,387	103,818,290	105,913,850	108,312,554
Revenue from Parcel Taxes	234,042	234,242	236,584	-	-
Revenue from Fees & Charges	38,290,552	40,025,693	41,813,860	43,722,729	45,693,787
Revenue from Other Sources	32,885,806	32,562,513	24,939,336	25,435,736	26,038,400
	-				
	168,203,960	173,564,835	170,808,070	175,072,315	180,044,741
Expenses:					
General Operating Expenditures	118,561,132	116,500,769	118,564,552	120,040,917	122,768,411
Sanitary Sewer Operating Expenditures	4,630,586	4,252,532	4,292,953	4,332,360	4,437,557
Waterworks Operating Expenditures	9,269,577	8,999,350	9,011,167	9,250,548	9,431,959
Interest Payment on Municipal Debt	2,575,375	2,928,600	3,280,654	3,270,920	3,213,460
Amortization	23,174,277	23,527,325	23,424,366	23,346,056	22,920,790
	-				
Annual Surplus/Deficit	9,993,013	17,356,259	12,234,378	14,831,514	17,272,564
Add back:					
Amortization	23,174,277	23,527,325	23,424,366	23,346,056	22,920,790
Capital Expenditures					
General Capital Expenditures	27,075,495	21,345,392	23,908,950	14,681,900	9,511,900
Sanitary Sewer Capital Expenditures	10,609,021	2,915,600	6,013,000	2,712,000	4,171,602
Waterworks Capital Expenditures	12,642,872	14,834,550	6,417,606	6,984,400	6,217,700
Proceeds from Borrowing	-	(600,000)	(12,000,000)	-	-
Principal Payment on Municipal Debt	3,060,719	3,389,719	3,752,133	3,907,665	4,069,641
Transfers between Funds:					
Special Funds	-	-	-	-	-
DCC Funds	-	-	-	-	-
Transfers to/(from) Accumulated Surplus	(20,220,817)	(1,001,677)	7,567,055	9,891,605	16,222,511
Financial Plan Balance	-	-	-	-	-

DATE OF MEETING August 22, 2016

AUTHORED BY CHARLOTTE DAVIS, MANAGER OF SANITATION, RECYCLING AND PUBLIC WORKS ADMINISTRATION

SUBJECT **UPDATED AUTOMATED SOLID WASTE COLLECTION BUSINESS CASE**

OVERVIEW

Purpose of Report

To provide Council with information regarding the updated automated solid waste collection business case that takes in to account the observations of the Core Service Review report. A presentation will accompany this report.

DISCUSSION

At the Special Open Council meeting on 2015- DEC-16, Council approved the purchase of two automated garbage trucks. These two units are due to be delivered to the City on 2016-AUG-15.

Staff have developed a communication plan to educate and inform residents about automated collection services. Tools developed include: an informative “how to” video on the use of wheeled carts, information brochures for residents and an information kit that will be delivered to each home in advance of the change to automated collection.

At the Committee of the Whole meeting on 2016-JUL-18, Council directed staff to develop an updated business case that takes into account observations from the Core Service Review (CSR) report on automated collection of solid waste (page 77).

Staff have updated the two business models for Council’s consideration. Tonight’s presentation provides updated information on the following:

- Business models
 - In-house collection
 - Hybrid collection (part of CSR report)
- Cart ownership
 - User or City owned carts
- Funding strategy
 - Equipment Replacement Reserve
 - Borrowing
- Implementation strategy

Financial analysis is provided in the Appendix and includes a comparison between user and City owned carts for each business model.

Regular Committee of
the Whole Meeting
2016-AUG-22

SUMMARY POINTS

- Staff have updated the business case based on observations from the CSR and now require direction from council on three items:
 1. Business model
 2. Ownership of wheeled carts
 3. Funding strategy
- Two automated trucks are due to arrive in mid August
- Staff have developed a communications plan and tools to educate residents

ATTACHMENTS

Appendix: Financial analysis

Submitted by:



Charlotte Davis
Manager of Sanitation, Recycling and Public
Works Administration

Concurrence by:



Deborah Duncan
Deputy Director, Financial Services

Automated Collection Update

Business Case Summary and Financial Analysis

August 22, 2016

Activity to date

At the Committee of the Whole meeting on 2015-OCT-26, Council authorized the purchase of two automation ready solid waste collection vehicles and an appropriate number of wheeled carts.

