



# Committee Agenda

**Committee Meeting of Council  
May 24, 2011  
at 6:00 p.m.**

# MEETINGS

**FOR THE WEEK OF  
MAY 24<sup>TH</sup>, 2011**

Tuesday, May 24, 2011

6:00 p.m.

Committee Meeting of Council  
Council Chambers, 2<sup>nd</sup> Floor

7:00 p.m.

Regular Meeting of Council  
Council Chambers, 2<sup>nd</sup> Floor

# PUBLIC MEETING

**HELD UNDER THE  
MUNICIPAL ACT**

**GENERAL GOVERNMENT COMMITTEE**

Tuesday, May 24, 2011

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**Chairperson:** Councillor Chirico  
**Vice-Chair:** Councillor Koziol  
**Members:** Councillors Anthony, Maroosis  
**Ex-Officio:** Mayor McDonald

GG-2011-04 Motion from Councillor Anthony dated January 10, 2011 re Council remuneration (F16/2011/CNB/COUNCIL).

► **GG-2011-09 Motion from Councillor Chirico dated February 22, 2011 re Procedural By-Law Amendment (C00/2011/BYLAWS/PROCEDUR).**

# GG-2011-09

Draft recommendation.

“WHEREAS By-Law No 2007-218, being the Procedural By-Law for the City of North Bay, is intended among other matters to prescribe rules for the orderly conduct of meetings of City Council;

AND WHEREAS Article 36.1 subsections (a) to (d) inclusive are unclear as to their purpose and application and further contradict the standing practice of Council;

AND WHEREAS Article 18.1 subsection (a) of By-Law No. 2007-218 states “It is the duty of Councillors to attend all meetings of Council, and to prepare for meetings, including reviewing the agenda and background information prior to the meeting;

AND WHEREAS the time for debate, discussion, and questions is prior to the Presiding Officer calling the vote;

AND WHEREAS Section 37 of the Procedural By-Law does not make provision for Questions and Enquiries;

BE IT THEREFORE RESOLVED THAT staff be required to review By-Law No. 2007-218 to determine if any further housekeeping items need to be addressed;

AND FURTHER THAT By-Law No. 2007-218 be hereby amended by deleting Article 36.1 subsections (a) to (d) inclusively and further by re-lettering existing subsections 36.1 (e) and (f) to new subsections 36.1(a) and (b) respectively;

AND FURTHER THAT the standing agenda for Council meetings be amended by removing the heading “Questions and Enquiries” as contained therein.”

**MOTION**

North Bay, Ontario February 22, 2011

**Subject:** Procedural By-Law Amendment

**File No.** C00/2011/BYLAWS/PROCEDUR

**Res. No.** 2011- 134

**Moved by Councillor:** Chirico \_\_\_\_\_

**Seconded by Councillor:** Koziol

WHEREAS By-Law No 2007-218, being the Procedural By-Law for the City of North Bay, is intended among other matters to prescribe rules for the orderly conduct of meetings of City Council;

AND WHEREAS Article 36.1 subsections (a) to (d) inclusive are unclear as to their purpose and application and further contradict the standing practice of Council;

AND WHEREAS Article 18.1 subsection (a) of By-Law No. 2007-218 states "It is the duty of Councillors to attend all meetings of Council, and to prepare for meetings, including reviewing the agenda and background information prior to the meeting;

AND WHEREAS the time for debate, discussion, and questions is prior to the Presiding Officer calling the vote;

AND WHEREAS Section 37 of the Procedural By-Law does not make provision for Questions and Enquiries;

BE IT THEREFORE RESOLVED THAT staff be required to review By-Law No. 2007-218 to determine if any further housekeeping items need to be addressed;

AND FURTHER THAT By-Law No. 2007-218 be hereby amended by deleting Article 36.1 subsections (a) to (d) inclusively and further by re-lettering existing subsections 36.1 (e) and (f) to new subsections 36.1(a) and (b) respectively;

AND FURTHER THAT the standing agenda for Council meetings be amended by removing the heading "Questions and Enquiries" as contained therein.

To Refer to Committee. - Moved by Councillor Maroosis  
Seconded by Councillor Hayne

Carried

Carried as amended

Lost

Conflict \_\_\_\_\_

Endorsement of Chair \_\_\_\_\_

Record of Vote (Upon Request of Councillor \_\_\_\_\_)

Signature of Clerk \_\_\_\_\_

Resolution No. 2011 - 134

Date: Feb 22, 2011

Record of Vote (Upon Request of Councillor Maroosis):

Randomized List	Yeas	Nays
Councillor George MAROOSIS	✓	
Councillor Judy KOZIOL		✓
Councillor Dave MENDICINO		✓
Councillor Sean LAWLOR	✓	
Councillor Tanya VREBOSCH-MERRY	✓	
Councillor Peter CHIRICO	✓	
Councillor Chris MAYNE	✓	
Councillor Daryl VAILLANCOURT		✓
Councillor Mac BAIN	Absent	-
Councillor Mike ANTHONY	✓	
Mayor Al McDONALD	✓	
Totals		

Carried

Lost

KMcDraae  
Signature of Clerk

## COMMUNITY SERVICES COMMITTEE

Tuesday, May 24, 2011

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**Chairperson: Councillor Lawlor**  
**Vice-Chair: Councillor Mendicino**  
**Member: Councillor Vaillancourt**  
**Ex-Officio: Mayor McDonald**

