



**MERGED AGENDA
SPECIAL COUNCIL MEETING**

Wednesday, December 12, 2018

9:00 A.M. - 1:00 P.M.

SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC

Pages

1. CALL TO ORDER:

2. INTRODUCTION OF LATE ITEMS

- a. Add - Agenda Item 7(l) - Audit Planning Report for the year ended December 31, 2018 from KPMG

3. APPROVAL OF THE AGENDA:

4. MAYOR'S REPORT:

5. DELEGATIONS:

- a. Delegation from Leon Davis, Manager of Nanaimo and District BC SPCA, regarding funding for Nanaimo Low Income Spay and Neuter Initiative Program

9

Leon Davis to provide a presentation regarding an update on the status and history of the Nanaimo Low Income Spay and Neuter Initiative Program administered by the BC SPCA. The program has recently run out of funds and they are looking for funding from the City to keep the program running for another 2+ years.

- b. Delegation from Mike Scott, Director of Nanaimo Pride Society, and Rick Dagg, Secretary of Nanaimo Pride Society, regarding Nanaimo Pride Society's short and long-term goals.

10

Mike Scott, Director of Nanaimo Pride Society, and Rick Dagg, Secretary of Nanaimo Pride Society, to speak regarding the Nanaimo Pride Society and their short and long-term goals.

6. CONSENT ITEMS:

7. REPORTS:

- a. Quarterly Purchasing Report Single and Sole Source, Instances of Non-Compliance Purchases and Purchases in Excess of \$250,000 11 - 15
- To be introduced by Laura Mercer, Acting Director of Financial Services.
- Purpose: This report provides information in compliance with the City's Procurement Policy (03-1200-01) regarding sole source, single submission purchases and policy compliance.*
- Recommendation: That the report titled Quarterly Purchasing Report (Single and Sole Source), Instances of Non-Compliance Purchases and Purchases in Excess of \$250,000 dated December 12, 2018, be received for information.
- b. Capital Project Results for the Nine Months Ending 2018-SEP-30 16 - 29
- To be introduced by Laura Mercer, Acting Director of Financial Services.
- Purpose: To present Council with a summary of the capital project results for the nine months ending 2018-SEP-30.*
- Recommendation: That the Capital Project Results for the Nine Months Ending 2018-SEP-30 report dated, 2018DEC-12, be received for information.
- c. Operating Results for the Nine Months Ending 2018-SEP-30 30 - 40
- To be introduced by Laura Mercer, Acting Director of Financial Services.
- Purpose: To present Council with a summary of the operating results for the nine months ending 2018-SEP-30.*
- Recommendation: That Council receive the "Operating Results for the Nine Months Ending 2018-SEP-30" report "dated 2018-DEC-12" be received for information.
- d. Council Expenses for the Nine Months Ending 2018-SEP-30 41 - 60
- To be introduced by Laura Mercer, Acting Director of Financial Services.
- Purpose: To present Council with a summary of Council expenses for the nine months ending 2018-SEP-30.*
- Recommendation: That Council receive the report titled "Council Expenses for the Nine Months Ending 2018-SEP-30", dated 2018-DEC-12, for information.

To be introduced by Dale Lindsay, Director of Community Planning and Development.

Purpose: To obtain Council approval of the Social Planning Grant allocations for 2019.

Recommendation: That Council approve a total of \$85,000 for the 2019 Social Planning Grant allocations as follows:

2019 Community Vitality Grants

Organization	Project	Amount
Boys & Girls Clubs of Central Vancouver Island	Youth Early Prevention Program	\$2,225
Haven Society	Wellness Circle at Ravens Lelum Teen Parent Learning Centre	\$3,600
Nanaimo Community Kitchens Society	Bellies to Babies and Beyond	\$5,000
South End Community Association	Miner's Heritage Picnic	\$2,500
Cilaire Community Group	Cilaire Community Group Gathering	\$5,000
Spinal Cord Injury of BC	Spinal Cord Injury BC Peer Support Program and Infoline	\$6,675

2019 Social Response Grants

Organization	Project	Amount
Nanaimo Women's Resources Society	Drop-In Crisis Support Services	\$24,000
United Way	Nanaimo Homeless Coalition Coordination/Communication	\$36,000

To be introduced by Dale Lindsay, Director of Community Planning and Development.

Purpose: To obtain Council approval of the 2019 Culture & Heritage Grant (Operating and Projects funding) recommendations to provide support to non-profit culture and heritage organizations.

Recommendation: That Council receive the report titled "2019 Culture & Heritage Grant Recommendations," dated 2018-DEC-12, for information and defer consideration to the 2019-JAN-14 Council Meeting.

2019 Culture & Heritage Operating Grant Recommendations

Applicant Name	Rec.
A Capella Plus Choral Society	\$2,550
Crimson Coast Dance Society **	\$23,200
Friends of Nanaimo Jazz Society	\$3,900
Heart of the Island Chorus Society	\$2,400
Hub City Cinema Society	\$6,500
Island Bel Canto Singers	\$1,500
Island Consort Society	\$1,175
L'association des Francophones de Nanaimo	\$19,000
Malaspina Choir Society	\$2,500
Mid Island Metis Nation	\$9,900
Nanaimo African Heritage Society	\$3,792
Nanaimo Arts Council	\$22,000
Nanaimo Blues Society	\$12,050
Nanaimo Chamber Orchestra	\$4,150
Nanaimo Concert Band Society	\$6,950
Nanaimo Conservatory of Music **	\$18,400
Nanaimo International Jazz Festival Association	\$9,950
Nanaimo Literacy Association	\$3,100
Nanaimo Tidesmen	\$2,350
Pacific Coast Stage Company	\$7,100
Pacific Institute of Bagpiping and Celtic Music Society	\$2,450
TheatreOne **	\$42,450
Vancouver Island Symphony **	\$89,244
Western Edge Theatre **	\$13,850
Wordstorm Society of the Arts	\$2,719

*** Recommended for three-year funding*

2019 Culture & Heritage Project Grant Recommendations

Applicant Name	Project Name	Rec.
Crimson Coast Dance Society	Mixed Ability Dance Jams	\$2,200
Federation of BC Writers	Spring Writes 2019	\$3,000
Literacy Central Vancouver Island	VI Childrens' Book Festival	\$3,000
Literacy Central Vancouver Island	Literary Cabaret	\$2,800
Mid Island Youth & Community Development Cooperative	FOOD ART FUN	\$2,350
Nanaimo Ballroom Dance Society	Island Fantasy Ballroom Dance Competition	\$4,600
Nanaimo Blues Society	Summertime Blues Pre-Event	\$2,250
Nanaimo Sings! Choral Festival Society	Say "Hello" to Spring with a Vocal Tune-Up	\$1,200
Opera Nanaimo	Madama Butterfly	\$2,800
Pacific Institute of Bagpiping and Celtic Music	Pacific Gael Youth Band	\$2,000
St. Andrew's United Church	Merry Andrew Players	\$635

To be introduced by Dale Lindsay, Director of Community Planning and Development.

Purpose: To obtain Council approval for the 2019 Downtown Event Grant recommendations to support downtown Nanaimo events.

Recommendation: That Council approve the 2019 Downtown Event Grant recommendations of \$150,000 as follows:

Organization Name	Event Name	Recc.
A Capella Plus Choral Society	2019 Spring Concert	\$840
B. Gallant Homes (Salvation Army)	B. Gingerbread Homes	\$7,525
Crimson Coast Dance Society	Multiculturalism Day 2019	\$7,000
Friends of Nanaimo Jazz Society	Jazz Affair on the Coast	\$2,500
Greater Nanaimo Chamber of Commerce	Commercial St. Night Market	\$21,500
Harbour City Jazz Society	JazzFest 2019	\$2,000
Mid Island Metis Nation	National Indigenous Peoples Day	\$6,750
Nanaimo African Heritage Society	Spring/Jazz Gospel Concert	\$3,500
Nanaimo Arts Council	Banner Festival	\$8,625
Nanaimo Artwalk Committee	Nanaimo Artwalk 2019	\$2,621
Nanaimo Blues Society	Summertime Blues	\$20,000
Nanaimo Chapter Federation of Canadian Artists	Nanaimo Fine Art Show	\$2,600
Nanaimo Downtown Farmers Market Society	Nanaimo Downtown Farmer's Market	\$6,000
Nanaimo Dragon Boat Festival Society	Nanaimo Dragon Boat Festival	\$9,000
Nanaimo International Jazz Festival Association	Nanaimo Jazz Festival	\$15,000
Nanaimo Sings! Choral Festival Society	Sing "Hello" to Spring	\$1,000
Old City Quarter Association	Easter Hunt in the OCQ	\$1,750
Old City Quarter Association	Halloween in the OCQ	\$2,837.50
Old City Quarter Association	Light Up a Life	\$2,975
Old City Quarter Association	Summer Vibes in the OCQ	\$5,250
Pacific Coast Stage Company	Nanaimo Fringe Festival	\$4,000
The Island Consort Society	Déjà Vu: A Retrospective	\$760
The Men's Centre	Father's Day in the Park	\$2,500
TheatreOne	Emerging Voices	\$3,365
Victoria Crescent Association	Bathtub Weekend Street Festival	\$6,101.50
Victoria Crescent Association	Crescent Day	\$4,000

- h. Travel Assistance Grant - Nanaimo Squash Club 109 - 113
- To be introduced by Richard Harding, Director, Parks and Recreation.
- Purpose: To obtain Council approval of a request for a Travel Assistance Grant.*
- Recommendation: That Council approve the request from the Nanaimo Squash Club for a Travel Assistance Grant in the amount of \$100 for one (1) player to attend the Alberta Jesters Junior Open held from 2018-NOV-09 through NOV-11 in Calgary, AB.
- i. Travel Assistance Grant - Southside Minor Football 114 - 117
- To be introduced by Richard Harding, Director, Parks and Recreation.
- Purpose: To obtain Council approval of a request for a Travel Assistance Grant.*
- Recommendation: That Council approve the request from the Southside Minor Football Association for a Travel Assistance Grant in the amount of \$1,000 for twenty-five (25) players to attend the BCCFA Provincial Championships held on 2018-DEC-02 in Coquitlam, BC.
- j. Travel Assistance Grant - John Barsby Secondary Girls Volleyball 118 - 122
- To be introduced by Richard Harding, Director, Parks and Recreation.
- Purpose: To obtain Council approval of a request for a Travel Assistance Grant.*
- Recommendation: That Council approve the request from the John Barsby Secondary Senior Girls Volleyball team for a Travel Assistance Grant in the amount of \$500 for ten (10) players to attend the AA Girls Provincial Volleyball Championships held from 2018-NOV-28 through DEC-01 in Burnaby, BC.
- k. Frank Crane Arena - Ammonia Chiller Replacement and Refrigeration Plant Upgrade 123 - 124
- To be introduced by Richard Harding, Director of Parks and Recreation.
- Purpose: To obtain Council approval for amending the current 2018– 2022 Financial Plan required to tender replacement of the Frank Crane Arena Ammonia Refrigeration Plant.*
- Recommendation: That Council approve amending year two of the current 2018 – 2022 Financial Plan to include \$471,211 in additional funding from the Facility Development Reserve for a low-charge ammonia chiller system and refrigeration plant upgrades for Frank Crane Arena.

To be introduced by Laura Mercer, Acting Director, Financial Services.

8. QUESTION PERIOD:

9. PROCEDURAL MOTION:

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 the 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; and

(n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (2).

10. ADJOURNMENT:

Delegation Request

Leon Davis has requested an appearance before the Finance and Audit Committee.

The requested date is October 10, 2018.

The requested meeting is:
Finance and Audit Committee

Presenter's Information:

City: Nanaimo
Province: BC
Bringing a presentation: Yes

Details of Presentation:

I would like to appear before the Finance and Audit Committee to update on the status and history of the Nanaimo Low Income Spay and Neuter Initiative Program administrated by the BCSPCA. The program has had great success, but has recently run out of funds, and I would like to ask for funding to keep this important community program running for another 2+ years.

Delegation Request

Mike Scott and Rick Dagg have requested an appearance before Council.

The requested date is December 12, 2018.

The requested meeting is:

Finance and Audit Committee Meeting

Choose an item.

Presenter's Information:

City: Nanaimo

Province: BC

Bringing a presentation: No

Details of Presentation:

Nanaimo Pride Society would like the opportunity to greet the new Mayor & Council and to inform Council of our societies short & long term goals. We will be including some requests to Council that will help us achieve NPS's goals.

DATE OF MEETING AUTHORED BY [DECEMBER 12, 2018] JANE RUSHTON, MANAGER, PURCHASING AND STORES

SUBJECT [QUARTERLY PURCHASING REPORT SINGLE AND SOLE SOURCE, INSTANCES OF NON-COMPLIANCE PURCHASES, AND PURCHASES IN EXCESS OF \$250,000]

OVERVIEW

Purpose of Report

This report provides information in compliance with the City's Procurement Policy (03-1200-01) regarding sole source, single submission purchases and policy compliance.

Recommendation

That the report titled Quarterly Purchasing Report (Single and Sole Source), Instances of Non-Compliance Purchases and Purchases in Excess of \$250,000 dated December 12, 2018, be received for information.

DISCUSSION

The City's Procurement Policy (03-1200-01) requires:

17 Reporting

17.1 On a quarterly basis, Council will be provided with an information report summarizing the following:

- 17.1.1 Sole source and single source purchases between \$25,000 and \$250,000;
- 17.1.2 Award of all purchases in excess of \$250,000; and,
- 17.1.3 Instances of Non-Compliance and action taken in each instance.

This report outlines results of the above processes for information. Further details are summarized in Attachments 1 and 2 to this report.

Sole Source Purchases

"Sole Source Purchase" means a non-competitive acquisition whereby the purchases for goods and or services are directed to one source where there is only one available Vendor or Contractor of that good and or service that meets the needs or requirements of the City. Sole source purchases go through an internal control review process and sign off covering justification, review of decision and costs.

Single Source Purchases

“Single Source Purchase” means a non-competitive acquisition whereby purchases for goods and or services are directed to one source because of standardization, warranty, or other factors, even though other competitive sources may be available.

Due to staffing constraints, the City is not able at this time to undertake internal audits or reviews to determine policy compliance deviations. The City’s internal controls have been updated to flag non-compliance going forward using current Staff, and if it is determined that the associated risks are significant additional resources will be requested from Council.

SUMMARY POINTS

- Sole source and single source purchases between \$25,000 and \$250,000 are reported to Council. The City undertook nine (9) Single and Sole Source purchases subject to Procurement Policy (03-1200-01) reporting for a total amount of \$298,286.19 including PST for the period ending 2018-SEP-30.
- Award of all purchases in excess of \$250,000 and instances of non-compliance are reported to Council. The City undertook five (5) purchases in excess of \$250,000 subject to Procurement Policy (03-1200-01) reporting for a total amount of \$4,222,248.92 including PST for the period ending 2018-SEP-30.
There were no instances of non-compliance for the period ending 2018-SEP-30.