Two automated vehicles would allow for implementation of automated collection to approximately one-third of the City.

At the Special Open Council meeting on 2015-DEC-16, Council approved the purchase of two automated CNG powered garbage trucks providing FortisBC guarantees the construction of the CNG filling station by December 31, 2015. Construction of the CNG filling station is completed. The two automated units are due to be delivered to the City on 2016-AUG-15.

At the Committee of the Whole meeting on 2016-JUL-18, Council directed staff to develop an updated business case that takes into account observations from the Core Services review (CSR) report on automated collection of solid waste. The CSR considered two business/service delivery options:

- In-house Option: The initial option proposed by Staff with full automation of City collection services including garbage, kitchen waste and recycling. All collection services would be provided by City resources and require the purchase of six more automated trucks (total eight trucks) and three wheeled carts for every household.
- Hybrid Option: An option put forth by the CSR: continue with automation of garbage and kitchen waste collection, but with recycling collection remaining as a contracted service. This option requires the purchase of 2 more automated trucks (total four trucks) and two wheeled carts for every household. The collection of kitchen waste would reduce from a weekly to a biweekly service.

This business case provides updated information and analysis for the two options noted above to support Council's review and decision making.

Business Case Review and Decisions Needed

Key business review and decisions that need to be made include:

- Identify which business/service delivery model to implement
- Determine if the carts will be owned by users or by the City
- Confirm funding strategy for purchase of additional trucks and wheeled carts

Service Level Comparison

The table below provides a summary of current service delivery and service levels for both options.

	Current Service Delivery			In House Model			Hybrid Model		
	Kitchen Waste	Garbage	Recycling	Kitchen Waste	Garbage	Recycling	Kitchen Waste	Garbage	Recycling
Frequency	Weekly	Biweekly	Biweekly	Weekly	Biweekly	Biweekly	Biweekly	Biweekly	Biweekly
Provider	City	City	Contractor	City	City	City	City	City	Contractor
Collection Method	Manual	Manual	Manual	Automated	Automated	Automated	Automated	Automated	Manual or Automated

The key service level difference is that kitchen waste collection would change from weekly to bi-weekly under the Hybrid model.

The current recycling contract provides manual collection. On expiry of this contract, the City could consider contracted recycling collection using either manual or automated collection.

User or City Owned Wheeled Carts

Each property will require a set of wheeled carts for automated collection. For the In-house model, three carts will be required. For the Hybrid model, two carts will be required. Each set of wheeled carts will be tagged with a Radio Frequency ID chip and must remain with the property.

Under the 'user owned' approach, users would be responsible for the purchase, repair and replacement of wheeled carts for the property. These costs for the user would be in addition to the City's annual user fee for collection. The City would provide a five year payment plan for current users for the initial purchase of wheeled carts.

Under the 'City owned' approach, the City would be responsible for supply, repair and replacement of wheeled carts for users. Costs would be included in the City's annual user fee for collection.

	User Owned	City Owned
Current Users	User purchases - City to provide five year payment plan	City provides
New Users	User Purchases	City provides
Repair/Replacement	User pays directly	City provides
Impact on User Fees	None *	Increased annual user fees to cover cost of carts

*In addition to the annual user fee, the City will collect from current users the repayment required for five years for financing of wheeled carts.

Investment Required

Two automated trucks have already been purchased. Below is a summary of additional and total investment required for both options.