- CS-2001-35 Rezoning applications by Consolidated Homes Ltd. – Golf Club Road (D14/2001/CHLTD/GOLFCLUB).
- CS-2003-37 Condominium application by Rick Miller on behalf of New Era Homes Ltd. - McKeown Avenue (D07/2003/NEHL/ MCKEOWN).
- CS-2004-29 Rezoning and Plan of Subdivision applications by Rick Miller on behalf of Grand Sierra Investments Ltd. - Sage Road (D12/D14/2003/GSIL/ SAGERD).
- CS-2010-21 Official Plan Amendment, Rezoning & Plan of Subdivision applications by Goodridge Planning Solutions on behalf of Jack & Helen Norman - Four Mile Lake Road (D09/D14/ D12/2010/NORMN/FOURMILE).
- CS-2010-24 Report from S. McArthur dated September 14, 2010 re Municipal Heritage Committee - Annual Award Proposal (R01/2010/ NBMHC/GENERAL).
- CS-2011-02 Report from M.B. Burke dated January 6, 2011 re Fire Safety Plan Lock Boxes By-Law (C00/2011/BYLAW/LOCKBOX).
- CS-2011-04 Motion moved by Councillor Mayne on January 24, 2011 re Designated Off-Leash Dog Area (R00/2011/PARKS/DOGPARK).
- CS-2011-08 Report from M.B. Burke / B. Hillier dated February 28, 2011 re Rental Housing Licensing By-Law (C00/2011/BYLAW/ RENTHOUS).
- **CS-2011-10 Report from S. Kitlar dated March 16, 2011 re User Fees - Steve Omischl Sports Complex (C00/2011/BYLAW/USERFEES).**
- CS-2011-13 Rezoning application by Miller & Urso Surveying Inc. on behalf of the Nipissing-Parry Sound Catholic District School Board - 1140 Front Street (D14/2011/NECOC/FRONT).

# CS-2011-10

Draft recommendation:

"That a) the City of North Bay User Fee By-Law be amended to include an increase in the current Capital Reserve Fund (CRF) fee of \$2.00 per hour which is applicable to the use of all sport fields. The fee increase is to be implemented through a staged process over three (3) years beginning in 2011 as follows:

2011	increase of \$2.00 per hour for a total of \$4.00 per hour;
2012	increase of \$4.00 per hour for a total of \$8.00 per hour;
2013	increase of \$4.00 per hour for a total of \$12.00 per hour; and
2014	a total of \$12 per hour.

Harmonized Sales Tax (HST) of 13% is applicable to these fees; and

b) the City of North Bay User Fee By-Law be amended to include 2011 field rates for the Steve Omischi Sports Complex fields as follows:

Artificial turf, soccer/football athletic fields	\$35.40/hr unlit	\$39.82/hr lit;
Natural turf, ball fields and soccer/football athletic fields	\$25.00/hr unlit	\$30.00/hr lit.

Harmonized Sales Tax (HST) of 13% is applicable to these fees."



# City of North Bay

## Report to Council

Report No: CSBU 2011- 58

Date: May 16 2011

Originator: Sharon Kitlar  
Manager Recreation and Leisure Services

Subject: Amended Sport Field Fees -Capital Reserve Fund and Omischl Sport Field Fees

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### RECOMMENDATIONS

- 1) That the City of North Bay User Fee By-Law be amended to include an increase in the current Capital Reserve Fund (CRF) fee of \$2.00 per hour which is applicable to the use of all sport fields. The fee increase to be implemented through a staged process over three years beginning in 2011 as follows:

2011	Increase of \$2.00 per hour for a total of \$4.00 per hour
2012	Increase of \$4.00 per hour for a total of \$8.00 per hour
2013	Increase of \$4.00 per hour for a total of \$12.00 per hour
2014	A total of \$12.00 per hour

Harmonized Sales Tax (HST) of 13% is applicable to these fees.

- 2) That the City of North Bay Fee By-Law be amended to include 2011 field rates for the Omischl Sport Complex fields as follows:

Artificial Turf, soccer/football athletic fields	\$35.40/hr Unlit	\$39.82/hr Lit
Natural Turf, Ball Fields and Soccer/football athletic field	\$25/hr Unlit	\$30/hr Lit

Harmonized Sales Tax (HST) of 13% is applicable to these fees.

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### BACKGROUND

On Monday, May 9, 2011 at a Committee of Council user fee public meeting the community was invited to provide feedback regarding the User Fee Bylaw. At the meeting Council received feedback regarding proposed user fees for the Omischl Sport Field Complex recommended through Report CSBU, 2011-46, March 16 2011 (See Attached) and the amended Capital Reserve Fund (CRF) fee approved by Council on June 28, 2010, through Resolution No. 2010-468. (See Attached)

#### Capital Reserve Fund Fee

Through Resolution 2010- 468, on June 28, 2010, Council approved an increase of \$10 to the CRF fee to a total of \$12.00 per hour.

At the Council public meeting on May 9, 2011, feedback from user groups indicated that the approved hourly CRF fee to \$12.00 imposed too great an increase to absorb in one year. A phased in, staged approach to the fee implementation was preferred. This would allow leagues to plan for how they would address the increase through increased player fees or other league initiatives.