ATTACHMENTS

- Appendix 1: Q3 2018 – Sole Source and Single Source Purchases >\$25,000<=\$250,000
- Appendix 2: Q3 2018 - Purchases Greater than \$250,000 Summary

Submitted by:

Jane Rushton
Manager, Purchasing and Stores

Concurrence by:

Laura Mercer
Acting Director, Financial Services

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Reason/Comment
2220	Engineering & Public Works	EST Environmental Technologies Ltd	Purchase of one non-contact velocity area meter	\$35,791.50	To ensure compatibility with existing equipment.
1113	Legislative Services	Nanaimo Community Archives	Services consist of archiving records (no annual limit) and assisting the public in finding records and research	\$56,574.00	To ensure consistency in records archiving; one with which staff has specialized training; where no acceptable alternative exists.
2241	Fire Department	B Leiren Associates Inc	Psychometric Testing and Evaluations	\$13,500.00	One with which staff have specialized training and/or expertise; demonstrated value to continue with the consultant. Accumulated spend exceeds \$25K over multiple years.
2245	Engineering	MTS Maintenance Training Systems	Cross connection Control training and practical implementation	\$8,044.50	One with which staff have specialized training and/or expertise. Accumulated spend exceeds \$25K over multiple years.
2147	Public Safety	Read Jones Christofferson Ltd	Continuation of Phase 3 of the Bastion Parkade PT strand project	\$25,550.00	Demonstrated value to continue with the consultant services through the phases of the project.
2253	Water Resources	Tetra Tech Canada Inc	Technical expertise for Jump Creek Dam and South Fork Dam Projects	\$45,342.00	One with which staff have specialized training and/or expertise.
2115	Parks Operations	WSP Canada Inc	Continued geotechnical assessments and detailed design for Sugar Loaf Mountain	\$27,430.00	One with which staff have specialized training and/or expertise.

2230	Engineering	WSP Canada Inc	Guidelines over Coal Mine Workings	\$50,000.00	One with which staff have specialized training and/or extensive experience.
2162	Fire Rescue	FDM Software Ltd	Software Upgrade	\$36,054.19	To ensure compatibility with existing software; only FDM capable of completing the upgrade to the existing software

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Comment
2219	Construction	Copcan Civil Ltd	5290 Rutherford Rd Subdivision	\$478,413.65	Three submissions received
2181	Construction	Milestone Equipment Contracting	Telescope Terrace Utility Upgrades	\$799,732.50	Two submissions received
2210	Construction	Lafarge Canada Inc	2018 Road Rehab	\$982,087.00	Two submissions received
2212	Construction	Hazelwood Construction Services Inc	Georgia Greenway & Harewood Utilities Projects	\$1,601,308.77	Five submissions received
2222	Construction	Milestone Equipment Contracting	Jingle Pot Sidewalk Improvements/Dufferin Sidewalk Connection	\$360,707.00	One submission received

DATE OF MEETING December 12, 2018

AUTHORED BY LAURA MERCER, ACTING DIRECTOR, FINANCIAL SERVICES

SUBJECT **CAPITAL PROJECT RESULTS FOR THE NINE MONTHS ENDING 2018-SEP-30**

OVERVIEW

Purpose of Report

To present the Finance and Audit Committee with a summary of the capital project results for the nine months ending 2018-SEP-30.

Recommendation

That the Capital Project Results for the Nine Months Ending 2018-SEP-30 report dated, 2018-DEC-12, be received for information.

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 Attachment 2 which outlines the summary of the capital project results by project type for the nine months ending 2018-SEP-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
Not Started	Project has not been started but is anticipated to start by the end of the year
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.

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

Attachment 2 lists the total year-to-date expenditures for each project. This listing illustrates at a glance the status of individual projects as at 2018-SEP-30 compared to the budget for the year.

The City of Nanaimo has a capital budget of \$81.1 million for 2018, which includes \$26.0 million of carry-forwards from 2017. This is represented by 276 projects: 78 projects are now complete; 130 projects are in progress; 42 projects have not started and 26 have been delayed or other; 47% of the 2018 budget has either been spent to-date or committed.

Summary by Project Status as at 2018-SEP-30:

Project Status	# of Projects	% of Total Budget	Annual Budget	Actual & Committed Costs to Sep 30	Available Funds
Completed / Substantially Complete	78	27%	\$ 22,109,548	\$ 18,575,781	\$ 3,533,767
In Progress	130	59%	47,753,955	18,626,188	29,127,767
Not Started	42	11%	9,019,645	613,667	8,405,978
Delayed / Other	<u>26</u>	3%	<u>2,189,454</u>	<u>297,285</u>	<u>1,892,169</u>
Total	<u>276</u>		<u>\$ 81,072,602</u>	<u>\$ 38,112,921</u>	<u>\$ 42,959,681</u>

SUMMARY POINTS

- \$ 38,112,291 of the \$81,072,602 capital budget has been spent or committed as at 2018-SEP-30

ATTACHMENTS

- Attachment 1: Variance Analysis of the summary of Capital Results for the Nine Months Ending 2018-SEP-30.
- Attachment 2: Summary of Capital Results for the Nine Months Ending 2018-SEP-30.

Submitted by:

Laura Mercer
Acting Director, Financial Services

**Variance Analysis of the Summary of Capital Results
for the Nine Months Ending 2018-SEP-30**

The following section provides an explanation of the significant project variances over \$1,000,000. Positive budget balance indicate that the project is under budget while a negative budget balance indicate that the project is over budget as at the date of reporting.

Boxwood Connector & Utility Project \$ 3,367,806

This project is for the design and construction of the site improvements for the Boxwood Connector Road project. Site improvements include a site grading, mitigation of contaminated soils, constructing an engineered wetland/detention pond and geotechnical improvements. The funding sources for this project are the general reserves (\$42,600), sewer reserves (\$45,000), water reserves (\$87,000), Roads DCC Statutory reserve funds (\$3,332,686), Drainage DCC Statutory reserve funds (\$100,000), Water DCC Statutory reserve funds (\$12,000), Sewer Fund Asset Management statutory reserve fund (\$69,000), and the Water Fund Asset Management statutory reserve funds (\$8,000). This project is currently in progress.

Chase River Trunk Sanitary Sewer \$ 6,160,587

This project includes a new pump station on Seventh Street at Park Avenue and a new forcemain connecting to the RDN trunk sewer on Woodhouse Street. The funding sources for this project are the water reserves (\$614,479) Sewer DCC Statutory reserve funds (\$853,428), Sewer Fund Asset Management statutory reserve funds (\$104,300) and internal borrowing (\$4,915,000). This project is currently in progress and out for tender with construction expected to begin in early 2019.

College Drive Area Watermain Twinning \$1,833,978

This project includes installation of a new water supply main along College Drive, and upgrade for capacity and fire flow of the Towers Reservoir and Towers Pump Station. The funding sources for this project are general taxation (\$87,000), the general reserves (\$8,000), sewer reserves (\$53,234), water reserves (\$2,770,068) Water DCC Statutory reserve funds (\$125,000), and the Water Fund Asset Management statutory reserve funds (\$375,000). This project is currently in progress.

Hammond Bay Corridor and Utility Project \$ 1,823,576

This project relates to the road and water main upgrades in this area. The funding sources for this project are the Roads DCC Statutory reserve funds (\$783,052), Water DCC statutory reserve funds (\$257,501) and the General Fund Asset Management statutory reserve funds (\$786,900). This project is currently in progress.

Property Acquisition: Seaspan Ferries Right of Way at #1 Port Drive \$2,797,333

This project relates to the right of way property purchase from Seaspan Ferries Corporation at 1 Port Drive. The acquisition of the right of way will unlock the property for future development and enable the City to secure a long term access across the property to the Nanaimo Assembly Wharves. This defers the need to replace the existing aging wooden trestle. The transaction closes on 2019-April-30. The funding sources for this project are the general reserve funds (\$1,520,000) and private contributions (\$1,500,000). This purchase is complete; however, the City is wrapping up the final costs of the purchase.

Fire Station #1 Replacement \$ 3,274,050

This project includes replacement of Fire Station #1. In May 2018, Council approved borrowing of \$17,000,000 to fund the construction of Fire Station #1. A project manager has been hired and the submissions for the RFP for an architect are currently being evaluated. This is a multi year project and it is anticipated to be completed in 2021. The funding sources for this project are the General Fund Asset Management statutory reserve funds (\$130,000) and borrowing (\$3,370,000). This project is currently in progress.

Waterfront Walkway – Northfield Creek & Nanaimo Shipyards – Design \$ 3,293,218
Waterfront Walkway – Various Segments – Design \$ 1,375,000

The Waterfront Walkway is one of Council's key priorities in the Strategic Plan. In 2017 Council adopted the Waterfront Walkway Implementation Plan. The Plan sets out a phasing of the project and identifies a number of 'quick wins' for 2018 and 2019. The functional design has been completed for the Northfield Creek Section. Staff are working with a consultant to further refine the plan with a goal of tendering the project in the fall of 2019. The funding sources for the year are private contributions (\$256,647), Community Works statutory reserve fund (\$2,350,000) and a Federal Grant (\$2,350,000). The funding agreement for this grant has not been signed as the City still has several outstanding conditions that need to be met by the March 31, 2019 deadline. The Northfield Creek and Shipyard sections are in progress. However, all the other sections have not been started.

Wellcox Access \$ 1,773,348

This project relates Phase I Front Street extension to the Wellcox property as well as design work for Phase II relating to the secondary access. The funding sources for the year are Community Works statutory reserve fund (\$1,800,000) and the General Fund Asset Management statutory reserve fund (\$213,652,000). This project is in progress.

DCC WS36 Vanderneuk Reservoir \$ 1,000,000

The project relates to property acquisition for a future reservoir to serve the north end of Nanaimo. It is expected to be built by 2030, but the land needs to be set aside now. The funding sources for the year are water reserves (\$150,000), Water DCC Statutory reserve funds (\$750,000) and Water Fund Asset Management statutory reserve fund (\$100,000). This project has not been started yet.

Emergency Water Supply Pump Station

\$ 3,000,000

This project relates to the construction of a new pump station from Harmac to Duke Point Supply Main. This will allow the City to use the water in case of emergency. The funding source for the year is general water supply reserves (\$3,000,000). Construction has not started yet.

Bastion Bridge Rehab

\$ 1,823,711

This project relates to the rehabilitation and seismic retrofit of the Bastion Street bridge to extend its service life. The funding sources for the year are General Fund Asset Management statutory reserve fund (\$1,800,000) and general reserves (\$31,477). This project is currently not started but is in the queue.

City of Nanaimo

Summary of Capital Results
Nine Months Ended September 30, 2018

		2018 CAPITAL BUDGET	2018 YTD ACTUALS	2018 TOTAL COMMITMENTS	2018 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
								General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	Other Sources
<u>CONCURRENT PROJECTS:</u>												
<u>COMPLETED PROJECTS</u>												
P-5183	Beban Plaza Storm - Design	6,129	503	-	503	5,626				5,626		
P-6208	Beban Plaza Sanitary Sewer	3,507	501	-	501	3,006					3,006	
Beban Plaza Utilities Project		9,636	1,003	-	1,003	8,633	Complete	-	-	5,626	3,006	-
P-5208	Holly Ave Drainage: Rosehill/Townsite Area	39,009	13,545	474	14,019	24,990					24,990	
P-5223	529 Bradley St Drainage - Construction	14,088	14,088	-	14,088	0				0		
P-6243	FDCC Bradley St Sanitary Sewer: 529 Bradley to Holly - Construction	43,488	25,903	-	25,903	17,585					17,585	
Bradley/Wall Drainage & Sanitary Sewer Project		96,585	53,535	474	54,009	42,576	Substantially Complete	-	-	0	42,575	-
P-5237	Bruce Cycling - Pine to Bowen	13,881	-	-	-	13,881					13,881	
Bruce Area Rehab & Cycling		13,881	-	-	-	13,881	Complete	-	-	-	13,881	-
P-7279	Townsite & Boundary Pressure Reducing Valve	117,905	90,349	16,586	106,935	10,970					10,970	
Boundary Area Corridor and Utility Project		117,905	90,349	16,586	106,935	10,970	Substantially Complete	-	-	-	10,970	-
P-6149	DCC SS19 Millstone: Buttertubs Easement	12,800	1,875	-	1,875	10,925				-	10,925	
Buttertubs Utility Upgrade Project		12,800	1,875	-	1,875	10,925	Substantially Complete	-	-	-	10,925	-
P-5174	Cliff St. Area Corridor & Utility - Drainage Construction	19,130	0	-	0	19,130				19,130		
P-7325	Cliff St. Area Water - Design & Construction	-	-	-	-	-					-	
Cliff Street Area Corridor & Utility Projects		19,130	0	-	0	19,130	Complete	-	-	19,130	-	-
P-5212	Departure Bay Seawall & Utility Project	37,192	12,419	-	12,419	24,773				24,773		
Departure Bay Seawall & Utility Project		37,192	12,419	-	12,419	24,773	Substantially Complete	-	-	24,773	-	-
P-5013	Glenayr : Bay to Loat Rehab	175,000	125,866	30,245	156,111	18,889				18,889		
P-5217	Glenayr Drive Drainage: Loat to Bay	360,000	292,929	65,042	357,971	2,029				2,029		
P-6223	Departure Bay Area Sanitary Sewer	375,000	280,342	70,777	351,119	23,881					23,881	
P-7327	Bay St & Norfolk Hill Looping Water Main	613,909	487,768	115,100	602,868	11,041					11,041	
P-7328	Glenayr/Wingrove Area Utility Upgrade: Glenayr to Elk	299,599	224,711	53,853	278,564	21,035					21,035	
Departure Bay Area Utility Project		1,823,508	1,411,616	335,017	1,746,632	76,876	Substantially Complete	-	-	20,918	55,958	-
P-6209	Garner Cres Sewer Sanitary	10,000	8,487	-	8,487	1,513					1,513	
Garner Cres Area Utility Upgrade		10,000	8,487	-	8,487	1,513	Substantially Complete	-	-	-	1,513	-
P-5204	Lambert Ave. Utility Upgrade - Roads	10,390	4,453	-	4,453	5,937					5,937	
P-6183	Lambert Ave. Utility Upgrade - Sanitary Sewer	35,222	4,961	-	4,961	30,261					30,261	
P-7392	Lambert Ave Utility Upgrade	25,424	3,307	-	3,307	22,117					22,117	
Lambert Ave. Utility Upgrade		71,036	12,721	-	12,721	58,315	Complete	-	-	-	58,315	-
P-5191	DCC R65 - Linley Valley Phase 2	143,655	105,366	-	105,366	38,289				38,289		
P-6206	Linley Valley Sewer Rutherford to 5884 Linyard	422	-	-	-	422					422	
P-7340	Linley Valley Water Main Phase 2	1,215	-	-	-	1,215					1,215	
Linley Valley Complete Street Project		145,292	105,366	-	105,366	39,926	Substantially Complete	-	-	38,289	1,637	-
P-5197	Nanaimo Lakes: Wakesiah to Lincoln - Rehab	1,623	612	-	612	1,011				1,011		
Nanaimo Lakes DR & RHB Project		1,623	612	-	612	1,011	Complete	-	-	1,011	-	-
P-6190	Poplar Street Sanitary Sewer: Brierley to Princess Royal - Construction	29,799	27,299	2,500	29,799	0			-	-	0	-
P-7301	Poplar Street Water Main: Estevan to Stewart - Construction	260,313	257,935	2,500	260,435	(122)					(122)	
Poplar Street Utility Upgrade		290,112	285,234	5,000	290,234	(122)	Complete	-	-	-	(122)	-
P-5222	Terminal South Drainage & Rehab	2,228,610	1,854,547	206,541	2,061,088	167,522				167,522		
P-6217	Terminal Sanitary Sewer: Rosehill to Bryden	149,299	149,298	-	149,298	1		1				
P-6243	FDCC Mount Benson Sanitary Sewer: EN Rail to Terminal - Construction	49,724	49,724		49,724	(0)		(0)				
P-7309	Terminal Water Main: Stewart to Dawes & Mt. Benson	58,278	58,278		58,278	(0)					(0)	
Terminal Ave North Utility Project		2,485,911	2,111,848	206,541	2,318,389	167,522	Substantially Complete	1	-	167,522	(0)	-
P-7279	Tom's Turnabout Pressure Reducing Valve	200,137	166,179	33,958	200,137	-					-	
Tom's Turnabout Area Utility Upgrade		200,137	166,179	33,958	200,137	-	Substantially Complete	-	-	-	-	-