	In House Model	Hybrid Model
Total # of Trucks Required	8	4
Current Investment in 2 Automated Trucks \$	\$ 880,130	\$ 880,130
Additional Investment in Trucks Required \$	\$ 2,242,628	\$ 681,249
Total Investment in Trucks \$	\$ 3,122,758	\$ 1,561,379
# of Carts Required	72,000	48,000
Investment in Carts \$	\$ 4,300,000	\$ 2,700,000
Total Additional Investment Required \$	\$ 6,542,628	\$ 3,381,249
Total Investment \$	\$ 7,422,758	\$ 4,261,379

Funding Strategy

Significant investment is required to implement automated collection. Funding sources can include the Equipment Replacement Reserve and short term borrowing from the Municipal Finance Authority (MFA). MFA offers an Equipment Financial Program for five year borrowing with a variable interest rate. The current interest rate is 1.39%. Borrowing requires a Council resolution.

	In House Model	Hybrid Model
Equipment Replacement Reserve	\$ 1,330,130	\$ 1,330,130
MFA (5 year borrowing)	\$ 6,092,628	\$ 2,931,249
Total	\$ 7,422,758	\$ 4,261,379

The estimated cost of borrowing \$6.1 million is \$224,930. The estimated cost of borrowing \$3 million is \$110,621.

Strategies Used to Minimize Financial Impact on Users

There is a significant cost to implementing automated collection. Strategies used to reduce the impact on users include:

- If wheeled carts are user owned
 - The City will provide a five year payment plan for the initial purchase of wheeled carts
 - Repayments will be collected by the City in addition to annual user fees for five years
 - Subsequent replacement of wheeled carts is responsibility of the user
- If wheeled carts are City owned
 - User fees will include the all costs to purchase, repair and replace wheeled carts
- Contributions to the Equipment Replacement Reserve and to a new Cart Replacement Reserve (if City owned carts) are calculated based on replacement cost and the expected useful life of the assets. This should provide adequate monies in those reserves to fund replacement when needed. Required annual contributions to those reserves have been calculated for the next ten years.
 - During the five year debt repayment period, contributions to the Equipment Replacement Reserve and to the new Cart Replacement Reserve (if City owned carts) will be lowered while the debt is being repaid.
 - Then during years six to ten contributions to the reserves will be increased to ensure that the total required contributions for the ten year period will be met.

Financial Summary

The financial analysis for the two options also includes analysis for user owned and City owned carts.

The financial analysis does not include:

- Inflation
- Any discounts that may be realized for volume purchases of trucks or wheeled carts

Implementation costs include promotion, computer software and temporary staffing.