The revised fee schedule below proposes to phase in the CRF fee increase over a three year period beginning in 2011. Currently there is a \$2.00 per hour CRF fee. The proposed schedule is as follows:

2011	Increase of \$2.00 per hour for a total of \$4.00 per hour
2012	Increase of \$4.00 per hour for a total of \$8.00 per hour
2013	Increase of \$4.00 per hour for a total of \$12.00 per hour
2014	A total of \$12.00 per hour

### Omischl Sport Field Complex Fees

Through Report CSBU 2011-46, presented to Council on March 16, 2011, the following fees were recommended to be included in the User Fee Bylaw to for the Omischl Complex in 2011:

Artificial Turf soccer/football athletic fields	\$50/hr Unlit	\$55/hr Lit
Natural Turf Ball Fields and Soccer/football athletic field	\$25/hr Unlit	\$30/hr Lit

At the meeting on May 9 2011, feedback from the user groups indicated that they felt the proposed fees were too high and would result in excessive increases to player fees that may impact registration for leagues.

The following amended user fees are proposed for the Omischl Sport Field Complex:

Artificial Turf soccer/football athletic fields	\$35.40/hr Unlit	\$39.82/hr Lit
Natural Turf Ball Fields and Soccer/football athletic field	\$25/hr Unlit	\$30/hr Lit

If approved the total fees including CRF and HST that would be charged for one hour of field time at the Omischl Complex in 2011 are as follows:

Artificial Turf soccer/football athletic fields	Unlit	$\$35.40/\text{hr} + \$4.00 \text{ CRF} + \$5.12 \text{ HST} = \$44.52$
	Lit	$\$39.82/\text{hr} + \$4.00 \text{ CRF} + \$5.70 \text{ HST} = \$49.52$
Natural Turf Ball Fields and Soccer/football athletic field	Unlit	$\$25/\text{hr} + \$4.00 \text{ CRF} + \$3.77 \text{ HST} = \$32.77$
	Lit	$\$30/\text{hr} + \$4.00 \text{ CRF} + \$4.42 \text{ HST} = \$38.42$

### Sport Field User Fee Review

Staff is undertaking a comprehensive sport field user fee review this year to make recommendations for future sport field user fees. The purpose of the review is to determine the most fair revenue/cost recovery ratio for sports fields and calculate the appropriate fees. Staff will also be reviewing how we charge fees taking into consideration areas such as field grade/quality, user group (adult, youth), and tournament play.

User groups will be consulted as part of this process and prior to recommendations being developed for Council's consideration. The report will be presented to Council as part of the 2012 budget process. This will provide the leagues appropriate lead time for registration fee adjustments (if any) required for the 2012 season.

### **ANALYSIS / OPTIONS**

#### Option 1 – Approve the recommendations as presented

- 1) That the City of North Bay Fee By-Law be amended to include an increase in the current Capital Reserve Fund (CRF) fee of \$2.00 per hour which is applicable to the use of all sport fields. The

fee increase to be implemented through a staged process over three years beginning in 2011 as follows:

2011	Increase of \$2.00 per hour for a total of \$4.00 per hour
2012	Increase of \$4.00 per hour for a total of \$8.00 per hour
2013	Increase of \$4.00 per hour for a total of \$12.00 per hour
2014	A total of \$12.00 per hour

Harmonized Sales Tax (HST) of 13% is applicable to these fees.

- 2) That the City of North Bay Fee By-law be amended to include 2011 field rates for the Omischl Sport Complex fields as follows:

Artificial Turf, soccer/football athletic fields	\$35.40/hr Unlit	\$39.82/hr Lit
Natural Turf, Ball Fields and Soccer/football athletic field	\$25/hr Unlit	\$30/hr Lit

Harmonized Sales Tax (HST) of 13% is applicable to these fees.

The amended fees in this report take into consideration the feedback from the user groups received at the May 9, 2011 Council user fee public meeting and the results of a survey of fees from other municipalities. Additional information will be provided as a result of a user fee study being undertaken. User groups will be consulted prior to Council receiving proposed recommendations.

Option 2 – Approve the recommendations in CSBU 2011-46

That the City of North Bay Fee By-law reflects Capital Reserve Fund and field user fees on the Steve Omischl Sports Complex as presented in CSBU 2011-46.

This is not recommended because of feedback received from user groups.

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**RECOMMENDED OPTION / FINANCIAL IMPLICATIONS**

Option 1 – Approve the recommendations as presented

- 1) That the City of North Bay Fee By-Law be amended to include an increase in the current Capital Reserve Fee of \$2.00 per hour which is applicable to the use of all sport fields. The fee increase to be implemented through a staged process over three years beginning in 2011 as follows:

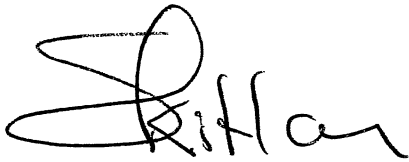
2011	Increase of \$2.00 per hour for a total of \$4.00 per hour
2012	Increase of \$4.00 per hour for a total of \$8.00 per hour
2013	Increase of \$4.00 per hour for a total of \$12.00 per hour
2014	A total of \$12.00 per hour

Harmonized Sales Tax (HST) of 13% is applicable to these fees.