City of Nanaimo

Summary of Capital Results
Nine Months Ended September 30, 2018

		2018 CAPITAL BUDGET	2018 YTD ACTUALS	2018 YTD COMMITMENTS	2018 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
								General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	Other Sources
TOTAL PROJECTS 'COMPLETED'		5,334,748	4,261,244	597,576	4,858,820	475,929		1	-	277,270	198,658	-
PROJECTS "IN-PROGRESS"												
P-5010	Argyle Ave: Departure Bay to Glenayr	64,340	51,179	-	51,179	13,161				13,161		
P-7333	Argyle Ave Water Main: Departure Bay Glenayr to Cul-de-sac	647,475	593,655	-	593,655	53,820					53,820	
Argyle Ave: Departure Bay to Glenayr		711,815	644,834	-	644,834	66,981	In Progress	-	-	13,161	53,820	-
P-7279	Addison Pressure Reducing Valve - Design	10,474	6,969	446	7,415	3,059				3,059		
P-7363	Black Diamond Drainage Watermain: JP - JP - Design	257,474	98,760	15,977	114,736	142,738				142,738		
Black Diamond Drainage Watermain: Jingle Pot		267,948	105,729	16,423	122,152	145,796	In Progress - Design Stage. Construction anticipated for 2019	-	-	145,796	-	-
P-5108	DCC R8 Boundary/Northfield Interim Improvements	3,579,769	2,440,003	962,108	3,402,111	177,658				3,025	174,633	
P-7362	Boundary Rd Water Main: Boundary/Northfield Intersection	30,000	28,137		28,137	1,863					1,863	
Boundary/Northfield Intersection Upgrade		3,609,769	2,468,141	962,108	3,430,248	179,521	In Progress	-	-	3,025	176,496	-
P-5157	DCC R85 Boxwood Connector - Design/Construction	3,275,286	170,019	97,462	267,481	3,007,805				3,007,805		
P-5164	DCC R49 Northfield: Bowen to Boxwood - Design	70,000	-	-	-	70,000				57,400	12,600	
P-5193	Boxwood Connector Pond Drainage	130,000	15,803	45,196	60,999	69,001				69,001	-	
P-6174	Boxwood Connector & Utility Project Sanitary Sewer- Design	114,000	-	-	-	114,000				69,000	45,000	
P-7290	Boxwood Connector Water Services - Design	87,000	-	0	-	87,000					87,000	
P-7414	FDCC WD78 Rosstown Road Water Main - Boxwood to Bowen Design	20,000	-	0	-	20,000				20,000		
Boxwood Connector & Utility Project		3,696,286	185,821	142,658	328,480	3,367,806	In Progress	-	-	3,223,206	144,600	-
P-6235	FDCC SS57 Bruce: Deering to 877 Bruce	6,000	-	-	-	6,000					6,000	
P-6256	Bruce Sanitary Sewer: 930 Bruce to 8th St	6,000	9,882	108	9,990	(3,990)		(3,990)				
Bruce Area Sanitary Sewer & Cycling		12,000	9,882	108	9,990	2,010	In Progress	(3,990)	-	-	6,000	-
P-5238	Bruce Drainage & Cycling	14,800	2,983	11,817	14,800	(0)					(0)	
P-6253	Bruce Sanitary Sewer: Bruce to Catstream	2,868	674	2,194	2,868	0					0	
P-7385	Bruce Water Main: Fourth to 320 Bruce	5,225	1,155	4,071	5,226	(1)					(1)	
Bruce Areas Utility, Rehab & Cycling Project		22,893	4,812	18,082	22,894	(1)	In Progress - Design Stage	-	-	-	(1)	-
P-6191	DCC SS45 Chase River Trunk Sanitary Sewer	5,054,728	262,113	61,951	324,064	4,730,664						4,730,664
P-6236	FDCC SS64 Seventh Sanitary Sewer: Georgia to Bruce	256,000	-	-	-	256,000				256,000		
P-6245	FDCC SS56 Seventh St Sanitary Sewer: 583 Seventh to Georgia Phase 1	162,000	-	-	-	162,000				162,000		
P-6248	FDCC SS56 Seventh St Sanitary Sewer: Stirling to Park Ave	400,000	-	-	-	400,000				400,000		
P-7298	Seventh St Water Main Park to Douglas	614,479	2,556	-	2,556	611,923					611,923	
Chase River Trunk Sanitary Sewer		6,487,207	264,668	61,951	326,620	6,160,587	In Progress Design Stage	-	-	818,000	611,923	4,730,664
P-5218	Cinnabar Dr. Drainage Rehab	379,021	690	267,611	268,301	110,720				110,720		
P-7296	Cinnabar Drive Improvements - Construction	10,000	13		13	9,987					9,987	
Cinnabar Drive Rehab & Utility Upgrade		389,021	703	267,611	268,313	120,708	In Progress	-	-	110,720	9,987	-
P-5235	Tower Reservoir Access - Drainage	95,000	-	-	-	95,000		87,000			8,000	
P-6222	Douglas Place Sanitary Sewer	53,234	44,898	6,357	51,256	1,979					1,979	
P-7343	College Drive Area: Douglas and Mount Royal	98,900	83,239	11,761	95,000	3,900					3,900	
P-9263	Tower Pump Station Rehab	1,064,097	1,349	105,188	106,536	957,561					957,561	
P-9265	FDCC Towers Res	668,222	7,431	64,401	71,832	596,390				596,390		
P-9266	College Drive Area Supply Water Main	1,438,849	1,072,693	187,007	1,259,701	179,149					179,149	
College Drive Area Watermain Twining		3,418,302	1,209,610	374,714	1,584,324	1,833,978	In Progress	87,000	-	596,390	1,150,588	-
P-5226	672 Winchester Drainage	83,633	70,704	-	70,704	12,929				12,929		
P-6176	Sixth St. Sanitary Sewer: Bruce to Georgia - Design	20,179	14,867	5,312	20,179	-					-	
P-6246	FDCC SS55 Sixth Stt Sanitary Sewer: Bruce to Georgia Phase 1	335,000	304	240,063	240,367	94,633				94,633		
P-7335	Sixth St. Water Main: Bruce to Georgia	783,241	4,463	558,604	563,067	220,174					220,174	
Duke & Sixth St. Utility Upgrade		1,222,053	90,338	803,979	894,317	327,736	In Progress - Design Stage.	-	-	107,562	220,174	-
P-5013	Emerald: Ruby to Uplands Rehab	60,000	120		120	59,880				59,880		
P-6258	Emerald Sanitary Sewer: 3301 Emerald to Uplands	51,474	-	774	774	50,700					50,700	

City of Nanaimo

Summary of Capital Results
Nine Months Ended September 30, 2018

		2018 CAPITAL BUDGET	2018 YTD ACTUALS	COMMITMENTS	2018 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
								General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	Other Sources
P-7406	Emerald Water Main: Ruby to Uplands	140,000	-	-	-	140,000					140,000	
	Emerald Area Utility & Rehab Project	251,474	120	774	894	250,580	In Progress	-	-	59,880	190,700	-
P-5240	Esplanade: Nicol to Grace Rehab - Design	360,000	140	4,112	4,252	355,748				340,256	15,492	
P-7386	Esplanade Water Main: Crace to Front	429,010	14,156	344,087	358,243	70,767					70,767	
	Esplanade Area Water & Rehab Project	789,010	14,296	348,200	362,496	426,514	In Progress - Design	-	-	340,256	86,259	-
P-5199	Estevan: Terminal to Poplar - Cycle and Pedestrian	206,500	184,188	22,312	206,500	-		-				
	Estevan Rd Complete St Corridor Project	206,500	184,188	22,312	206,500	-	In Progress - Design Stage. Construction anticipated for Spring 2018.	-	-	-	-	-
P-6247	Fillinger Cres Sanitary Sewer: 5100 Fillinger to 5190 Fillinger - Design	115,546	17,606	-	17,606	97,940					97,940	
P-7364	Fillinger Cres Water Main: Entwhistle to 5100 Fillinger - Design	26,756	3,273	9,784	13,057	13,699					13,699	
	Fillinger Cres Utility Upgrade	142,302	20,879	9,784	30,663	111,639	In Progress - Design	-	-	-	111,639	-
P-6237	Hammond Bay Sanitary Sewer: 1326 Ivy Lane to 1318 Sherwood	85,062	-	-	-	85,062					85,062	
P-7271	Hammond Bay at Ivy Ln to Sherwood - Design	10,360	-	-	-	10,360				10,360		
P-7389	Hammond Bay Water Main at Ivy Lane	195,500	-	-	-	195,500					195,500	
	Hammond Bay at Ivy Ln Utility Project	290,922	-	-	-	290,922	In Progress	-	-	10,360	280,562	-
P-5135	DCC R84 Hammond Bay Rd	1,569,952	-	3,878	3,878	1,566,075				1,566,075		
P-7274	DCC W48 Hammond Bay Rd Water Main	257,501	-	-	-	257,501				257,501		
	Hammond Bay Corridor & Utility Project	1,827,453	-	3,878	3,878	1,823,576	In Progress	-	-	1,823,576	-	-
P-5242	FDCC Jingle Pot @ Westwood New Signal Vehicle - Design	43,587	18,677	22,954	41,632	1,955				1,955		
P-6259	Westwood Sanitary Sewer: MH6282 Westwood to RPL 238 Westwood	2,286	2,083	-	2,083	203					203	
P-7391	Jingle Pot Water Main: Ashelee to Westwood	13,716	12,501	-	12,501	1,215					1,215	
	Jingle Pot @ Westwood Area Complete Street & Utility Project	59,589	33,261	22,954	56,216	3,373	In Progress - Design Stage. Construction anticipated for 2019.	-	-	1,955	1,418	-
P-7279	Laguna Road Pressure Reducing Valve - Design	15,000		15,000	15,000	-					-	
P-7350	Laguna Area Water Main - Design	142,000	74,359	66,729	141,088	912					912	
	Laguna Area Water Project	157,000	74,359	81,729	156,088	912	In Progress	-	-	-	912	-
P-7431	Park Avenue Water Main: 403 & 425 Eighth Street	81,500	840	-	840	80,660					80,660	
	Park Avenue	81,500	840	-	840	80,660	In Progress	-	-	-	80,660	-
P-5255	Pheasant Terrace: Rosstown to Labieux Rehab & Drainage - Design	43,000	921		921	42,079				42,079		
P-7423	FDCC WD73 Pheasant Terrace Water Main: Labieux to Rosstown	35,000	113		113	34,887				34,887		
P-7424	Starlight Trail Water Main: Pheasant Terr to Golden Meadows - Design	14,000			-	14,000					14,000	
	Pheasant Terr Area Utilities, Storm Water & Rehab Project	92,000	1,034	-	1,034	90,966	In Progress	-	-	76,966	14,000	-
P-5013	Roberta Rd West: Extension to Centennary Rehab - Design	20,000			-	20,000				20,000		
P-7397	Roberta Rd West Water Main: Centennary to Extension - Design	28,000			-	28,000					28,000	
	Roberta Rd West Water & Rehab Project	48,000	-	-	-	48,000	In Progress	-	-	20,000	28,000	-
P-5234	Telescope Terr Easement Drainage: 3205 Telescope to 3176 Smugglers Hill	218,440	5,635	215,484	221,119	(2,679)		(2,679)				
P-6255	Telescope Terrace Sanitary Sewer	13,560	5,968		5,968	7,592					7,592	
P-6260	Telescope Terr Esmnt Sanitary Sewer: 3221 Telescope to Smugglers Hill	122,000		138,000	138,000	(16,000)					(16,000)	
P-7377	Telescope Terrace Water Main: Smugglers Hill to End - Design	619,505	5,500	468,733	474,233	145,273					145,273	
	Telescope Terrace Utility Upgrades	973,505	17,103	822,217	839,320	134,185	In Progress - Design complete; Construction in Progress	(2,679)	-	-	136,865	-
P-5231	Terminal Corridor Upgrades	210,000	-	17,000	17,000	193,000				193,000		
P-6219	Terminal Trench Sanitary Sewer: Comox to Nicol - Design	40,000	-	-	-	40,000					40,000	
P-7378	Terminal Ave Water Main: Commercial To Comox - Design	1,316,412	1,164,876	84,120	1,248,996	67,416					67,416	
	Terminal Trench & Utility Protect	1,566,412	1,164,876	101,120	1,265,996	300,416	In Progress	-	-	193,000	107,416	-
P-5271	DCC R90 Third Street Re-Profiling	350,000	112,517		112,517	237,483				187,483	-	50,000
P-5272	Third Street Re-profilLng Drainage	25,000	8,037		8,037	16,963					16,963	
P-7416	Third Street: Hillcrest Water Main	125,000	40,184		40,184	84,816				34,066	50,750	
	Third Street Road and Utility Upgrade	500,000	160,738	-	160,738	339,262		-	-	221,549	67,713	50,000
P-5259	Wakesiah Ave: Rehab, Cycling and Drainage Project - Design	148,000	1,346	148,000	149,346	(1,346)		(1,346)				
	Wakesiah Drainage, Cycling and Rehab Project	148,000	1,346	148,000	149,346	(1,346)		(1,346)	-	-	-	-
TOTAL PROJECTS 'IN-PROGRESS'		26,970,961	6,657,578	4,208,601	10,866,179	26,104,782		78,985	-	7,765,402	3,479,732	4,780,664