In-House Business Model

	In House Model, User owns carts				In House Model, City owns carts			
	Annual Revenues and Expenses - Year 1	Annual Revenues and Expenses - Years 2 - 5	Annual Revenues and Expenses - Years 6 - 10	Recycling In-House - Fully Implemented	Annual Revenues and Expenses - Year 1	Annual Revenues and Expenses - Years 2 - 5	Annual Revenues and Expenses - Years 6 - 10	Recycling In-House - Fully Implemented
City Resources:								
FTE's	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00
Solid Waste Collection Units	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00
Annual Operating Revenues:								
MMBC	954,500	954,500	954,500	954,500	954,500	954,500	954,500	954,500
Annual Operating Expenditures:								
Wages and Benefits	\$ 847,015	\$ 847,015	\$ 847,015	\$ 847,015	\$ 847,015	\$ 847,015	\$ 847,015	\$ 847,015
Implementation - Promotion, temporary staffing	150,000				150,000			
Garbage Collection (tipping fees)	\$ 1,004,306	\$ 1,004,306	\$ 1,004,306	\$ 1,004,306	\$ 1,004,306	\$ 1,004,306	\$ 1,004,306	\$ 1,004,306
Recycling Contract	\$ 702,877	\$ -	\$ -	\$ -	\$ 702,877	\$ -	\$ -	\$ -
Community Programs and Public Education	\$ 159,600	\$ 159,600	\$ 159,600	\$ 159,600	\$ 159,600	\$ 159,600	\$ 159,600	\$ 159,600
Wheeled Carts Costs								
Debt Repayment					\$ 896,830	\$ 896,830		
Contribution to Replacement Reserve							\$ 859,492	\$ 429,746
Annual growth (new carts)					\$ 65,925	\$ 65,925	\$ 65,925	\$ 65,925
Cart Repairs					\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
	\$ -	\$ -	\$ -	\$ -	\$ 896,830	\$ 977,754	\$ 940,417	\$ 510,671
Fleet Costs:								
Debt Repayment	\$ 378,525	\$ 378,525			\$ 378,525	\$ 378,525		
Internal Charge - Annual Operating Expenses,								
Contribution to Replacement Reserve	\$ 454,368	\$ 454,368	\$ 832,894	\$ 643,631	\$ 454,368	\$ 454,368	\$ 832,894	\$ 643,631
	\$ 832,894	\$ 832,894	\$ 832,894	\$ 643,631	\$ 832,894	\$ 832,894	\$ 832,894	\$ 643,631
Other Costs/Overhead Allocations	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000
Total Expenditures	\$ 3,931,692	\$ 3,078,815	\$ 3,078,815	\$ 2,889,552	\$ 4,828,521	\$ 4,056,569	\$ 4,019,231	\$ 3,400,223
Net: To be recovered through user fees	\$ 2,977,192	\$ 2,124,315	\$ 2,124,315	\$ 1,935,052	\$ 3,874,021	\$ 3,102,069	\$ 3,064,731	\$ 2,445,723
Estimated # of Users	27,078	28,093	29,921	31,140	27,078	28,093	29,921	31,140
User Fees	\$ 110	\$ 76	\$ 71	\$ 62	\$ 143	\$ 110	\$ 102	\$ 79
Implementation - Financed Purchase of Carts	\$ 33	\$ 33						
User Fees	\$ 143	\$ 109	\$ 71	\$ 62	\$ 143	\$ 110	\$ 102	\$ 79

Hybrid Business Model

	Hybrid, User owns carts				Hybrid, City owns carts			
	Annual Revenues and Expenses - Year 1	Annual Revenues and Expenses - Years 2 - 5	Annual Revenues and Expenses - Years 6 - 10	Recycling Contracted Out - Fully Implemented	Annual Revenues and Expenses - Year 1	Annual Revenues and Expenses - Years 2 - 5	Annual Revenues and Expenses - Years 6 - 10	Recycling Contracted Out - Fully Implemented
	Kitchen waste reduced to bi-weekly pick up				Kitchen waste reduced to bi-weekly pick up			
City Resources:								
FTE's	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Solid Waste Collection Units	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Annual Operating Revenues:								
MMBC	954,500	954,500	954,500	954,500	954,500	954,500	954,500	954,500
Annual Operating Expenditures:								
Wages and Benefits	\$ 514,572	\$ 514,572	\$ 514,572	\$ 514,572	\$ 514,572	\$ 514,572	\$ 514,572	\$ 514,572
Implementation - Promotion, temporary staffing	150,000				150,000			
Garbage Collection (tipping fees)	\$ 1,004,306	\$ 1,004,306	\$ 1,004,306	\$ 1,004,306	\$ 1,004,306	\$ 1,004,306	\$ 1,004,306	\$ 1,004,306
Recycling Contract	\$ 702,877	\$ 702,877	\$ 702,877	\$ 702,877	\$ 702,877	\$ 702,877	\$ 702,877	\$ 702,877
Community Programs and Public Education	\$ 159,600	\$ 159,600	\$ 159,600	\$ 159,600	\$ 159,600	\$ 159,600	\$ 159,600	\$ 159,600
Wheeled Carts Costs								
Debt Repayment					\$ 569,848	\$ 569,848		
Contribution to Replacement Reserve							\$ 539,848	\$ 269,924
Annual growth (new carts)						\$ 65,925	\$ 65,925	\$ 65,925
Cart Repairs						\$ 10,000	\$ 10,000	\$ 10,000
	\$ -	\$ -	\$ -	\$ -	\$ 569,848	\$ 645,773	\$ 615,773	\$ 345,849
Fleet Costs:								
Debt Repayment	\$ 46,250	\$ 46,250			\$ 46,250	\$ 46,250		
Internal Charge - Annual Operating Expenses, Contribution to Replacement Reserve	\$ 280,191	\$ 280,191	\$ 321,816	\$ 321,816	\$ 280,191	\$ 280,191	\$ 321,816	\$ 321,816
	\$ 326,440	\$ 326,440	\$ 321,816	\$ 321,816	\$ 326,440	\$ 326,440	\$ 321,816	\$ 321,816
Other Costs/Overhead Allocations	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000
Total Expenditures	\$ 3,092,795	\$ 2,942,795	\$ 2,938,170	\$ 2,938,170	\$ 3,662,644	\$ 3,588,569	\$ 3,553,944	\$ 3,284,019
Net: To be recovered through user fees	\$ 2,138,295	\$ 1,988,295	\$ 1,983,670	\$ 1,983,670	\$ 2,708,144	\$ 2,634,069	\$ 2,599,444	\$ 2,329,519
Estimated # of Users	27,078	28,093	29,921	31,140	27,078	28,093	29,921	31,140
User Fees	\$ 79	\$ 71	\$ 66	\$ 64	\$ 100	\$ 94	\$ 87	\$ 75
Implementation - Financed Purchase of Carts	\$ 21	\$ 21						
User Fees	\$ 100	\$ 92	\$ 66	\$ 64	\$ 100	\$ 94	\$ 87	\$ 75