- 2) That the City of North Bay Fee By-law be amended to include 2011 field rates for the Omischl Sport Complex fields as follows:

Artificial Turf, soccer/football athletic fields	\$35.40/hr Unlit	\$39.82/hr Lit
Natural Turf, Ball Fields and Soccer/football athletic field	\$25/hr Unlit	\$30/hr Lit

Harmonized Sales Tax (HST) of 13% is applicable to these fees.



Sharon Kitlar  
Manager Recreation and Leisure Services

I concur in this report and recommendation.



Ian Kilgour  
Director Parks, Recreation and Leisure Services



Jerry Knox  
Managing Director Community Services



Dave Linkie  
Chief Administrative Officer

Person designated for continuance: Melinda Fry, Recreation Coordinator

Attachments: CSBU 2011-46, Omischl Sport Complex User Fees  
Including Resolution No. 2010-468, CORP 2010-17

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**INTER OFFICE**

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**Council Secretariat****MEMO**

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**To:** Sharon Kitlar  
**From:** Cathy Conrad  
**Subject:** User Fees - Steve Omischl Sports Complex  
**Date:** 22 March 2011

This is Resolution No. 2011-228 which was passed by Council at its Regular Meeting held Monday, March 21, 2011.

Resolution No. 2011-228:

"That Report No. CSBU 2011-46 relating to User Fees for the Steve Omischl Sports Complex be referred to the Community Services Committee for a Public Meeting."

Cathy Conrad,  
City Clerk.

CMC/cjc

Copy to: I.G. Kilgour  
J.D. Knox

# City of North Bay

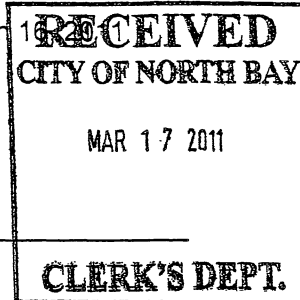
## Report to Council

Report No: CSBU 2011- 46

Date: March 16, 2011

Originator: Sharon Kitlar  
Manager Recreation and Leisure Services

Subject: User Fee By-law - Steve Omischl Sport Complex User Fees for 2011



### RECOMMENDATIONS

- 1) That the City of North Bay Fee By-law be amended to include a new 2011 field rate for the Steve Omischl Sport Complex fields as follows:  

Artificial Turf soccer/football athletic fields	\$50/hr Unlit	\$55/hr Lit
Natural Turf Ball Fields and Soccer/football athletic fields	\$25/hr Unlit	\$30/hr Lit

Harmonized Sales Tax (HST) of 13% is applicable to these fees.
- 2) That the City of North Bay Fee By-Law be amended to include a Capital Reserve Fee of \$12 per hour plus HST which is applicable to the use of all sport fields.

### BACKGROUND

The Steve Omischl Sport Complex (SOSC) is scheduled to open for play on August 1, 2011; therefore, staff is recommending that the user fee by-law be amended and that the proposed user fees be charged for 2011 as presented in this report. The subject fees were arrived at after consultation with other municipalities, and surveying other communities with respect to fees charged on natural and artificial turf sport fields.

#### Survey Findings and Recommended Fees

The following charts provide a summary of high vs. low fees from the survey findings. The fees listed from the other municipalities do not include taxes or other fees. A list of all municipalities consulted and surveyed is attached as Appendix 1 to this report.

#### Artificial Turf Fees

The survey fees listed below do not include HST. The charts display lowest vs. highest user fee range.

Adult Fees	Lowest Fee	Highest Fee
Unlit Field per hour	\$37.79 (Orillia)	\$125 (Burlington)
Lit Field per hour	\$48.68 (Orillia)	\$119.79 (Vaughan)

Youth Fees	Lowest Fee	Highest Fee
Unlit Field per hour	\$26.10 (Orillia)	\$125 (Burlington)
Lit Field per hour	\$31.16 (Mississauga)	\$155 (Burlington)

Recommended User Fees for hourly use of the artificial turf soccer/football fields for adult and youth at the Steve Omischl Sport Complex are:

Artificial Unlit Field per hour \$50 (+ \$12 CRF + \$8.06 HST = \$70.06 per hour)  
Artificial Lit Field per hour \$55 (+ 12 CRF + \$8.71 HST = \$75.71 per hour)

Note: HST-Harmonized Sales Tax CRF-Capital Reserve Fee  
Natural Turf Fields

The survey fees listed below do not include HST. The charts display lowest vs. highest user fee range.

Adult Fees	Lowest Fee	Highest Fee
Unlit Field per hour	\$10 (Niagara Falls)	\$31.90 (Vaughan)
Lit Field per hour	\$20 (Elliott Lake)	\$46.22 (Vaughan)

Youth Fees	Lowest Fee	Highest Fee
Unlit Field per hour	\$5 (Niagara Falls)	\$20.32 (Sarnia)
Lit Field per hour	\$10.94 (Mississauga)	\$31.43 (Sarnia)

Recommended Steve Omischl Sport Complex User Fees for hourly use by adult and youth players of the natural turf ball fields and soccer/football fields are:

Unlit Field per hour \$25 (+ \$12 CRF + \$4.81 HST = \$41.81 per hour)  
Lit Field per hour \$30 (+ \$12 CRF + \$5.46 HST = \$47.46 per hour)