City of Nanaimo

Summary of Capital Results
Nine Months Ended September 30, 2018

		2018 CAPITAL BUDGET	2018 YTD ACTUALS	2018 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
							General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	Other Sources
<u>NOT STARTED PROJECTS</u>											
P-6195	Bartlett Street SS: Venlaw Road and Morey Road - Design	25,000		-	25,000					25,000	
P-7371	Bartlett & Venlaw Area WM - Design	61,000		-	61,000					61,000	
P-7418	FDCC WD54 (60% Growth) Bartlett St WM, Pryde to end of Adams - Design	24,000		-	24,000				24,000		
Bartlett & Ventlaw Area Utility Upgrade		110,000	-	-	110,000	Not Started	-	-	24,000	86,000	-
P-5225	Departure Bay Area Drainage - Design	52,000		-	52,000				52,000		
P-6232	Stongitharm Esmnt 1628RW Sanitary Sewer: Strongitharm to 2550 Dep Bay - Design	50,000		-	50,000				50,000		
Departure Bay Area Drainage Project		102,000	-	-	102,000	Not Started	-	-	102,000	-	-
P-5013	Glenayr: Loat to Argyle Rehab - Design	20,000		-	20,000				20,000		
P-6231	Glenayr Dr Sanitary Sewer: Argyle to Loat - Design	34,000		-	34,000					34,000	
Glenayr Sanitary & Rehab Argyle to Loat		54,000	-	-	54,000		-	-	20,000	34,000	-
P-6239	Hillside Sanitary Sewer: Caldwell to 3572 Hillside - Design	15,000		-	15,000					15,000	
P-7329	Hillside Ave Water Main - Design	37,000		-	37,000					37,000	
Hillside Ave WM & Sanitary Utility Project		52,000	-	-	52,000	Not Started	-	-	-	52,000	-
P-6201	Howard Ave Sanitary Sewer: Siphon @ 723 Howard to Sixth St - Design	30,000	-	-	30,000					30,000	
P-7376	Howard Ave Water Main: 723 Howard to Sixth St	15,000		-	15,000					15,000	
Howard Ave Utility Upgrade		45,000	-	-	45,000	Not Started - Project to be started when staff capacity becomes available.	-	-	-	45,000	-
P-6224	Millstone & Bigbie Sanitary Sewer: Design	20,000		-	20,000					20,000	
P-7393	Begbie Water Main: Sunderland to Millstone - Design	24,000		-	24,000					24,000	
Millstone & Begbie Area Utility Upgrade		44,000	-	-	44,000	Not Started	-	-	-	44,000	-
P-6246	FDCC SS55 Sixth St Sanitary Sewer: Georgia to Howard - Phase 2 Design	35,000		-	35,000				35,000		
Sixth Street Area Utility Upgrade Phase 2		35,000	-	-	35,000	Not Started	-	-	35,000	-	-
P-6246	FDCC SS55 Sixth St Sanitary Sewer: Georgia to Howard - Phase 3 Design	67,000		-	67,000				67,000	-	
P-7399	Sixth Street Area Water Main - Design	22,000		-	22,000				22,000		
Sixth Street Area Utility Upgrade Phase 3		89,000	-	-	89,000	Not Started	-	-	89,000	-	-
TOTAL PROJECTS 'NOT STARTED'		531,000	-	-	531,000		-	-	270,000	261,000	-
<u>DELAYED/CANCELLED PROJECTS</u>											
P-5220	Caspers Way Drainage: Bowen to End - Design	37,000		-	37,000		37,000				
P-5220	Caspers Way to Hansen Road - Cycling - Design	20,000		-	20,000		20,000				
P-7370	Caspers Way Water Main - Bowen to Creekside - Design	15,000		-	15,000					15,000	
Caspers Way Rehab & Utility Project		72,000	-	-	72,000	Not Started	57,000	-	-	15,000	-
P-5253	Fourth and Albert Drainage and Cycle Project - Design	35,000		-	35,000		35,000				
Fourth and Alber Drainage and Cycle Project		35,000	-	-	35,000	Delayed - Project delayed due to staff and budget resources. Staff resources diverted to waterfront walkway project and Georgia Greenway project. Expected year of construction for this project has been moved from 2018 to 2021.	35,000	-	-	-	-
P-5221	Metral: Turner to Mostar Sidewalk & Cross Walk - Design	95,000		-	95,000		65,000			30,000	
P-7368	Metral Corridor Water Main - Design	160,000		-	160,000					160,000	
Metral Corridor & Utility Project		255,000	-	-	255,000	Delayed (Design) - Construction year moved from 2019 to 2020.	65,000	-	-	190,000	-
TOTAL PROJECTS 'DELAYED/CANCELLED'		362,000	-	-	362,000		157,000	-	-	205,000	-
TOTAL CONCURRENT CAPITAL PROJECTS		33,198,709	10,918,822	4,806,177	15,724,999		235,985	-	8,312,671	4,144,390	4,780,664

City of Nanaimo

Summary of Capital Results
Nine Months Ended September 30, 2018

		2018 CAPITAL BUDGET	2018 YTD ACTUALS	2018 TOTAL COMMITMENTS	2018 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
								General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	Other Sources
ALL OTHER PROJECTS:												
COMPLETED PROJECTS												
P-2704	Software - Barracuda Message Archiver	88,234	88,226	-	88,226	8	Complete				8	
P-2713	VMWare Server Hardware	280,268	-	179,432	179,432	100,836	Complete				100,836	
P-2718	IT Technical Infrastructure Renewal	227,932	168,116	51,930	220,046	7,886	Complete				7,886	
P-2958	VICC Facility Amenities: Commercial Kitchen Oven	42,300	53,074		53,074	(10,774)	Complete				(10,774)	
P-2958	VICC Facility Amenities: Commercial Kitchen Steam Cooker	26,345	26,949		26,949	(604)	Complete				(604)	
P-3104	Property Acquisitions - Seaspan Ferries ROW #1 Port Drive	3,020,000	2,372	220,295	222,667	2,797,333	Complete				1,299,705	1,497,628
P-3104	Property Acquisitions - 5260 Tanya Drive	3,010,702	3,010,702		3,010,702	(0)	Complete			-	-	
P-3402	Fire Services: Equipment	25,466	25,466		25,466	-	Complete	-				
P-3407	Fire Services: Replace Zodiac Unit 70001	42,362	42,362		42,362	(0)	Complete			(0)		
P-3721	Police Operations Building - Lighting	22,500	22,285		22,285	215	Complete				215	
P-4045	VIP Program - Cottle Creek Park Improvements	1,383	1,284		1,284	99	Complete			99		
P-4084	Port Theatre Improvements - Flooring	15,666	15,280		15,280	386	Complete				386	
P-4131	Harewood Centennial Multiuse Court	489,947	487,292	4,650	491,941	(1,994)	Complete	(1,994)				
P-4131	Harewood Centennial - Lacrosse Box	37,424	37,424	-	37,424	(0)	Complete				(0)	
P-4202	NAC Structure: Parking Lot	35,000	24,721		24,721	10,279	Complete			10,279		
P-4211	Bowen Park Complex: HVAC	6,036	6,036		6,036	(0)	Complete			(0)		
P-4219	Beacon House Upgrades: Septic	57,000	6,949	19,850	26,799	30,201	Substantially Complete	30,201				
P-4238	Beban Community Bike Park	-	1,906	-	1,906	(1,906)	Complete			-		(1,906)
P-4241	Facilities Vehicles	80,000	76,845	-	76,845	3,155	Complete	3,155				
P-4247	NAC: Lighting	125,875		125,875	125,875	-	Substantially Complete				-	
P-4250	Curling Club: Mechanical	20,500	14,185	6,313	20,498	2	Substantially Complete				2	
P-4253	Cinnabar Tennis Courts	88,871	12,716	79,169	91,885	(3,014)	Substantially Complete	(3,014)				
P-5010	Major Road Rehab. Projects: Townsite: Holly to Terminal Rehab	81,200	8,947	-	8,947	72,253	Substantially Complete			72,253		
P-5014	Transportation Maintenance Equipment: Asphat Saw	36,108		36,108	36,108	(0)	Complete			(0)		
P-5014	Transportation Maintenance Equipment: Milling Machine	363,294	363,297		363,297	(3)	Complete			(3)		
P-5041	Sidewalks; Dover Rd: Blueback to Invermere Fleet Replacement - Unit	130,470	15,222	117,563	132,784	(2,314)	Substantially Complete	(2,314)				
P-5060	#1111,113,214,233,235,248,417,551,566,567,576,5012,50155	1,636,974	1,364,802	78,324	1,443,126	193,848	Complete			193,848		
P-5060	Fleet Replacement - Automated Garbage Trucks	2,436,635	2,435,703	-	2,435,703	932	Complete			932		
P-5210	SNIC Equipment: Brine Tank	15,000		13,616	13,616	1,384	Complete				1,384	
P-5210	SNIC Equipment: Anti - Icing Tank	17,000	14,044		14,044	2,956	Complete				2,956	
P-5210	SNIC Equipment: Sander	41,673		41,673	41,673	(0)	Complete				(0)	
P-5216	Small Equipment - Used Message Board	25,000	23,396	-	23,396	1,604	Complete			1,604		
P-5216	Small Equipment - Bomag Vibra Roller	22,000	19,790	-	19,790	2,210	Complete			2,210		
P-5227	Construction Equipment - Excavator	237,377	237,377		237,377	(0)	Complete				(0)	
P-5245	Jingle Pot Rd Drainage: 2413 - 2331 Jingle Pot	244,695	213,236	18,578	231,814	12,881	Substantially Complete	12,881				
P-5268	Automated Carts - Sanitation	2,984,390	2,934,417	49,541	2,983,958	432	Complete	432				
P-6168	DCC SS17: Millstone Trunk Sanitary Sewer	66,000	4,679	50,051	54,730	11,270	Substantially Complete				11,270	
P-6181	Loudon Park Shoreline Sanitary Sewer	10,000	2,534		2,534	7,466	Substantially Complete				7,466	
P-6189	Rosstown Lane Sanitary Sewer - Design FDCC Westdale Rd Easement Sanitary Sewer: Westdale to Hammond Bay Rd -	20,000	6,453		6,453	13,547	Complete				13,547	
P-6252	Construction	383,471	234,257	135,325	369,582	13,889	Substantially Complete				13,889	
P-7104	Infrastructure - Milton Street Water	43,668	-	43,667	43,667	1	Complete				1	
P-7279	Bay & Neyland Pressure Reducing Valve Replacement	147,917	94,917	31,966	126,883	21,035	Substantially Complete				21,035	
P-7279	Lantzville Station	-	261,196		261,196	(261,196)	Complete					(261,196)
P-7304	Woodlands Area Water Main - Construction	11,804	11,804		11,804	0	Complete				0	
P-7341	DCC W49 Departure Bay Rd Water Main: Uplands to Rock City	5,000	1,729		1,729	3,271	Complete			3,271		

City of Nanaimo

Summary of Capital Results
Nine Months Ended September 30, 2018

		2018 CAPITAL BUDGET	2018 YTD ACTUALS	2018 YTD COMMITMENTS	2018 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
								General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	Other Sources
P-7375	King John & Esmt Water Main: Smugglers & Scarlet Hill - Design	26,313	850	700	1,550	24,763	Complete				24,763	
P-9244	Water Treatment Plant	10,000	194	7,500	7,694	2,306	Substantially Complete				2,306	
P-9260	DCC WS 41 #1 Reservoir - College Pk Duplicate Supply Main	35,000		31,800	31,800	3,200	Substantially Complete				3,200	
			-		-	-						
TOTAL PROJECTS 'COMPLETED'		16,774,800	12,373,035	1,343,927	13,716,961	3,057,839		39,345	-	284,493	1,499,475	1,234,526
PROJECTS "IN-PROGRESS"												
P-2206	Bastion St. Parkade Upgrade: Exterior Renewal & Tension Beam Replacement	290,670	30,299	190,575	220,874	69,796	In Progress			69,796		
P-2207	Harbourfront Parkade: Sprinkler System & Membrane Renewal	317,971	140,301	187,998	328,298	(10,327)	In Progress	(10,327)			-	
P-2714	Digital Documentation Retention	75,000	13,938	5,954	19,891	55,109	In Progress				55,109	
P-2720	Recreation Management Software upgrade	328,463	206,731	42,677	249,408	79,055	In Progress				79,055	
P-2721	IT Backup System	4,000	3,408	-	3,408	592	In Progress				592	
P-3435	Fire Station #1: Replacement	3,500,000	64,873	161,077	225,950	3,274,050	In Progress			38,696		3,235,354
P-4030	Parks Ops: Replace Unit 823 John Deer Mower	45,000	37,618	-	37,618	7,382	In Progress	7,382				
P-4040	Trailway Development and Rehab - Parkway Trail	166,000	56,223	-	56,223	109,777	In Progress	109,777		-	-	
P-4045	VIP Program - Cinnabar Valley Park	28,045	-	32,804	32,804	(4,759)	In Progress					(4,759)
P-4045	VIP Program - Linley Point - Gyro Park	3,805	11,338	-	11,338	(7,533)	In Progress					(7,533)
P-4045	VIP Program - Fern Neighbourhood	45,000	-	-	-	45,000	In Progress	45,000				
P-4140	Zamboni Replacement - Replace Unit 804	185,000	-	35,014	35,014	149,986	In Progress			149,986		
P-4164	FC Arena: Facility Amenities - Sound System & CCTV Cameras	56,400	11,740	37,300	49,040	7,360	In Progress			7,360		
P-4171	Beban Pool: Facility Amenities - Audio System	31,000	-	30,664	30,664	336	In Progress	336				
P-4209	Beban Social Centre: Facility Amenities - Security	14,000	-	14,000	14,000	-	In Progress	-			-	
P-4216	Waterfront Walkway - Northfield Creek & Nanaimo Shipyards - Design	3,581,647	190,347	98,082	288,429	3,293,218	In Progress		2,350,000	876,918		66,300
P-4227	Cliff McNabb Arena: Facility Amenities - Sound System	14,230	-	-	-	14,230	In Progress				14,230	
P-4237	Beban Complex: Mechanical	498,550	5,616	94,217	99,833	398,717	In Progress			307,767		90,950
P-4239	Beban Social Centre: HVAC	57,048	-	-	-	57,048	In Progress			57,048		
P-4242	NAC: Roof Phase 1	1,516,629	418,360	759,715	1,178,074	338,555	In Progress			338,555		
P-4244	Railing Replacement	267,500	788	40,678	41,465	226,035	In Progress	-		194,320	31,715	
P-4251	NAC: Domestic Water Lines	129,713	10,532	119,181	129,713	-	In Progress			-		
P-4254	Seabolt Stairs	38,580	3,541	829	4,369	34,211	In Progress	34,211				
P-5010	Major Road Rehab. Projects	105,000	-	62,199	62,199	42,801	In Progress			42,801	-	
P-5013	Local Road Rehab Projects	769,072	3,965	495,827	499,792	269,280	7 Projects Substantially Completed, 1 In Progress and 1 Not Started	-		269,280		
P-5014	Transportation Maintenance Equipment: Trailer: Flat Deck Replacement of Unit #6066	35,000			-	35,000	In Progress				35,000	
P-5014	Transportation Maintenance Equipment: Trailer: Milling Machine	37,878		37,878	37,878	-	In Progress				-	
P-5014	Transportation Maintenance Equipment: Sign Maker - Printer	34,133	-	-	-	34,133	In Progress				34,133	
P-5060	Fleet Replacement - Unit# 110,404,427,428,582	830,000	-	673,097	673,097	156,903	In Progress			156,903		
P-5196	Wellcox Access	2,013,652	69,522	170,783	240,304	1,773,348	In Progress			1,773,348		-
P-5200	Pedestrian Transportation Improvements - Northfield: Boundary to Duggan	130,000		110,349	110,349	19,651	In Progress	19,651				
P-5211	Wild Otter Easement	266,822	1,418	1,000	2,418	264,405	In Progress - Desgin Complete; Contruction not started			250,000	14,405	
P-5229	Bastion Bridge Rehab	250,000	32,315	150,754	183,068	66,932	In Progress			66,932		
P-5230	Dufferin @ Dufferin Street Upgrade	300,000	9,935	250,358	260,293	39,707	In Progress	-			39,707	
P-5246	Stewart Ave Drainage: 1000 Stewart to Outfall - Design	80,000	3,000	68,455	71,455	8,545	In Progress	8,545				
P-5251	Georgia Ave Greenway Pedestrian/Cycling - Design	1,242,224	80,372	930,363	1,010,735	231,489	In Progress			231,489		
P-5264	FDCC R97 Madsen Rd: East Wellington Rd to Griffiths Rd Corridor Improvements - Design	300,000	38,025	91,686	129,711	170,289	In Progress			170,289		
P-5267	Bus Shelters:13 Victoria Cres, South Side	53,725	-	-	-	53,725	In Progress	53,725				
P-5269	LED Street Light Conversion Phase 1	214,300		200,000	200,000	14,300	In Progress			14,300		
P-6107	Mt Benson Sanitary Sewer	5,000	-	-	-	5,000	In Progress				5,000	
P-6196	Island Hwy Sanitary Sewer: West End to Country Club Mall - Design	30,000	-	-	-	30,000	In Progress				30,000	