Estimated Impact on Annual User Fees Summary

2016 user fees are \$100.75.

	In House Model		Hybrid Model	
	User Owned Carts	City Owned Carts	User Owned Carts	City Owned Carts
Year 1 *	\$ 143	\$ 143	\$ 100	\$ 100
Years 2 - 5 *	\$ 109	\$ 110	\$ 92	\$ 94
Years 6 - 10	\$ 71	\$ 102	\$ 66	\$ 87
Future Years	\$ 62	\$ 79	\$ 64	\$ 75

*For user owned carts, year 1 to 5, the user fee Includes cart financing repayment that will show as a separate line item on the user rate bill.

In subsequent years, for user owned carts the purchase, repair and replacement of wheeled carts is not included in user fees and will be an additional expense to the user.

DATE OF MEETING August 22, 2016

AUTHORED BY MARY SMITH, MANAGER, RECREATION SERVICES
PARKS AND RECREATION

SUBJECT TRAVEL ASSISTANCE GRANT – NANAIMO MINOR BASEBALL –
MIDGET U18

OVERVIEW

Purpose of Report

To obtain Council direction regarding a request for a Travel Assistance Grant.

Recommendation

That Council approve the application for a Travel Assistance Grant to Nanaimo Minor Baseball, Midget U18 team, in the amount of \$1,300 for thirteen (13) athletes to attend the Baseball Canada 2016 U18 National Championships being held in Sherbrooke, Quebec, during the period 2016-AUG-18 through 2016-AUG-22.

BACKGROUND

The City of Nanaimo provides a contingency account for amateur sports and cultural groups, and individuals to travel within B.C. (excluding travel on Vancouver Island) and out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups qualifying in Provincial or Regional competitions and the current policy provides \$50 per person to a maximum of \$1,000 per application for travel within B.C. or \$100 per person to a maximum of \$2,000 per application for travel outside of B.C. Requests are considered on a first-come, first-served, basis as funds remain available.

Staff review all Travel Assistance Grant applications and forward the recommendation to the Council for approval.

On 2016-AUG-04, staff reviewed a Travel Assistance Grant application submitted by Nanaimo Minor Baseball requesting financial assistance for thirteen (13) athletes to represent Nanaimo at the Baseball Canada 2016 U18 National Championships being held in Sherbrooke, Quebec, during the period 2016-AUG-18 through 2016-AUG-22. Staff determined that this application met all of the grant criteria and recommend that Council approve the application.

OPTIONS

1. Approve the Travel Assistance Grant.
 - **Budget Implication:** To date, \$3,300 from the 2016 travel grants contingency funds has been awarded or is pending. If the above travel grant of \$1,300 is approved, \$2,900 will remain available for any additional 2016 travel grant requests.
 - **Engagement Implication:** Promotes excellence in sports and culture.