Note: HST-Harmonized Sales Tax, CRF-Capital Reserve Fee

Council Resolution No. 2010-468 on June 28, 2010 approved an additional Capital Reserve Charge of \$10 per hour be placed on all field use, excluding any specific agreements signed with user groups exempting them from the payment of Capital Reserve Charges. (See Appendix 2 for resolution and report) This resolution increased the Capital Reserve Charge to \$12 for each hour of use on municipal fields. These funds are saved in a reserve account to offset the construction of the Sport Complex and future capital expenditures:

For comparison purposes, the proposed 2011 fees for use of existing City sports fields by youth and adults are as follows:

Field Unlit \$ 16.62 + \$12 CRF + \$3.72 HST = \$32.34 per hour  
Field Lit \$ 18.15 + \$12 CRF + \$3.92 HST = \$34.07 per hour

These fees are contained in the User Fee By-law and report coming before Council in the coming weeks and reflect a 3% increase over 2010 fees.

The 2011 fees recommended for the Steve Omischl Sports Complex are higher than the fees for existing City sport fields. This is justified since these new fields are professionally designed and constructed to current industry and sporting standards.

#### Future Comprehensive Sport Field User Fee Review

In undertaking the above survey it became apparent that municipalities charge fees in different ways. Philosophies are different regarding how municipalities charge youth fees vs. adult fees. Some charge adults more than youth. Others allocate fees based on quality of field, or a combination of the user (adult vs. youth) and/or field quality (playground vs. sport complex). Others charge per game or per player. As a result it is difficult to directly compare fee to fee. North Bay charges user fees on a per hour basis.

Staff will be undertaking a Comprehensive Sport Field User Fee Review this year. The purpose of the

report is to determine the most fair revenue/cost recovery ratio for sports fields and calculate the appropriate fess. Staff will consult with user groups prior to recommendations being developed for Council's consideration.

Staff will consult with the user groups over the course of the review. The report will be presented to Council as part of the 2012 budget process. This will provide the leagues time to plan for registration fee adjustments (if any) required for the 2012 season.

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## ANALYSIS / OPTIONS

### Option 1 – Approve the recommendations as presented

- 1) That the City of North Bay Fee By-law be amended to include a new 2011 field rate for the Steve Omischl Sport Complex fields as follows:

Artificial Turf soccer/football athletic fields	\$50/hr Unlit	\$55/hr Lit
Natural Turf Ball Fields and Soccer/football athletic fields	\$25/hr Unlit	\$30/hr Lit

Harmonized Sales Tax (HST) of 13% is applicable to these fees.

- 2) That the City of North Bay Fee By-Law be amended to include a Capital Reserve Fee of \$12 per hour plus HST which is applicable to the use of all sport fields.

This option is recommended because it falls within an acceptable range of fees surveyed in other municipalities. The 2011 Steve Omischl Sports Complex 2011 fees will be part of the future Comprehensive Sport Field User Fee Review to be presented to Council during 2012 budget deliberations, only after consultation with user groups.

### Option 2 – Approve the recommendation in an amended form

That the City of North Bay Fee By-law reflect existing sport field charges and that these fees be applied to the Steve Omischl Sports Complex.

This is not recommended because existing sport field fees do not recognize that these new fields are professionally designed and constructed to current industry and sporting standards resulting in a better playing experience.

### Option 3 – Not approve the recommendation at this time.

That the City of North Bay Fee By-law not be amended to include new fees for the Steve Omischl Sports Complex. This is not recommended as the City would then not be permitted to charge user fees for the new Steve Omischl Sports Complex thereby not realizing any revenue.

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## RECOMMENDED OPTION / FINANCIAL IMPLICATIONS

### Option 1 – Approve the recommendations as presented

- 1) That the City of North Bay Fee By-law be amended to include a new 2011 field rate for the Steve Omischl Sport Complex fields as follows:



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Artificial Turf soccer/football athletic fields	\$50/hr Unlit	\$55/hr Lit
Natural Turf Ball Fields and Soccer/football athletic fields	\$25/hr Unlit	\$30/hr Lit

Harmonized Sales Tax (HST) of 13% is applicable to these fees.

- 2) That the City of North Bay Fee By-Law be amended to include a Capital Reserve Fee of \$12 per hour plus HST which is applicable to the use of all sport fields.
- 



Sharon Kitlar  
Manager Recreation and Leisure Services

I concur in this report and recommendation.



Ian Kilgour  
Director Parks, Recreation and Leisure Services



Jerry Knox  
Managing Director Community Services



Dave Linkie  
Chief Administrative Officer

Person designated for continuance: Recreation Coordinator

Attachments: Athletic Fields Municipal Field Fee Survey  
Resolution No. 2010-468, CORP 2010-17