City of Nanaimo

Summary of Capital Results
Nine Months Ended September 30, 2018

		2018 CAPITAL BUDGET	2018 YTD ACTUALS	2018 YTD COMMITMENTS	2018 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
								General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	Other Sources
P-6220	Sanitary Sewer: Maintenance Equipment - Hydraulic Concreate Saw	10,000	-	-	-	10,000	In Progress				10,000	
P-6227	Pearson Bridge Sanitary Sewer: Along River Bank - Design	101,000	-	30,000	30,000	71,000	In Progress			71,000		
P-6238	Adby Sanitary Sewer: 3286 Adby to Departure Bay - Design	30,000	-	8,345	8,345	21,655	In Progress				21,655	
	DCC SS46 Richard Lake Truck Sewer: Easement 40 Maki Rd to Chase River Pump Station - Design	45,000	-	-	-	45,000	In Progress			45,000		
P-6251	Stewart St Sanitary Sewer: Cyprus to Walnut	25,000	-	-	-	25,000	In Progress				25,000	
P-7277	King Rd. Water Main: Jingle Pot to PZ	25,000	-	-	-	25,000	In Progress - Desgin				25,000	
P-7279	Cinnabar & Stacey Pressure Reducing Valve Replacement	7,474	5,029	446	5,474	2,000	In Progress				2,000	
P-7305	Turnabout view & Centenary Drive Water Main - Design	45,000	-	14,910	14,910	30,090	In Progress				30,090	
P-7344	Wakesiah Lane Water Main	681,000	503,007	121,638	624,645	56,355	In Progress				56,355	
P-7345	Glen Eagle & Quilchena Cres Water Main: Design	354,050	7,550	7,250	14,800	339,250	In Progress				339,250	
P-7365	Hawkins Rd Water Main End to End - Design	285,000	4,167		4,167	280,833	In Progress				280,833	
P-7366	Jingle Pot Water Main: 4151 to 4215 Jingle Pot - Design	35,000	982	9,125	10,107	24,893	In Progress				24,893	
P-7372	Richardson Road Water Main: 1805 Richardson to Ranchview	20,000	-	8,345	8,345	11,655	In Progress				11,655	
P-7390	Island Hwy Water Main: Mackenzie to Melideo & Estuary to Melideo	72,000	48,966	15,014	63,980	8,020	In Progress				8,020	
P-7400	Sunset Water Main: Sealand to Parkway - Design	27,000	20,381	6,094	26,475	525	In Progress				525	
P-7402	Holland Easement Water Main: Dockside to Michigan - Design	207,985	69,129	3,886	73,015	134,970	In Progress				134,970	
P-7403	Homes Rd Water Main: Neen to Mill - Design	227,000	150,574	875	151,449	75,551	In Progress				75,551	
P-7404	Mountain View Area Water Project	284,000	574		574	283,426	In Progress				283,426	
P-7430	Bulk Water Filling Station #1 Cedar	139,006	-	14,286	14,286	124,720	In Progress - Design				124,720	
P-9259	Emergency Water Supply Pump Station - Design	271,422	128,268	43,455	171,723	99,699	In Progress				99,699	
TOTAL PROJECTS 'IN-PROGRESS'		20,782,994	2,382,827	5,377,181	7,760,009	13,022,985		268,300	2,350,000	5,131,789	1,892,585	3,380,312
NOT STARTED PROJECTS												
P-2722	IT Fibre Optic Network Renewal	12,650			-	12,650	Not Started				12,650	
P-4030	Parks Ops: Replace Unit 816 Tandem Axle Trailer	10,000	-	-	-	10,000	Not Started	10,000				
P-4031	Play Equipment Replacement - Maffeo Sutton Phase 1	400,000			-	400,000	Not Started	100,000			300,000	
P-4040	Trailway Development and Rehab - Maffeo Sutton Park	52,000			-	52,000	Not Started				52,000	
P-4045	VIP Program - Cambie Park	25,000	-		-	25,000	Not Started	5,000				20,000
P-4216	Waterfront Walkway - Design of various segments	1,375,000			-	1,375,000	Not Started			1,375,000		
P-5201	Cycling Transportation Improvements - Various	326,500	1	9,175	9,176	317,324	Not Started	66,000		249,413	1,911	
P-5203	Wallace St/Fitzwilliam St: Intersection Upgrade - Design	50,000			-	50,000	Not Started	50,000				
P-5243	Beaufort Park Pond Drainage - Design	28,443			-	28,443	Not Started				28,443	
P-6149	DCC SS19 Millstone Trunk South - Design	440,000		225,000	225,000	215,000	Not Started			215,000		
P-6199	Park Ave Sanitary Sewer: 6th Street to 740 Park - Design	60,000			-	60,000	Not Started				60,000	
P-6200	Third Street Sanitary Sewer: 421 Third St to Fitzwilliam - Design	20,000			-	20,000	Not Started				20,000	
P-6225	Rosehill Lane Sanitary Sewer: 540 Rosehill to Holly - Design	20,000			-	20,000	Not Started				20,000	
P-6226	White Street Area Sanitary Sewer	36,000			-	36,000	Not Started				36,000	
P-7104	Water Infrastructure - Rosstown Cost Share	70,000			-	70,000	Not Started				70,000	
P-7279	East Wellington Preasure Reducing Valve - Design	20,000			-	20,000	Not Started				20,000	
P-7306	Nanaimo Parkway & Cranberry Water Main - Design	402,500	72	-	72	402,428	Not Started				402,428	
P-7326	Cumberland & Locksley Water Main - Construction	385,552	364,510		364,510	21,042	Not Started				21,042	
P-7369	Rutherford Road Water Main: Alder to Vanderneuk - Design	35,000			-	35,000	Not Started				35,000	
P-7394	Nottingham & Arrow Way Water Main	65,000			-	65,000	Not Started			65,000		
P-7405	Uplands Dr Water Main: Departure Bay to Villa - Design	45,000		14,910	14,910	30,090	Not Started				30,090	
P-7425	Shamrock Place Water Main: Departure Bay to Shamrock - Design	35,000			-	35,000	Not Started				35,000	
P-9252	DCC WS36 Vandernuk Reservoir	1,000,000			-	1,000,000	Not Started			850,000	150,000	
P-9259	Emergency Water Supply Pump Station - Construction	3,000,000	-	-	-	3,000,000	Not Started				3,000,000	
P-9269	Lost Lake Reservoir #2 Rehab	75,000	-	-	-	75,000	Not Started				75,000	

City of Nanaimo

Summary of Capital Results

Nine Months Ended September 30, 2018

		2018 CAPITAL BUDGET	2018 YTD ACTUALS	2018 TOTAL COMMITMENTS	2018 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
								General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	Other Sources
P-9271	South Fork Dam Seismic Upgrade	500,000			-	500,000	Not Started				500,000	
TOTAL PROJECTS 'NOT STARTED'		8,488,645	364,582	249,085	613,667	7,874,978		231,000	-	2,754,413	4,869,565	20,000
DELAYED/CANCELLED PROJECTS												
P-2958	VICC Facility Amenities: Commercial Kitchen Warming Oven	12,825			-	12,825	Cancelled				12,825	
P-2958	VICC Facility Amenities: Security CCTV Cameras	73,700	-	73,685	73,685	15	On Hold				15	
P-4040	Trailway Development and Rehab - Madsen to Parkway Trail	32,575			-	32,575	Delayed due to development	15,575			17,000	
P-4164	Frank Crane Arena: REALIce	42,300	-	-	-	42,300	Delayed until 2019			-	33,468	8,832
P-4165	Cliff McNabb Arena: Facility Amenities - REALIce	41,500			-	41,500	Delayed				34,076	7,424
P-4171	Beban Pool: Facility Amenities - Security	30,500	-	30,500	30,500	-	Cancelled - Rebudgeted in 2019 for NAC				-	
P-4194	Frank Crane Arena: Mechanical	420,000	15,511	7,589	23,100	396,900	Delayed until 2019			396,900		
P-4230	Oliver Woods Facility Amenities - Sound System	22,400	-	-	-	22,400	Delayed until 2019	22,400				
P-4245	Chase River Estuary Viewing Platform & Boardwalk	32,500	-	-	-	32,500	Delayed until 2019	32,500				
P-5014	Transportation Maintenance Equip: thermoplastic Applicator Replacement of Unit # 6074	15,000			-	15,000	Cancelled				15,000	
P-5014	Transportation Maintenance Equipment: Thermoplastic Kettle Replacement of Unit #5008	12,747			-	12,747	Cancelled				12,747	
P-5060	Fleet Replacement - Unit # 231	170,000		170,000	170,000	-	Delayed until 2019			-		
P-5060	Fleet Replacement - Unit # 249	60,000			-	60,000	Delayed until 2020			60,000		
TOTAL PROJECTS 'DELAYED/CANCELLED'		966,047	15,511	281,774	297,285	668,762		70,475	-	456,900	125,131	16,256
PROJECTS OTHER												
P-2712	Photocopier Purchases				-	-	No spending year to date				-	
P-4045	VIP Program - Unallocated	-	-	-	-	-	No spending year to date	-				
P-5010	Major Road Rehab. Projects - Unallocated	492,962	-	-	-	492,962	No spending year to date			492,962		
P-5081	DCC Unspecified Road Design	73,752			-	73,752	No spending year to date			73,752		
P-5270	DCC Unspecified Drainage Projects	82,250			-	82,250	No spending year to date			82,250		
P-6103	Sanitary Infrastructure - Unallocated	-	-	-	-	-	No spending year to date				-	
P-6105	Sewer Designs - Unallocated	18,000	-	-	-	18,000	No spending year to date				18,000	
P-6215	DCC Unspecified Sanitary Sewer Designs	-			-	-	No spending year to date			-		
P-7104	Water Infrastructure - Unallocated	5,943	-	-	-	5,943	No spending year to date				5,943	
P-7105	Water Design	38,500			-	38,500	No spending year to date				38,500	
P-7131	DCC Water Design & Usage	150,000			-	150,000	No spending year to date			150,000		
TOTAL PROJECTS 'OTHER'		861,407	-	-	-	861,407		-	-	798,964	62,443	-
TOTAL OTHER CAPITAL PROJECTS		47,873,893	15,135,955	7,251,967	22,387,922	25,485,971		609,120	2,350,000	9,426,559	8,449,199	4,651,093
TOTAL CAPITAL PROJECTS FOR 2018		81,072,602	26,054,777	12,058,144	38,112,921	42,959,681		845,105	2,350,000	17,739,230	12,593,589	9,431,757

DATE OF MEETING December 12, 2018

AUTHORED BY LAURA MERCER, ACTING DIRECTOR OF FINANCE

SUBJECT OPERATING RESULTS FOR THE NINE MONTHS ENDING 2018-SEP-30

OVERVIEW

Purpose of Report

To present the Finance and Audit Committee with a summary of the operating results for the nine months ending 2018-SEP-30.

Recommendation

That the Finance and Audit Committee recommend that Council receive the "Operating Results for the Nine Months Ending 2018-SEP-30" report "dated 2018-DEC-12" be received for information.

DISCUSSION

The intent of this report is to provide the Finance and Audit Committee with a summary of the City's financial operating results for the nine months ending 2018-SEP-30 as compared to the 2018 Financial Plan.

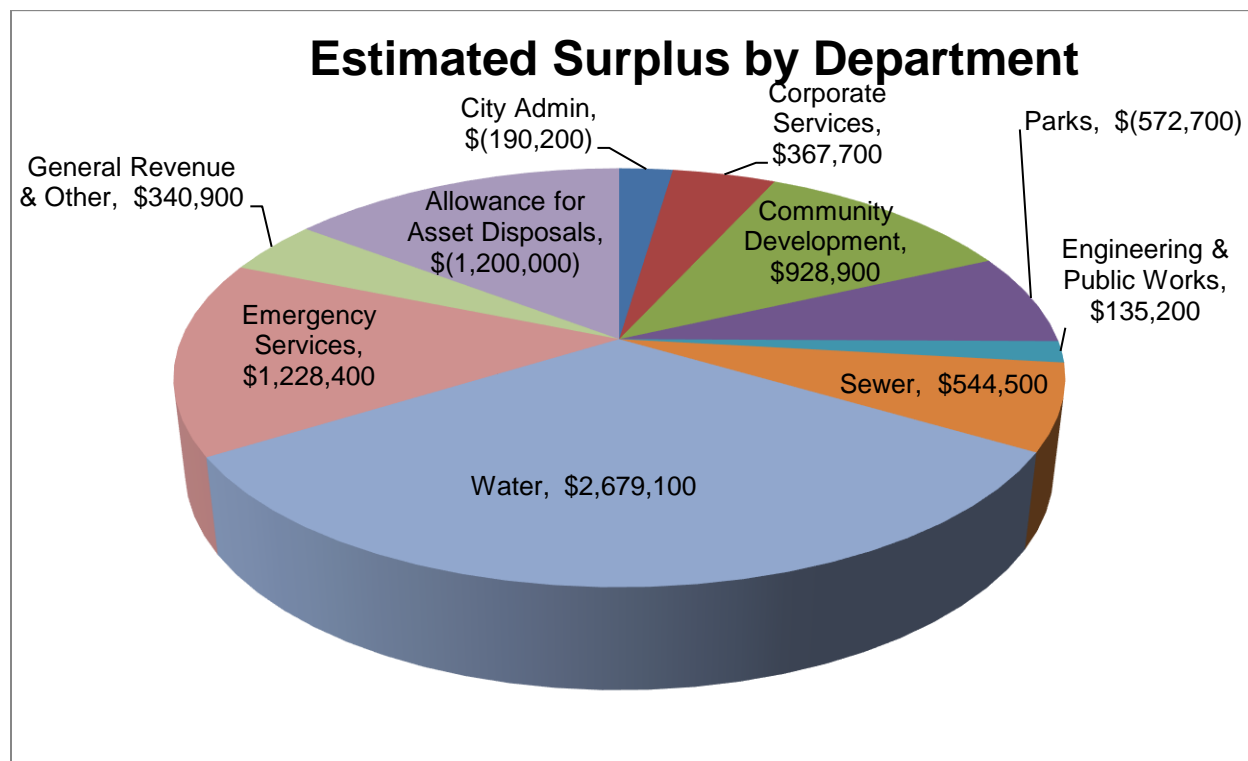
Managers from all departments review monthly financial reports in order to identify budget variances as they occur, and to ensure that immediate action is taken to address any potential deficits.

Summary of Operating Position at 2018-SEP-30:

<i>Operating Fund</i>	<i>Revenues</i>	<i>Expenditures</i>	<i>Surplus(Deficit) at Sept 30, 2018</i>	<i>Surplus(Deficit) Projected at Dec 31, 2018</i>
General	\$ 135,660,942	\$ 98,515,868	\$ 37,145,074	\$ 2,238,200
Sewer	14,256,957	14,674,595	(417,638)	544,500
Water	16,037,752	16,232,351	(194,599)	2,679,100
Total Surplus	<u>\$ 165,955,651</u>	<u>\$ 129,422,814</u>	<u>\$ 36,532,837</u>	5,461,800
Less:	Reserves required to fund disposals of capital assets and any associated gains or losses			<u>1,200,000</u>
Net Surplus				<u>\$ 4,261,800</u>

The projected net operating surplus for the year is \$5,461,800. However, each year, the surplus must be used to fund any disposals of tangible capital assets during the year, along with any gains or losses associated with the asset disposals. During the last five years, the average amount of these adjustments has been around \$1,200,000.

The projected surplus by department, presented visually, is as follows:



Assuming an even distribution of revenues and expenditures throughout the year, the current financial performance benchmark would be approximately 75% 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 September 30 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.

Staff will continue to monitor financial performance on a monthly basis, and the Accounting Services department will continue to provide quarterly reporting updates. |

SUMMARY POINTS

- The overall projected operating surplus for the 2018 fiscal year is \$5,461,800, which is broken down between the general operating fund at \$2,238,200, the sewer operating fund at \$544,500 and the water operating fund at \$2,679,100.
- A reserve of \$1,200,000 is required to fund any disposals of tangible capital assets and any associated gains or losses on disposal, resulting in a projected net surplus of \$4,261,800.
- On a monthly basis, department managers review financial reports to identify and address budget variances as they occur.