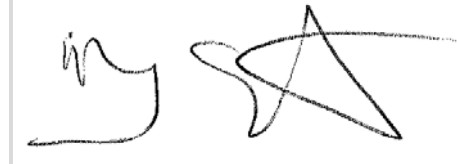
2. Deny the Travel Assistance Grant.

- **Budget Implication:** To date, \$3,300 from the 2016 travel grants contingency funds has been awarded or is pending. \$4,200 will remain available for additional 2016 travel grant requests.

SUMMARY POINTS

- Funds are allocated yearly for Travel Assistance Grants.
- The group applying meets all the required criteria.
- To date, \$3,300 from the 2016 travel grants contingency funds has been awarded or is pending. \$4,200 remains available for any additional 2016 travel grant requests.

Submitted by:



Mary Smith, Manager, Recreation Services
Parks and Recreation

Concurrence by:



Richard Harding, Director
Parks and Recreation

DATE OF MEETING August 22, 2016

AUTHORED BY CHRIS LANG, PROJECT ENGINEER

SUBJECT COLLEGE PARK WATER SUPPLY MAIN – INSTALLATION TENDER

OVERVIEW

Purpose of Report

To advise Council of a public tender call of \$250,000 and above, in accordance with the City's Purchasing Bylaw No. 7175.

Recommendation

That Council direct Staff to issue a Call for Tender for the College Park Water Supply Main Installation Tender.

BACKGROUND

Water Supply Development Cost Charge Project WS41 twins the existing supply main from Nanaimo Lakes Rd to the College Park Reservoirs, mostly within the Nanaimo Parkway shoulder. The new supply main will provide additional capacity to permit growth to continue in the area served by the College Park reservoir (approximately 70% of the City).

The subject tender call will be for the installation of the supply main, along with associated restoration and connections. At the 2016-APR-11 Council Meeting, Council directed staff to issue a tender call to pre-purchase the steel pipe. The manufacturing process is currently underway, and pipe will be delivered to the site in late September, in time for the installation contractor to mobilize.

OPTIONS

1. That Council direct Staff to issue a Call for Tender for the College Park Water Supply Main Installation Tender.
2. That Council provide Staff with alternate direction.

SUMMARY POINTS

- The College Park Supply Main will provide additional capacity and robustness for the supply of water to 70% of the City.
- This action supports Council's Strategic Plan for Asset Management – Stewardship of Current Infrastructure and Facilities.

ATTACHMENTS

Attachment A - Engineering and Public Works Project Summary Sheet

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Submitted by:



C. Lang, Project Engineer
Engineering

Concurrence by:



Poul Rosen, Senior Manager
Engineering

Submitted by:



B. Sims, Manager
Water Resources

Attachment A **2016 Engineering and Public Works Project Summary Sheet** **2016 - 2020 Financial Plan**

Budget Book Reference: P-W1 (Supply Mains)

Project: P_9260 DCC WS41: #1 Reservoir to College Pk Dup Supply WM

Expenditures/Budget: Watermain (Supply)