Athletic Fields Municipal Fee Survey Summary

Appendix 1

February 2011

CITY	ARTIFICIAL TURF				NATURAL TURF			
	LIT		UNLIT		LIT		UNLIT	
	YOUTH	ADULTS	YOUTH	ADULTS	YOUTH	ADULT	YOUTH	ADULT
Timmins	Na	Na	Na	Na	31	31	16	26
Hamilton	97.98	97.98	88.50	88.50	Na	30	Na	17.86
Huntsville	Na	Na	Na	Na	20	24	20	24
Elliot Lake	Na	Na	Na	Na	17.50	20	17.50	20
Peterborough	Na	Na	Na	Na	18.59	39.81	7.21	28.43
Orillia	31.16	48.68	26.10	37.79	13.76	23.48	8.70	12.60
Sarnia	Na	Na	Na	Na	31.43	31.43	20.32	20.32
Oakville	85	85	85	85	16.67	22.20	5.31	10.84
Vaughan	77.71	119.79	56.42	91.19	21.94	46.22	11.28	31.90
Sudbury	48.23	80.09	30.97	62.83	Na	41.82	Na	24.56
Burlington	155	155	125	125	Na	Na	Na	Na
Niagara Falls	85	115	70	100	20	25	5.00	10.00
Mississauga	51.42	82.05	51.42	82.05	10.94	24.29	4.63	14.66

North Bay Omischl Complex Proposed	55	55	50	50	30	30	25	25
CRF	12	12	12	12	12	12	12	12
HST	8.71	8.71	8.06	8.06	5.46	5.46	4.81	4.81
TOTAL FIELD CHARGE	75.71	75.71	70.06	70.06	47.46	47.46	41.81	41.81

# Appendix 2

OFFICE OF THE CITY CLERK  
CORPORATE SERVICES DIVISION  
Direct Line: (705) 474-0626, ext. 2510  
Fax Line: (705) 495-4353  
E-mail: [cathy.conrad@cityofnorthbay.ca](mailto:cathy.conrad@cityofnorthbay.ca)

29 June 2010

NMP Golf Construction Inc.  
2674 chemin Plamondon, #201  
STE-MADELEINE, QC J0H 1S0

Dear Madam or Sir:

This is Resolution No. 2010-468 which was passed by Council at its Regular Meeting held June 28, 2010.

Resolution No. 2010-468:

- That:
- 1) North Bay City Council approve proceeding with the construction of the Outdoor Sports Complex with three (3) sports/soccer fields and three (3) ball diamonds and approve a budget of \$11.2 million;
  - 2) North Bay City Council approve the award of a contract to NMP Golf Construction Inc. in the amount of \$5,359,207.49 (applicable taxes extra), for Phase V Completion of Fields, which will consist of three (3) sports/soccer fields and three (3) ball diamonds;
  - 3) Council authorize the Chief Financial Officer to utilize up to \$530,000 from the obligatory Park Land Reserves and, up to \$150,000 from Development Charges (Parks Reserve) and, up to \$20,000 from the Athletic Fields Capital Reserve and, if necessary, funds from discretionary capital reserves to a maximum of \$500,000 to fund the project up to \$11.2 million;
  - 4) on completion of the project, staff file a report with Council summarizing the total cost of the project and funding sources; and
  - 5) effective 2011, an additional Capital Reserve Charge of \$10 per hour be placed on all field use, excluding any specific agreements signed with user groups exempting them from the payment of Capital Reserve Charges. This will make the Capital Reserve Charge \$12 per hour.

Please provide me with three (3) copies of the contract, signed and sealed, along with Performance and Payment Bonds, a Certificate of Insurance and a copy of your WSIB. Please note that payments will be held pending receipt of the required documentation and approval by the City Solicitor. We are required to retain two (2) copies of the original contract, therefore if you require more than one (1) copy returned, please send additional originals.

Sincerely,

Catherine Conrad,  
City Clerk.

CMC/cjc

Copy to: Gap Construction Co. Ltd.  
Gateman-Milloy Inc.  
Dol Turf Restoration Ltd.  
J.D. Knox  
M. Karpenko  
J. Manning - unsuccessful tenders attached

CITY OF NORTH BAY  
REPORT TO COUNCIL

Report No: CORP 2010 -117

June 23, 2010

Originator: Jim Manning / Laura Boissonneault

Subject: Tender 2010-74 – Lakeshore Drive Outdoor Sports Phase V Completion of Fields and Associated Appurtenances

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**RECOMMENDATIONS:**

- 1) That North Bay City Council approve proceeding with the construction of the outdoor Sports Complex with three (3) sports/soccer fields and three (3) ball diamonds and approve a budget of \$11.2 million.
- 2) That North Bay City Council approve the award of a contract to NMP Golf Construction Inc. in the amount of \$5,359,207.49 (applicable taxes extra) for Phase V completion of fields, which will consist of three (3) sports/soccer fields and three (3) ball diamonds.
- 3) That Council authorize the Chief Financial Officer to utilize up to \$530,000 from the obligatory Park Land Reserves and, up to \$150,000 from Development Charges (Parks Reserve) and, up to \$20,000 from the Athletic Fields Capital Reserve and, if necessary, funds from discretionary capital reserves to a maximum of \$500,000 to fund the project up to \$11.2 million.
- 4) That on completion of the project, staff file a report with Council summarizing the total cost of the project and funding sources.
- 5) That effective 2011 an additional Capital Reserve Charge of \$10 per hour be placed on all field use, excluding any specific agreements signed with user groups exempting them from the payment of Capital Reserve Charges. This will make the Capital Reserve Charge \$12 per hour.

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**BACKGROUND:**

In report CSBU 2010-45 presented to Council on March 22, 2010 Council was advised the potential costs associated to constructing the new Outdoor Sports Complex, consisting of 3 sports/soccer fields and 3 ball diamonds, could be between \$10.7 and \$11.2 million. With the recent closing of the tenders associated to the Building/Parking lot and the Field Construction, the upper expectation of \$11.2 million is needed.