ATTACHMENTS

- Attachment 1: Variance Analysis of the Operating Results for the Nine Months Ending 2018-SEP-30 and Projections for the Year Ending 2018-DEC-31.
- Attachment 2: Summary of the Operating Results for the Nine Months Ending 2018-SEP-30.

Submitted by:

Laura Mercer
Acting Director of Finance

Attachment 1

Variance Analysis of the Operating Results for the Nine Months Ending 2018-SEP-30 & Projections for the Year Ending 2018- DEC-31

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 projected surplus (deficit) by department for 2018, and also includes an explanation for significant variances over \$100,000.

City Administration

The City Administration department shows year-to-date total revenues at 79% and expenditures at 68%. Based on the analysis of these accounts, at 2018-SEP-30, a net deficit of \$190,200 is projected. The majority of the surplus is outlined below:

- Human Resources - \$244,000 – Temporary position vacancies account for approximately \$232,000 of the projected surplus; legal fees are anticipated to be over budget by (\$125,000) while smaller miscellaneous variances make up the remainder.
- Parking & Regulatory Services - \$201,200 – Surplus is mainly due to the manager position being vacant for 8 months of the year. The remaining balance is made
- Parking & Regulatory Services Projects – (\$605,000) – This expected deficit relates to the costs associated with Tent City. Included in this figure is the \$301,800 that Council authorized to spend on downtown cleaning and security costs for the last quarter of the year.

Corporate Services

The Corporate Services department shows year-to-date total revenues at 78% and expenditures at 68%. Based on the analysis of these accounts, at 2018-SEP-30, a net surplus of \$367,700 is projected. The majority of the surplus is outlined below:

- Financial services and purchasing – \$149,700 – Temporary position vacancies account for approximately \$128,900 of the projected surplus, while smaller miscellaneous variances make up the remainder.
- Information technology – \$218,000 – Temporary position vacancies account for approximately \$154,000 of the projected surplus; IT consulting services and hardware maintenance are trending under budget and results in an estimated surplus of \$55,000 while smaller miscellaneous variances make up the remainder.

Community Services

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

Community Development

The Community Development department shows year-to-date total revenues at 102% and expenditures at 64%.

Based on the analysis of these accounts, at 2018-SEP-30 a year end surplus of \$928,900 is projected. The majority of the surplus is made up of the following items:

- Current Planning & Subdivision – \$124,300 – Temporary position vacancies account for \$100,000 of the projected surplus; \$25,000 in unspent management consulting makes up the remaining difference. A management consultant was slated to be hired for the Liquor Control Strategy project, which the department could not complete this year due to time and staffing constraints.
- Building Inspections – \$614,500 – The volume of building inspections has exceeded expectations in the first three quarters during 2018 and is projected to do the same for the rest of the year. This has resulted in a positive variance.
- Business Licenses – \$111,000 – The volume of business licenses issued has also exceeded expectations in the first three quarters and this trend is anticipated to continue throughout the year, resulting in a projected surplus.

Parks and Recreation

The Parks and Recreation department shows year-to-date total revenues at 73% and expenditures at 70%.

Based on the analysis of these accounts, at 2018-SEP-30 there is a projected year end deficit of (\$572,700). Items with variances exceeding \$100,000 are outlined below:

- Aquatic Operations – (\$385,300) – The deficit is due to higher than anticipated wage costs in maintenance and custodial services as well as lower revenues. Lower revenues are the result of changes in accounting practices in 2018, which have changed the timing of when revenues are recognized.
- Parks Operations – (\$295,500) – The deficit is due to higher than anticipated contractor and utility costs, especially in tree services, security services and water usage.

Engineering and Public Works

The Engineering and Public Works department shows year-to-date total revenues at 69% and expenditures at 67%.

Based on the analysis of these accounts, at 2018-SEP-30, there is a projected year end surplus of \$135,200. The key variances over \$100,000 from budget are:

- Drainage – \$103,700 – Some storm employees were allocated to other Public Works departments resulting in a surplus of \$37,000; Fleet expenses were over budgeted for in Cleaning resulting in a surplus of \$16,000; Materials and supplies are trending under budget in Cleaning and Mainlines resulting in an estimated surplus of \$41,000.

Utilities

The Utilities department shows year-to-date total revenues at 82% and expenditures at 83%. Based on the analysis of these accounts, at 2018-SEP-30 there is a projected year end surplus of \$544,500 in the sewer fund and \$2,679,100 in the water fund. The key variances over \$100,000 from budget are:

- Sewer – \$544,500 – Sewer revenues are anticipated to be higher than budget by \$176,000; unspent sewer contingency added an estimated \$60,000 to surplus; Savings of \$334,000 resulted as the Chase River main was not completed this year; various operating overages make up the remaining balance.
- Water – \$2,679,100 – Water revenues are projected to exceed budgeted amounts for 2018 by \$821,000; \$1,330,300 was received for the Lantzville water connection fees that was not budgeted for; three (3) temporary position vacancies account for approximately \$336,600 of the projected surplus. In addition to \$100,000 of water contingency funds that are not anticipated to be required; various operating variances make up the remaining balance.

Emergency Services

The Emergency Services department shows year-to-date total revenues at 99% and expenditures at 70%.

Based on the analysis of these accounts, at 2018-SEP-30, there is a projected year end surplus of \$1,228,400. The key variances from budget are:

- Fire – \$157,600 – Fire is anticipated to be under budget due to four (4) new recruits replacing four long-term career firefighters who retired as well as WorkSafe recoveries. This will be partially offset by higher than anticipated overtime costs.

- RCMP and Police Support Services – \$1,073,000 – The RCMP contract is anticipated to be under budget by \$500,000. Police Services is anticipated to be under budget \$583,000 due to temporary vacancies and lower than anticipated guarding costs.

Other (VICC, Economic Development, and Corporate Facilities)

The Other category shows year-to-date total revenues at 58% and expenditures at 60%.

Based on the analysis of these accounts, at 2018-SEP-30, there is a projected year end surplus of \$109,100. The key variance from budget is:

- Port of Nanaimo Centre – \$132,000 – Event operating income, which is the net result from event and catering & concession revenues less direct event and catering & concession expenses has resulted in an increase of \$198,625 at 2018-SEP-30. It is anticipated that a surplus of \$193,200 in event operating income will result for 2018. This will be offset by an increase to indirect expenses of 6.3% or (\$76,700) for the year. This, along with other revenues of \$15,700, results in an anticipated surplus of \$132,200 for the VICC. This is mainly due to unexpected conferences and meetings held at the VICC during the year.
 - The VICC has hosted 23,833 Delegate Days (2017 – 16,717) in the first three quarters of 2018. Overnight visitors that attend conferences, conventions and events are called delegates. Their impact to the local economy is measured in delegate days.
 - The VICC has had 61,495 participant days (2017 – 34,368) in the first three quarters of 2018. Other meetings or activities hosted by the VICC, as well as attending delegates, are considered Participants and attendance levels are measure by Participant Days.

General Revenues

The General Revenues department shows year-to-date total revenues at 99% and expenditures at 85%. 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 tax payovers and transfers to reserve.

Based on the analysis of these accounts, at 2018-SEP-30 an estimated surplus of \$231,800 is expected. Comments on the variances from budget are as follows:

- Grants in Lieu of Taxes - \$203,300 – Monies received from a variety of other government organizations were higher than anticipated, resulting in an overall deficit.
- Investment Income - \$267,000 – A surplus is projected due to the Bank of Canada interest rate increases in the last year.
- Miscellaneous Revenue – (\$216,400) – A deficit is expected due to the following:
 - (\$112,700) – Less than anticipated revenues from interest and penalties charged on outstanding taxes;
 - (\$47,100) – due to prior supplementary property assessment adjustments, a deficit is expected as some properties had a reduction in property taxes; and,

- (\$47,400) – The City has a policy to pay interest on tax installment balances at Prime less 3%. In January 2018, the prime rate increased to 3.45% and increased again in July 2018 to 3.7%. The 2018 budget did not take into consideration this increase and has resulted in an anticipated deficit.

ATTACHMENT 2

City of Nanaimo

Summary of Operating Results
September 30, 2018

	Revenues			Expenditures			Year to Date	Sept Projection
	2018 Annual Budget	2018 YTD Actual	Variance	2018 Annual Budget	2018 YTD Actual	Variance	Net Surplus (Deficit)	Annual Surplus (Deficit)
ADMINISTRATION								
CAO Office	-	-	-	876,880	677,871	77%	199,009	7,700
CSO Office	-	-	-	-	33,641	0%	(33,641)	
Communications	-	-	0%	190,876	171,881	90%	18,995	(42,400)
Human Resources	28,086	16,124	57%	2,040,267	1,200,373	59%	827,932	244,000
Legislative Services	147,500	11,783	8%	2,000,276	1,186,932	59%	677,627	4,300
Parking and Regulatory Services	2,048,720	1,845,784	90%	3,217,575	2,380,352	74%	634,287	201,200
	-	-						
Human Resources Projects	-	-	0%	7,100	4,196	59%	2,904	-
Legislative Services Projects	20,000	6,979	35%	120,000	88,132	73%	18,847	-
Parking and Regulatory Services Projects	164,396	14,531	9%	198,696	142,280	72%	(93,449)	(605,000)
	2,408,702	1,895,201	79%	8,651,670	5,885,658	68%	2,252,511	(190,200)
CORPORATE SERVICES								
Financial Services and Purchasing	141,300	141,667	100%	4,164,611	2,992,333	72%	1,172,645	149,700
Information Technology	-	-	0%	3,960,170	2,687,220	68%	1,272,950	218,000
Grants in Aid & Special Celebrations	32,363	32,400	100%	74,545	59,286	80%	15,296	-
Corporate - General Administration	143,935	159,433	111%	(438,176)	(312,984)	71%	(109,694)	-
	-	-						
Information Technology Projects	351,685	202,532	58%	630,876	271,104	43%	210,619	-
Financial Services and Purchasing Projects	34,268	11,486	34%	92,118	36,518	40%	32,818	-
	703,551	547,518	78%	8,484,144	5,733,477	68%	2,594,634	367,700
COMMUNITY SERVICES								
COMMUNITY DEVELOPMENT								
Community Development Administration	-	-	0%	382,013	273,684	72%	108,329	-
Current Planning & Subdivision	199,200	151,510	76%	1,232,606	805,979	65%	378,937	124,300
Building Inspections	1,511,500	2,199,726	146%	1,799,186	1,304,856	73%	1,182,556	614,500
Engineering	80,000	94,607	118%	814,534	592,368	73%	236,773	13,200
Environment	-	-	0%	238,674	184,718	77%	53,956	-
Business Licenses	999,400	1,102,168	110%	209,471	129,983	62%	182,256	111,000
Permit Centre	-	-	0%	325,090	237,744	73%	87,346	-
Real Estate	254,500	218,229	86%	694,911	508,260	73%	150,380	5,000
Community Planning	-	1,000	0%	581,746	348,959	60%	233,787	66,000
Social Planning	-	-	0%	248,951	166,341	67%	82,610	-
Culture & Heritage	42,000	20,000	48%	1,999,351	1,555,945	78%	421,406	(5,100)
Community Planning Projects	136,158	33,686	25%	236,158	33,686	14%	100,000	-
Social Planning Projects	489,488	289,588	59%	869,988	342,347	39%	327,741	-
Culture & Heritage Projects	136,437	74,577	55%	414,215	173,369	42%	178,986	-
Environment Projects	359,244	96,025	27%	480,244	118,272	25%	98,753	-
	4,207,927	4,281,116	102%	10,527,138	6,776,511	64%	3,823,816	928,900

ATTACHMENT 2

City of Nanaimo

Summary of Operating Results
September 30, 2018

	Revenues			Expenditures			Year to Date	Sept Projection
	2018 Annual Budget	2018 YTD Actual	Variance	2018 Annual Budget	2018 YTD Actual	Variance	Net Surplus (Deficit)	Annual Surplus (Deficit)
COMMUNITY SERVICES								
PARKS & RECREATION								
Administration	42,000	42,043	100%	564,567	416,369	74%	148,241	8,200
Facilities Planning & Maintenance	79,600	126,037	158%	964,227	775,372	80%	235,292	(2,900)
Recreation Operations	2,345,282	1,913,286	82%	5,816,920	4,168,166	72%	1,216,758	14,300
Arena Operations	1,473,738	954,957	65%	2,737,825	1,825,244	67%	393,800	60,500
Aquatic Operations	2,910,272	1,762,598	61%	7,207,127	4,970,544	69%	1,088,909	(385,300)
Parks Operations	299,184	252,178	84%	6,641,709	5,231,118	79%	1,363,585	(295,500)
Civic Properties	131,000	110,032	84%	103,796	84,614	82%	(1,786)	(8,800)
Community Development	1,113,566	1,150,348	103%	34,500	33,500	97%	37,782	36,800
Facilities Planning & Maintenance Projects	94,025	6,000	6%	239,425	95,126	40%	56,274	-
Recreation Operations Projects	276,320	154,539	56%	485,450	203,120	42%	160,549	-
Arena Projects	36,757	24,683	67%	226,652	43,422	19%	171,156	-
Aquatic Projects	174,451	107,690	62%	375,325	141,609	38%	166,955	-
Parks Operations Projects	570,306	408,136	72%	1,145,782	472,760	41%	510,852	-
Civic Properties Projects	-	-	0%	-	-	0%	-	-
Community Development Projects	-	-	0%	-	328	0%	(328)	-
	9,546,501	7,012,527	73%	26,543,305	18,461,292	70%	5,548,039	(572,700)
COMMUNITY SERVICES								
ENGINEERING & PUBLIC WORKS								
Engineering Services	10,600	4,965	47%	2,678,239	1,912,902	71%	759,702	33,900
Transportation	224,000	243,444	109%	6,028,727	4,313,993	72%	1,734,178	(39,700)
Storm Drainage	38,300	33,980	89%	2,159,768	1,420,718	66%	734,730	103,700
Sanitation	5,620,140	4,214,717	75%	5,971,609	3,883,627	65%	682,559	21,100
Cemeteries	75,500	52,017	69%	264,373	162,444	61%	78,446	(5,800)
Support Services	513,000	430,945	84%	1,420,656	1,597,771	112%	(259,170)	(11,900)
Fleet Operations	-	6,187	0%	33,909	6,188	100%	33,908	33,900
Engineering Services Projects	337,492	103,831	31%	391,192	119,830	31%	37,701	-
Transportation Projects	626,111	224,207	36%	1,137,123	339,491	30%	395,728	-
Storm Drainage Projects	359,762	147,739	41%	657,762	163,434	25%	282,305	-
Support Services Projects	84,756	3,050	4%	237,793	112,559	47%	43,528	-
Fleet Operations - Projects	23,500	14,982	64%	23,500	17,561	75%	(2,579)	-
	7,913,161	5,480,064	69%	21,004,651	14,050,518	67%	4,521,036	135,200
COMMUNITY SERVICES								
UTILITIES								
Sewer Utility	15,418,238	13,888,139	90%	15,452,375	14,232,047	92%	(309,771)	544,500
Water Utility	18,675,410	15,850,034	85%	18,676,553	16,025,129	86%	(173,952)	2,679,100
Sewer Operating Projects	1,176,510	368,818	31%	1,176,510	442,548	38%	(73,730)	-
Water Operating Projects	1,689,203	187,718	11%	1,804,203	207,222	11%	95,496	-
	36,959,361	30,294,709	82%	37,109,641	30,906,946	83%	(461,957)	3,223,600