See 2016 - 2020 Financial Plan

Funding: Government Grant - Federal
Water DCC's
Water Reserve

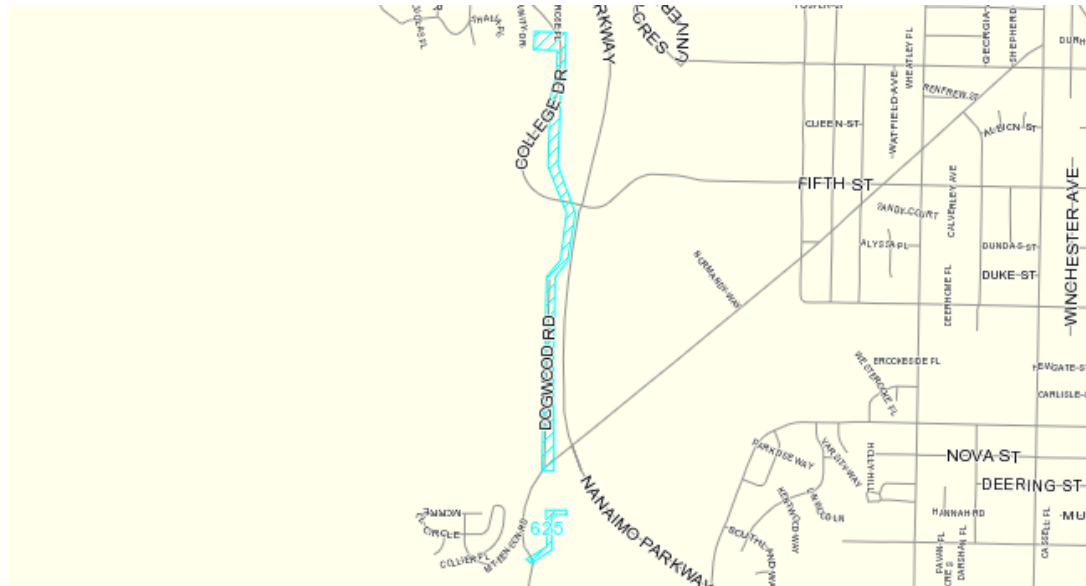
See 2016 - 2020 Financial Plan

Asset Category: New/Upgrade

Project Description: The construction of a new water supply main from the intersection of Dogwood and Nanaimo Lakes to College Park Reservoir. The final phase of the duplicate main is currently in the engineering/design phase and will be constructed in 2016/2017. Phase one was completed in 2013. The dogwood PRV (separate project) will be replaced in conjunction with this project in 2017.

Justification: To address capacity issues in North Nanaimo and support development. Project will also improve fire storage in existing reservoirs.

Project Map:



MINUTES
SPECIAL OPEN NANAIMO ECONOMIC DEVELOPMENT CORPORATION (NEDC)
NOMINATING COMMITTEE MEETING
BOARD ROOM, 411 DUNSMUIR STREET, NANAIMO, BC
MONDAY, 2016-FEB-01, AT 1:30 P.M.

PRESENT: Councillor W. L. Bestwick, Chair

Members: Councillor G. W. Fuller
Councillor J. Hong
Councillor W. Pratt (arrived 1:32 p.m.)
Howard Houle
Steve Laird
Alec McPherson
Andre Sullivan
Wally Wells
Maureen Young

Staff: G. Ferrero, Director of Information Technology, Legislative Services &
Communications, City of Nanaimo
John Hankins, Chief Executive Officer, NEDC

1. CALL THE OPEN MEETING TO ORDER:

The Core Services Review Steering Committee Meeting was called to order at 1:30 p.m.

2. ADOPTION OF AGENDA:

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

Councillor Pratt entered the Board Room at 1:32 p.m...

3. REVIEW OF APPLICATIONS FOR NEDC BOARD:

It was moved and seconded that the Committee recommend that Council:

1. appoint Rod Szasz, as the new member of the Nanaimo Economic Development Corporation (NEDC) Board for a three year term;
2. reappoint Dan Brady, Carla Smith, Kelly Bissell and Signy Madden to the NEDC Board for a three year term;

3. renew the appointments of the following board members to the NEDC Board:

- Andre Sullivan – Chair
- Charlie Parker - Vice Chair
- Dan Kucherka- Treasurer
- William (Bill) Anderson – Secretary
- AJ Hustins - Past Chair
- Gloria Hatfield
- Brad Jones
- Doug Kalcsics
- Adrian Legin
- Dr. Ralph Nilson
- Chief John Wesley - Sununeymuxw First Nation Representative

and,

4. direct Staff to notify the NEDC Board, the new Board members, the unsuccessful applicants and prepare a media release advising of Council's appointments to the NEDC Board.

The motion carried unanimously.

4. ADJOURNMENT:

It was moved and seconded at 2:20 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

STAFF LIAISON

CERTIFIED CORRECT:

CORPORATE OFFICER