Council has previously endorsed the following funding agreement:

Approved through BCF Application and 2010 Budget

Federal government contributions	\$3,000,000
Provincial government contributions	3,000,000
Municipal contributions	2,500,000
Community contributions <sup>(1)</sup>	500,000
Municipal contributions for ineligible costs	800,000
Sub Total	<u>9,800,000</u>

(1)

Concerning the \$500,000 in Community funding, City staff are finalizing an agreement which will be presented to Council in the near Future.

The \$9.8 million Sports Field Complex was approved through the Build Canada Fund and the 2010 Capital Budget process included 3 athletic fields, 1 ball diamond and ancillary services. To provide a more fulsome complex that will enhance league play as well as support tournaments, Council approved proceeding with the construction of 3 ball fields at a forecasted additional cost of between \$900,000 and \$1.4 million.

In proceeding with this option report CSBU 2010-45 identified the following additional potential sources of funding:

- a) **The Sale of Tweedsmuir Ball Fields:** Recognizing such sale would follow a public process, the anticipated net amount from this sale was \$500,000 however, with a revised plan being brought forward this amount is anticipated to be \$200,000.
- b) **User group Contributions:** Contributions in excess of the original \$500,000 community contribution were anticipated. As an agreement for the \$500,000 is pending, only one other user group has confirmed a commitment to making a contribution.
- c) **Use of Existing Reserves:** Recognizing the construction of the Sports Complex was underway, it was evident the proceeds from the sale of the Tweedsmuir fields and contributions from the various user groups were unlikely to be available. To ensure interim funding, Council endorsed the use of some \$530,000 from the obligatory Parks Land Reserves and an additional \$150,000 from the Parks and Recreation Development Charges Reserve. The intent was any funds from the sale of Tweedsmuir would be used to replenish all or a portion of these reserves.
- d) **Regular Capital:** In the event of a shortfall, 2011 Parks Capital funds could be used to facilitate the completion of this project.

**Funding Requirements**

To complete the Outdoor Sports Complex inclusive of three athletic/soccer fields, three ball diamonds and the associated amenities, \$11.2 million is required. Below is the funding plan.

Approved through BCF Application and 2010 Budget

Federal government contributions	\$3,000,000
Provincial government contributions	3,000,000
Municipal contributions	2,500,000
Community contributions	500,000
Municipal contributions for ineligible costs	800,000
Subtotal	<u>9,800,000</u>

Approved through CSBU 2010-45

Park Land Reserve	530,000
Development Charges - Parks and Recreation	150,000
Subtotal	<u>680,000</u>

New Approvals through this report

(1) Discretionary Capital Reserve	200,000
(2) Capital Reserve Charge (estimate) →	500,000
Athletic Fields Capital Reserve	20,000
Subtotal	<u>720,000</u>
Total Funding available	<u>11,200,000</u>

Notes:

(1) **Discretionary Capital Reserve:** Due to timing and uncertainty of the final settlement of the Tweedsmuir Land Sales the project requires some temporary and possible permanent funding from a discretionary capital reserve. Report CSBU 2010-45 anticipated land sales to be projected around \$500,000. Due to the change in plans the anticipated proceeds are now estimated to be \$200,000. Uncertainties within the finalization of the Tweedsmuir transaction also make it difficult to maintain the prior commitment to replenish all reserve funds. Should any surplus funds from this project exist, they will be directed towards reserves. This will be communicated through Administration's commitment to a full accounting of the project once it is completed.

(2) **Capital Reserve Charge (CRF):** Presently a \$2 per hour fee is charged to user groups and is placed in the Field Capital Reserve. The intent of this reserve is to fund repairs and equipment. The balance of this reserve as at December 31, 2009 is \$44,187. Including the new fields, approximately 7700 hours of usable time will be available annually. An additional CRF charge of \$10 to \$15 per hour would generate between \$77,000 and \$115,000 per year. Assuming 12 players per team and two teams using the field, this amounts to between \$.42 and \$.63 per hour per player. Other communities have used this as a means of collecting user group contributions and some fees exceed \$30 per hour. This fee could be implemented in 2011 and carried for a period of 5 to 7 years or until Council decides to revise the charge. In determining the period, capital carrying costs should be taken into consideration. The pending agreement with one user group exempts them from the payment of Capital Reserve Charges. In addition Ultimate Frisbee also is exempt from these charges for Fricker field only. The 7700 hours defined above does not include the use of these two groups.

In the event that any of the above noted funding sources become unavailable, Administration can present alternatives that consider the use of other general reserve funds, the deployment of unspent 2010 capital funds and the dedication of 2011 capital funds.

In conjunction with the 2011 operating budget, Parks and Recreation staff will be reviewing the regular field fee structure and making recommendations with respect to any adjustments.

#### Tender Results

The scope of work within tender 2010-74 includes the final construction of the fields; consisting of three (3) sports/soccer fields and three (3) ball diamonds and associated appurtenances, which have been designed by the Project Consultant.