ATTACHMENT 2

City of Nanaimo

Summary of Operating Results
September 30, 2018

	Revenues			Expenditures			Year to Date	Sept Projection
	2018 Annual Budget	2018 YTD Actual	Variance	2018 Annual Budget	2018 YTD Actual	Variance	Net Surplus (Deficit)	Annual Surplus (Deficit)
EMERGENCY SERVICES								
Nanaimo Fire Rescue	469,893	508,121	108%	15,713,613	11,529,054	73%	4,222,787	157,600
Emergency Management	-	307	0%	200,983	124,138	62%	77,152	(2,200)
RCMP and Police Support Services	1,879,562	1,928,752	103%	28,819,433	19,653,546	68%	9,215,077	1,073,000
Emergency Services Communications 911	1,010,751	991,282	98%	1,538,409	1,190,616	77%	328,324	-
Nanaimo Fire Rescue - Projects	137,044	50,704	37%	288,477	119,661	41%	82,476	-
RCMP and Police Support Services - Projects	70,907	43,707	62%	229,283	74,514	32%	127,569	-
	3,568,157	3,522,873	99%	46,790,198	32,691,529	70%	14,053,385	1,228,400
OTHER								
Port of Nanaimo Centre Operations (VICC)	1,875,889	1,450,050	77%	2,992,236	2,043,508	68%	522,889	132,200
Port of Nanaimo Centre Debt Payments	513,649	-	0%	2,114,664	803,726	38%	797,289	-
Economic Development	-	-	0%	965,166	775,148	80%	190,018	(23,100)
Corporate Facilities	-	-	0%	636,250	459,897	72%	176,353	-
Corporate Facilities Projects	5,378	5,378	100%	34,578	5,378	16%	29,200	-
Economic Development Projects	35,078	9,535	27%	35,078	9,535	27%	-	-
Port of Nanaimo Centre Projects	85,000	-	0%	85,000	-	0%	-	-
	2,514,994	1,464,963	58%	6,862,972	4,097,192	60%	1,715,749	109,100
GENERAL REVENUE								
Real Property Taxes	103,503,494	103,479,556	100%	-	-	0%	(23,938)	(24,000)
Business Improvement Areas	41,182	41,182	100%	41,182	41,182	100%	-	-
Grants in Lieu of Taxes	3,304,700	3,507,971	106%	-	-	0%	203,271	203,300
Investment Income	1,800,000	2,052,007	114%	5,000	-	0%	257,007	267,000
Miscellaneous Revenue	1,575,000	868,670	55%	780,100	317,455	41%	(243,685)	(216,400)
Provincial Revenue Sharing	2,525,000	1,457,294	0%	1,725,000	1,455,424	0%	(798,130)	1,900
Transfer to/from Reserves	-	-	-	5,606,861	5,606,861	100%	-	-
Transfer to/from Surplus	50,000	50,000	100%	-	-	-	-	-
Vancouver Island Regional Library	-	-	0%	4,531,690	3,398,769	75%	1,132,921	-
	112,799,376	111,456,680	99%	12,689,833	10,819,691	85%	527,446	231,800
Transfers to Capital	25,867,975	-	100%	27,826,153	-	100%	1,958,178	-
Total All Services	206,489,705	165,955,651	80%	206,489,705	129,422,814	63%	36,532,837	5,461,800
Less: Reserve required to fund disposals of capital assets and any associated gains or losses								(1,200,000)
Net Projected Surplus								4,261,800

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

DATE OF MEETING | December 12, 2018

AUTHORED BY | LAURA MERCER, ACTING DIRECTOR OF FINANCE

SUBJECT | **COUNCIL EXPENSES FOR THE NINE MONTHS ENDING
2018-SEP-30**

OVERVIEW

Purpose of Report

To present the Finance and Audit Committee with a summary of Council expenses for the nine months ending 2018-SEP-30.

Recommendation

That the Finance and Audit Committee recommend that Council receive the report titled "Council Expenses for the Nine Months Ending 2018-SEP-30", dated 2018-DEC-12, for information.

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 nine month period ending 2018-SEP-30.

Summary of Council expenses at 2018-SEP-30:

Name	Budget	YTD Actuals	Budget Variance
Mayor McKay	\$ 12,600.00	\$ 6,799.51	\$ 5,800.49
Councillor Armstrong	11,100.00	4,145.34	6,954.66
Councillor Bestwick	11,100.00	5,811.19	5,288.81
Councillor Brennan	11,100.00	5,772.87	5,327.13
Councillor Fuller	11,100.00	4,502.76	6,597.24
Councillor Hong	11,100.00	5,296.01	5,803.99
Councillor Kipp	11,100.00	4,050.74	7,049.26
Councillor Thorpe	11,100.00	7,928.68	3,171.32
Councillor Yoachim	<u>11,100.00</u>	<u>645.21</u>	<u>10,454.79</u>
Total	<u>\$ 101,400.00</u>	<u>\$ 44,952.31</u>	<u>\$ 56,447.69</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 2018-SEP-30 compared to the annual budget for that individual.

SUMMARY POINTS

- Mayor and Council have spent \$44,952.31 of the \$101,400.00 annual budget at 2018-SEP-30.

ATTACHMENTS

- Appendix 1: Detailed Council Expense Summaries.

Submitted by:

Laura Mercer
Acting Director of Finance

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STATEMENT OF FINANCIAL INFORMATION
EXPENSES AS AT SEPTEMBER 30, 2018
BILL MCKAY

	Budget	Q1	Q2	Q3	Q4	YTD 2018	%	2017
Sponsored Events	\$ 1,500.00	\$ 434.28	\$ 219.69	\$ 139.11	\$ -	\$ 793.08	53%	\$ 891.52
Hospitality	500.00	-	24.91	-	-	24.91	5%	2.98
Conferences/Travel - Other	500.00	6.11	243.27	380.24	-	629.62	126%	2,138.24
LGLA	-	-	-	-	-	-	0%	-
FCM	3,000.00	1,847.44	1,290.25	-	-	3,137.69	105%	3,216.41
UBCM	2,500.00	-	-	-	-	-	0%	2,927.03
AVICC	1,000.00	546.46	615.79	-	-	1,162.25	116%	1,055.51
Legal Fees	3,000.00	-	551.20	-	-	551.20	18%	2,621.50
Telephone/Internet	600.00	500.76	-	-	-	500.76	83%	782.32
	<u>\$ 12,600.00</u>	<u>\$ 3,335.05</u>	<u>\$ 2,945.11</u>	<u>\$ 519.35</u>	<u>\$ -</u>	<u>\$ 6,799.51</u>	54%	<u>\$ 13,635.51</u>

CITY OF NANAIMO
STATEMENT OF FINANCIAL INFORMATION
BILL MCKAY 2018 EXPENSES
as at September 30, 2018

Dates	Purpose	Location	Air fare	Accommodation	Meals	Registration	Other Travel	Other	Total Cost
Feb 5, 2018	Chamber of Commerce Luncheon	Nanaimo		\$ 36.35					\$ 36.35
Feb 8, 2018	Sport Achievement Awards	Nanaimo						\$ 62.50	\$ 62.50
Feb 23, 2018	Nanaimo African Heritage Society Event	Nanaimo						\$ 52.88	\$ 52.88
Feb 25, 2018	Nanaimo Sings Festival Gala	Nanaimo						\$ 21.63	\$ 21.63
Mar 3, 2018	Butterfly Ball Coast Bastion	Nanaimo			\$ 125.00				\$ 125.00
Mar 13, 2018	The Walrus Talks Leadership	Nanaimo						\$ 2.50	\$ 2.50
Mar 14, 2018	Chamber of Commerce Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Mar 22, 2018	Harambee 2018 - VIU Student Refugee Program Event	Nanaimo			\$ 40.00				\$ 40.00
Mar 23, 2018	10th Annual VIU Leadership Conference	Nanaimo						\$ 3.61	\$ 3.61
Mar 23, 2018	Island Wood Industry Forum	Nanaimo						\$ 59.57	\$ 59.57
Apr 7, 2018	Hand in God Production	Nanaimo						\$ 23.22	\$ 23.22
Apr 11, 2018	Chamber of Commerce Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Apr 11, 2018	Western Business Outlook	Nanaimo				\$ 239.42			\$ 239.42
Apr 17, 2018	Nanaimo Airport Terminal Expansion	Nanaimo						\$ 3.85	\$ 3.85
Apr 22, 2018	Meal with Mayor of Tofino	Nanaimo			\$ 24.91				\$ 24.91
May 8, 2018	All Our Sisters Luncheon	Nanaimo			\$ 52.08				\$ 52.08
May 9, 2018	Chamber of Commerce Luncheon	Nanaimo			\$ 36.35				\$ 36.35
May 23, 2018	Chamber of Commerce Luncheon - Prayer Breakfast	Nanaimo			\$ 35.34				\$ 35.34
Jun 12, 2018	Chamber of Commerce Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Jul 11, 2018	Chamber of Commerce Luncheon	Nanaimo			\$ 42.40				\$ 42.40
Jul 12, 2018	Meeting with Minister Carole James	Victoria				\$ 7.69			\$ 7.69
Sep 20, 2018	United Way Kick Off Breakfast	Nanaimo			\$ 36.13				\$ 36.13
Aug 2, 2018	Vancouver Island State of the Island Economic Summit	Nanaimo			\$ 372.55				\$ 372.55
Sep 12 & 19, 2018	Chamber of Commerce Luncheon	Nanaimo			\$ 60.58				\$ 60.58
Apr 13, 2018 - Apr 15, 2018	AVICC Conference	Victoria		\$ 533.83	\$ 129.81	\$ 378.61	\$ 120.00		\$ 1,162.25
May 31, 2018 - Jun 4, 2018	FCM Conference	Halifax	\$ 911.53	\$ 913.61	\$ 221.15	\$ 1,021.73	\$ 69.67		\$ 3,137.69
Sep 10, 2018 - Sep 14, 2018	UBCM Conference	Whistler							\$ -
Jan 1, 2018 - Dec 31, 2018	Telephone and Internet							\$ 500.76	\$ 500.76
Jan 1, 2018 - Dec 31, 2018	Legal Fees							\$ 551.20	\$ 551.20
			\$ 911.53	\$ 1,447.44	\$ 949.15	\$ 2,012.31	\$ 197.36	\$ 1,281.72	\$ 6,799.51

STATEMENT OF FINANCIAL INFORMATION
EXPENSES AS AT SEPTEMBER 30, 2018
SHERYL ARMSTRONG

	Budget	Q1	Q2	Q3	Q4	YTD 2018	%	2017
Sponsored Events	\$ 250.00	\$ 118.03	\$ 52.08	\$ 36.13	\$ -	\$ 206.24	82%	\$ 81.59
Hospitality	-	-	-	-	-	-	0%	-
LGLA	-	1,039.12	-	-	-	1,039.12		-
Conferences/Travel - Other	750.00	-	-	352.36	-	352.36	186%	502.25
FCM	3,000.00	-	-	-	-	-	0%	-
UBCM	2,500.00	-	-	1,611.15	-	1,611.15	64%	2,634.95
AVICC	1,000.00	475.78	460.69	-	-	936.47	94%	-
Legal Fees	3,000.00	-	-	-	-	-	0%	-
Telephone/Internet/Etc	600.00	-	-	-	-	-	0%	-
	<u>\$ 11,100.00</u>	<u>\$ 1,632.93</u>	<u>\$ 512.77</u>	<u>\$ 1,999.64</u>	<u>\$ -</u>	<u>\$ 4,145.34</u>	37%	<u>\$ 3,218.79</u>

CITY OF NANAIMO
STATEMENT OF FINANCIAL INFORMATION
SHERYL ARMSTRONG 2018 EXPENSES
as at September 30, 2018

Dates	Purpose	Location	Air Fare	Accommodation	Meals	Registration	Other Travel	Other	Total Cost
Jan 23, 2018	Canadian Homebuilders - Members Dinner and Forum	Nanaimo		\$	55.53				\$ 55.53
Feb 8, 2018	Sport Achievement Awards	Nanaimo						\$ 62.50	\$ 62.50
May 8, 2018	All Our Sisters Luncheon	Nanaimo		\$	52.08				\$ 52.08
Sep 20, 2018	United Way Kick Off Breakfast	Nanaimo		\$	36.13				\$ 36.13
Aug 2, 2018	Vancouver Island State of Economic Summit	Nanaimo				\$ 352.36			\$ 352.36
Jan 31, 2018 - Feb 2, 2018	LGLA Conference	Richmond		\$ 478.62		\$ 328.13	\$ 232.37		\$ 1,039.12
Apr 13, 2018 - Apr 15, 2018	AVICC Conference	Victoria		\$ 503.54		\$ 307.93	\$ 125.00		\$ 936.47
Sep 10, 2018 - Sep 14, 2018	UBCM Conference	Whistler		\$ 857.31		\$ 646.15	\$ 107.69		\$ 1,611.15
			\$ -	\$ 1,839.47	\$ 143.74	\$ 1,634.57	\$ 465.06	\$ 62.50	\$ 4,145.34

STATEMENT OF FINANCIAL INFORMATION
EXPENSES AS AT SEPTEMBER 30, 2018
BILL BESTWICK

	Budget	Q1	Q2	Q3	Q4	YTD 2018	%	2017
Sponsored Events	\$ 250.00	\$ 62.50	\$ -	\$ -	\$ -	\$ 62.50	25%	\$ 56.75
Hospitality/Meetings	\$ -	-	-	-	-	-	0%	-
LGLA	\$ -	671.29	-	-	-	671.29		-
Conferences/Travel - Other	\$ 750.00	126.88	-	-	-	126.88	106%	485.20
FCM	\$ 3,000.00	-	-	-	-	-	0%	-
UBCM	\$ 2,500.00	-	-	230.19	-	230.19	9%	1,065.38
AVICC	\$ 1,000.00	-	-	-	-	-	0%	-
Legal Fees	3,000.00	4,142.53	-	-	-	4,142.53	138%	4,894.16
Telephone/Internet/Etc	\$ 600.00	577.80	-	-	-	577.80	96%	1,040.04
	<u>\$ 11,100.00</u>	<u>\$ 5,581.00</u>	<u>\$ -</u>	<u>\$ 230.19</u>	<u>\$ -</u>	<u>\$ 5,811.19</u>	52%	<u>\$ 7,541.53</u>

CITY OF NANAIMO
STATEMENT OF FINANCIAL INFORMATION
BILL BESTWICK 2018 EXPENSES
as at September 30, 2018

Dates	Purpose	Location	Air fare	Accommodation	Meals	Registration	Other Travel	Other	Total Cost
Jan 30, 2018	Business Meeting	Victoria				\$ 126.88			\$ 126.88
Feb 8, 2018	Sport Achievement Awards	Nanaimo						\$ 62.50	\$ 62.50
Jan 31, 2018 - Feb 2, 2018	LGLA Conference	Richmond		\$ 232.56		\$ 183.13	\$ 255.60		\$ 671.29
Sep 10, 2018 - Sep 14, 2018	UBCM Conference	Whistler				\$ 230.19			\$ 230.19
Jan 1, 2018 - Dec 31, 2018	Telephone and Internet							\$ 577.80	\$ 577.80
Jan 1, 2018 - Dec 31, 2018	Legal Fees							\$ 4,142.53	\$ 4,142.53
			\$ -	\$ 232.56	\$ -	\$ 413.32	\$ 382.48	\$ 4,782.83	\$ 5,811.19