The tender was publicly advertised in accordance with the City of North Bay Purchasing Policy. Seventeen (17) tender packages were distributed directly to vendors. Tenders closed on June 18, 2010. Three (3) responsive tenders were received. One tender was deemed non-responsive as it was not received in the required official bid envelope. The tenders were evaluated by the project architect and reviewed by the Purchasing Manager, the Managing Director of Community Services and City Engineering Staff. The results are as follows:

Firm	Price (applicable taxes extra)
NMP Golf Construction	\$5,359,207.49
Gap Construction	\$5,961,096.50
Gateman Milloy	\$6,328,470.85
DOL Turf	Bid non-responsive – not received in official bid envelope

The price is considered fair and reasonable.

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#### ANALYSIS / OPTIONS:

**Option 1:** Restrict the project to the three Sports/Soccer fields and one ball diamond and work within the \$9.8 million original budget.

This option is not recommended as construction is underway now for the development of the Outdoor Sports Complex and it is only prudent to provide a fulsome complex now.

**Option 2:** Restrict the project to the three Sports/Soccer fields and two ball diamonds.

Under this option an additional \$700,000 would be required bringing the total budget to \$ 10.5 million.

**Option 3:** Proceed with the construction of the Outdoor Sports Complex with three Sports Fields, three Ball Diamonds and the associated services.

This option would capitalize on the timely use of resources and provide the community with a complete complex. This option also requires a total budget of 11.2 million.

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**RECOMMENDED OPTION / FINANCIAL IMPACTS:**

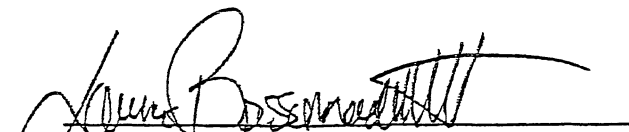
Option 3 is recommended as follows;

- 1) That North Bay City Council approve proceeding with the construction of the outdoor Sports Complex with three (3) sports/soccer fields and three (3) ball diamonds and approve a budget of \$11.2 million.
- 2) That North Bay City Council approve the award of a contract to NMP Golf Construction Inc. in the amount of \$5,359,207.49 (applicable taxes extra) for Phase V completion of fields, which will consist of three (3) sports/soccer fields and three (3) ball diamonds.
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- 4) That on completion of the project, staff file a report with Council summarizing the total cost of the project and funding sources.
- 5) That effective 2011 an additional Capital Reserve Charge of \$10 per hour be placed on all field use, excluding any specific agreements signed with user groups exempting them from the payment of Capital Reserve Charges. This will make the Capital Reserve Charge \$12 per hour.

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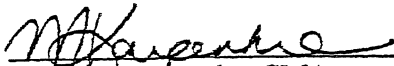
Respectfully submitted,

  
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Jim Manning, CPPB  
Purchasing Manager

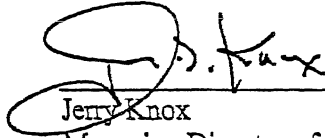
  
\_\_\_\_\_  
Laura Boissenmeault, CGA  
Supervisor of Budgets and Financial Reporting



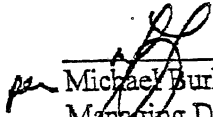
We concur in this report and recommendation.



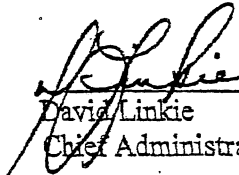
Margaret Karpenko, CMA  
Chief Financial Officer/Treasurer



Jerry Knox  
Managing Director of Community Services



Michael Burke  
Managing Director of Corporate Services



David Linkie  
Chief Administrative Officer

Personnel designated for continuance: Managing Director Community Services

Attachments: Tenders

FinServ\Purch\REC\sportsfield

**ENGINEERING & WORKS COMMITTEE**

Tuesday, May 24, 2011

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**Chairperson: Councillor Vrebosch-Merry**

**Vice-Chair: Councillor Mayne**

**Member: Councillor Bain**

**Ex-Officio: Mayor McDonald**

EW-2010-03

Report from A. Korell/J. Houston dated March 26, 2010 re Kate Pace Way west end bike route connection between Memorial Drive and Gormanville Road (R05/2010/KPWTR/WESTENDR).

## ITEMS REFERRED BY COUNCIL FOR A REPORT

<u>DATE</u>	<u>ITEM</u>
March 29, 2005	Backflow Prevention Program survey of all industrial, commercial and institutional buildings <b>(due September 2005)</b> .
July 11, 2005	Cost estimates for safety improvement to the intersection of Laurentian Avenue and Trout Lake Road.
April 28, 2008	Ways to assist the hospitals with making further appeals to the Province for financial assistance with the infrastructure cost increases.
September 21, 2009	Review, update and consolidation of Noise By-Law <b>(due June 30, 2010)</b> .
March 8, 2010	Comprehensive Long-Term Financial Plan <b>(due April 30, 2010)</b> .
May 3, 2010	Track the net financial benefits created through increased assessment as a result of the Airport Industrial Community Improvement Plan sites being developed.
June 28, 2010	On completion of Tender 2010-74 (Lakeshore Drive Outdoor Sports Complex Phase V - Completion of fields and associated appurtenances), a summary of the total cost of the project and funding sources.
December 30, 2010	Quarterly report on progress of WSIB appeal, error corrections and cost projections for 2011.
January 24, 2011	Comprehensive review of City owned Lake Nipissing accesses.