STATEMENT OF FINANCIAL INFORMATION
EXPENSES AS AT SEPTEMBER 30, 2018
DIANE BRENNAN

	Budget	Q1	Q2	Q3	Q4	YTD 2018	%	2017
Sponsored Events	\$ 250.00	\$ 118.03	\$ 88.43	36.12	-	\$ 242.58	97%	\$ 330.25
Hospitality	-	-	-	-	-	-	0%	-
LGLA	-	911.33	-	-	-	911.33		-
Conferences/Travel - Other	750.00	-	-	-	-	-	122%	352.36
FCM	3,000.00	1,834.14	1,313.85	-	-	3,147.99	105%	3,010.82
UBCM	2,500.00	-	-	-	-	-	0%	2,751.96
AVICC	1,000.00	475.78	436.65	-	-	912.43	91%	822.73
Legal Fees	3,000.00	-	-	-	-	-	0%	7,958.13
Telephone/Internet/Etc	\$ 600.00	558.54	-	-	-	558.54	93%	859.36
	<u>\$ 11,100.00</u>	<u>\$ 3,897.82</u>	<u>\$ 1,838.93</u>	<u>\$ 36.12</u>	<u>\$ -</u>	<u>\$ 5,772.87</u>	52%	<u>\$ 16,085.61</u>

CITY OF NANAIMO
STATEMENT OF FINANCIAL INFORMATION
DIANE BRENNAN 2018 EXPENSES
as at September 30, 2018

Dates	Purpose	Location	Air fare	Accommodation	Meals	Registration	Other Travel	Other	Total Cost
Jan 23, 2018	Canadian Homebuilders - Members Dinner and Forum	Nanaimo			\$ 55.53				\$ 55.53
Feb 8, 2018	Sport Achievement Awards	Nanaimo						\$ 62.50	\$ 62.50
Apr 11, 2018	Chamber of Commerce Luncheon	Nanaimo			\$ 36.35				\$ 36.35
May 8, 2018	All Our Sisters Luncheon	Nanaimo			\$ 52.08				\$ 52.08
Sep 20, 2018	United Way Kick Off Breakfast	Nanaimo			\$ 36.12				\$ 36.12
Jan 31, 2018 - Feb 2, 2018	LGLA Conference	Richmond		\$ 465.12	\$ 72.11	\$ 328.13	\$ 45.97		\$ 911.33
Apr 13, 2018 - Apr 15, 2018	AVICC Conference	Victoria		\$ 503.54	\$ 100.96	\$ 307.93			\$ 912.43
May 31, 2018 - Jun 3, 2018	FCM Conference	Halifax, NS	\$ 867.70	\$ 989.81	\$ 221.15	\$ 966.44	\$ 102.89		\$ 3,147.99
Sep 10, 2018 - Sep 14, 2018	UBCM Conference	Whistler							\$ -
Oct 24, 2018 - Oct 25, 2018	VIEA Economic Summit 2018	Nanaimo							\$ -
Jan 1, 2018 - Sep 30, 2018	Telephone and Internet						\$	558.54	\$ 558.54
Jan 1, 2018 - Sep 30, 2018	Legal Fees							\$	\$ -
			\$ 867.70	\$ 1,958.47	\$ 574.30	\$ 1,602.50	\$ 148.86	\$ 621.04	\$ 5,772.87

STATEMENT OF FINANCIAL INFORMATION
EXPENSES AS AT SEPTEMBER 30, 2018
GORD FULLER

	Budget	Q1	Q2	Q3	Q4	YTD 2018	%	2017
Sponsored Events	\$ 250.00	\$ -	\$ -	\$ 36.13	\$ -	\$ 36.13	14%	\$ -
Hospitality	-	-	-	-	-	-	0%	-
LGLA	-	656.01	-	-	-	656.01		-
Conferences/Travel - Other	750.00	-	-	-	-	-	87%	352.36
FCM	3,000.00	1,799.07	1,156.11	-	-	2,955.18	99%	-
UBCM	2,500.00	-	-	-	-	-	0%	-
AVICC	1,000.00	277.64	-	-	-	277.64	28%	-
Legal Fees	3,000.00	-	-	-	-	-	0%	450.26
Telephone/Internet/Etc	\$ 600.00	577.80	-	-	-	577.80	96%	770.40
	<u>\$ 11,100.00</u>	<u>\$ 3,310.52</u>	<u>\$ 1,156.11</u>	<u>\$ 36.13</u>	<u>\$ -</u>	<u>\$ 4,502.76</u>	41%	<u>\$ 1,573.02</u>

CITY OF NANAIMO
STATEMENT OF FINANCIAL INFORMATION
GORD FULLER 2018 EXPENSES
as at September 30, 2018

Dates	Purpose	Location	Air fare	Accommodation	Meals	Registration	Other Travel	Other	Total Cost
Sep 20, 2018	United Way Kick Off Breakfast	Nanaimo		\$	\$ 36.13				\$ 36.13
Jan 31, 2018 - Feb 2, 2018	LGLA Conference	Richmond		\$ 119.35	\$ 28.63	\$ 328.13	\$ 179.90		\$ 656.01
Apr 13, 2018 - Apr 15, 2018	AVICC Conference	Victoria				\$ 277.64			\$ 277.64
May 31, 2018 - Jun 3, 2018	FCM Conference	Halifax, NS	\$ 832.63	\$ 1,156.11		\$ 966.44			\$ 2,955.18
Sep 10, 2018 - Sep 14, 2018	UBCM Conference	Whistler							\$ -
Jan 1, 2018 - Sep 30, 2018	Telephone and Internet						\$ 577.80		\$ 577.80
Jan 1, 2018 - Sep 30, 2018	Legal Fees							\$ -	\$ -
			\$ 832.63	\$ 1,275.46	\$ 64.76	\$ 1,572.21	\$ 179.90	\$ 577.80	\$ 4,502.76

STATEMENT OF FINANCIAL INFORMATION
EXPENSES AS AT SEPTEMBER 30, 2018
JERRY HONG

	Budget	Q1	Q2	Q3	Q4	YTD 2018	%	2017
Sponsored Events	\$ 250.00	\$ 55.53	\$ -	\$ -	\$ -	\$ 55.53	22%	\$ 112.88
Hospitality	-	-	-	-	-	-	0%	-
LGLA	-	-	-	-	-	-	0%	-
Conferences/Travel - Other	750.00	-	-	-	-	-	0%	495.63
FCM	3,000.00	1,810.62	1,588.07	-	-	3,398.69	113%	2,611.80
UBCM	2,500.00	-	-	995.98	-	995.98	40%	-
AVICC	1,000.00	277.64	-	-	-	277.64	28%	-
Legal Fees	3,000.00	-	-	-	-	-	0%	450.26
Telephone/Internet/Etc	\$ 600.00	568.17	-	-	-	568.17	95%	872.20
	<u>\$ 11,100.00</u>	<u>\$ 2,711.96</u>	<u>\$ 1,588.07</u>	<u>\$ 995.98</u>	<u>\$ -</u>	<u>\$ 5,296.01</u>	48%	<u>\$ 4,542.77</u>

CITY OF NANAIMO
STATEMENT OF FINANCIAL INFORMATION
JERRY HONG 2018 EXPENSES
as at September 30, 2018

Dates	Purpose	Location	Air fare	Accommodation	Meals	Registration	Other Travel	Other	Total Cost
Jan 23, 2018	CHBA-VI Annual Building Forum	Nanaimo			\$ 55.53				\$ 55.53
Apr 13, 2018 - Apr 15, 2018	AVICC Conference	Victoria				\$ 277.64			\$ 277.64
May 31, 2018 - Jun 3, 2018	FCM Conference	Halifax, NS	\$ 844.18	\$ 1,568.07		\$ 966.44			\$ 3,398.69
Sep 10, 2018 - Sep 14, 2018	UBCM Conference	Whistler		\$ 494.87		\$ 479.57	\$ 21.54		\$ 995.98
Jan 1, 2018 - Dec 31, 2018	Telephone and Internet							\$ 568.17	\$ 568.17
Jan 1, 2018 - Sep 30, 2018	Legal Fees								\$ -
			\$ 844.18	\$ 2,082.94	\$ 55.53	\$ 1,723.65	\$ 21.54	\$ 568.17	\$ 5,296.01

STATEMENT OF FINANCIAL INFORMATION
EXPENSES AS AT SEPTEMBER 30, 2018
JIM KIPP

	Budget	Q1	Q2	Q3	Q4	YTD 2018	%	2017
Sponsored Events	\$ 250.00	\$ 55.53	\$ -	\$ -	\$ -	\$ 55.53	22%	\$ -
Hospitality	-	-	-	-	-	-	0%	-
LGLA	-	654.64	-	-	-	654.64		-
Conferences/Travel - Other	750.00	-	-	-	-	-	87%	352.36
FCM	3,000.00	966.44	924.88	1,112.72	-	3,004.04	100%	2,668.54
UBCM	2,500.00	-	-	-	-	-	0%	-
AVICC	1,000.00	-	-	-	-	-	0%	-
Legal Fees	3,000.00	-	-	-	-	-	0%	1,968.40
Telephone/Internet/Etc	\$ 600.00	336.53	-	-	-	336.53	56%	563.35
	<u>\$ 11,100.00</u>	<u>\$ 2,013.14</u>	<u>\$ 924.88</u>	<u>\$ 1,112.72</u>	<u>\$ -</u>	<u>\$ 4,050.74</u>	36%	<u>\$ 5,552.65</u>

CITY OF NANAIMO
STATEMENT OF FINANCIAL INFORMATION
JIM KIPP 2018 EXPENSES
as at September 30, 2018

Dates	Purpose	Location	Air fare	Accommodation	Meals	Registration	Other Travel	Other	Total Cost
Jan 23, 2018	CHBA-VI Annual Building Forum	Nanaimo			\$ 55.53				\$ 55.53
Jan 31, 2018 - Feb 2, 2018	LGLA Conference	Richmond		\$ 232.56		\$ 328.13		\$ 93.95	\$ 654.64
May 31, 2018 - Jun 3, 2018	FCM Conference	Halifax, NS	\$ 1,112.72	\$ 924.88		\$ 966.44			\$ 3,004.04
Jan 1, 2018 - Sep 30, 2018	Telephone and Internet							\$ 336.53	\$ 336.53
Jan 1, 2018 - Sep 30, 2018	Legal Fees								-
			\$ 1,112.72	\$ 1,157.44	\$ 55.53	\$ 1,294.57	\$ -	\$ 430.48	\$ 4,050.74

STATEMENT OF FINANCIAL INFORMATION
EXPENSES AS AT SEPTEMBER 30, 2018
IAN THORPE

	Budget	Q1	Q2	Q3	Q4	YTD 2018	%	2017
Sponsored Events	\$ 250.00	\$ 62.50	\$ 107.03	36.13	-	\$ 205.66	82%	\$ 330.25
Hospitality	-	-	-	-	-	-	0%	-
LGLA	-	925.34	-	-	-	925.34		-
Conferences/Travel - Other	750.00	55.53	-	352.36	-	407.89	178%	591.78
FCM	3,000.00	1,834.08	1,637.84	-	-	3,471.92	116%	3,473.17
UBCM	2,500.00	-	-	1,320.91	-	1,320.91	53%	2,612.60
AVICC	1,000.00	445.48	592.94	-	-	1,038.42	104%	776.34
Legal Fees	3,000.00	-	-	-	-	-	0%	-
Telephone/Internet/Etc	\$ 600.00	558.54	-	-	-	558.54	93%	859.36
	<u>\$ 11,100.00</u>	<u>\$ 3,881.47</u>	<u>\$ 2,337.81</u>	<u>\$ 1,709.40</u>	<u>\$ -</u>	<u>\$ 7,928.68</u>	71%	<u>\$ 8,643.50</u>

CITY OF NANAIMO
STATEMENT OF FINANCIAL INFORMATION
IAN THORPE 2018 EXPENSES
as at September 30, 2018

Dates	Purpose	Location	Air Fare	Accommodation	Meals	Registration	Other Travel	Other	Total Cost
Feb 8, 2018	Nanaimo Sports Achievement Awards	Nanaimo						\$ 62.50	\$ 62.50
Apr 11, 2018	Chamber of Commerce Luncheon	Nanaimo		\$ 36.35					\$ 36.35
May 23, 2018	Chamber of Commerce Luncheon	Nanaimo		\$ 35.34					\$ 35.34
Jun 8, 2018	Chamber of Commerce Luncheon	Nanaimo		\$ 35.34					\$ 35.34
Sep 20, 2018	United Way Kick Off Breakfast	Nanaimo		\$ 36.13					\$ 36.13
Jan 31, 2018 - Feb 2, 2018	LGLA Conference	Richmond	\$ 167.31	\$ 287.77	\$ 62.50	\$ 328.13	\$ 79.63		\$ 925.34
Apr 11, 2018 - Apr 12, 2018	Nanaimo Water Symposium	Nanaimo			\$ 55.53				\$ 55.53
Apr 13, 2018 - Apr 15, 2018	AVICC Conference	Victoria		\$ 533.82	\$ 100.96	\$ 277.64	\$ 126.00		\$ 1,038.42
May 31, 2018 - Jun 4, 2018	FCM Conference	Halifax	\$ 920.51	\$ 1,156.11	\$ 221.15	\$ 966.45	\$ 207.70		\$ 3,471.92
Sep 10, 2018 - Sep 14, 2018	UBCM Conference	Whistler		\$ 685.85		\$ 570.44	\$ 64.62		\$ 1,320.91
Oct 24, 2018 - Oct 25, 2018	VIEA Economic Summit 2018	Nanaimo				\$ 352.36			\$ 352.36
Jan 1, 2018 - Sep 30, 2018	Telephone and Internet							\$ 558.54	\$ 558.54
			\$ 1,087.82	\$ 2,663.55	\$ 527.77	\$ 2,550.55	\$ 477.95	\$ 621.04	\$ 7,928.68

STATEMENT OF FINANCIAL INFORMATION
EXPENSES AS AT SEPTEMBER 30, 2018
BILL YOACHIM

	Budget	Q1	Q2	Q3	Q4	YTD 2018	%	2017
Sponsored Events	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ 24.04
Hospitality	-	-	-	-	-	-	0%	-
LGLA	-	-	-	-	-	-	0%	-
Conferences/Travel - Other	750.00	-	-	-	-	-	0%	-
FCM	3,000.00	-	-	-	-	-	0%	926.81
UBCM	2,500.00	-	-	-	-	-	0%	1,107.09
AVICC	1,000.00	-	-	-	-	-	0%	-
Legal Costs	3,000.00	-	-			-	0%	450.26
Telephone/Internet/Etc	<u>\$ 600.00</u>	<u>645.21</u>	<u>-</u>			<u>645.21</u>	108%	<u>974.92</u>
	<u>\$ 11,100.00</u>	<u>\$ 645.21</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 645.21</u>	6%	<u>\$ 3,483.12</u>

CITY OF NANAIMO
STATEMENT OF FINANCIAL INFORMATION
BILL YOACHIM 2018 EXPENSES
as at September 30, 2018

Dates	Purpose	Location	Air Fare	Accommodation	Meals	Registration	Other Travel	Other	Total Cost
May 31, 2018 - Jun 3, 2018	FCM Conference	Halifax, NS							\$ -
Sep 10, 2018 - Sep 14, 2018	UBCM Conference	Whistler							\$ -
Jan 1, 2018 - Sep 30, 2018	Telephone and Internet							\$ 645.21	\$ 645.21
Jan 1, 2018 - Sep 30, 2018	Legal Fees								\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 645.21	\$ 645.21

Staff Report for Decision

DATE OF MEETING DECEMBER 12, 2018

AUTHORED BY JOHN HORN, SOCIAL PLANNER
COMMUNITY AND CULTURAL PLANNING

SUBJECT SOCIAL PLANNING GRANTS – 2019 RECOMMENDATIONS

OVERVIEW

Purpose of Report

To obtain the Finance and Audit Committee's recommendation for Council approval of the Social Planning Grant allocations for 2019. |

Recommendation

That the Finance and Audit Committee recommend that Council approve a total of \$85,000 for the 2019 Social Planning Grant allocations as follows:

2019 Community Vitality Grants

<u>Organization</u>	<u>Project</u>	<u>Amount</u>
Boys & Girls Clubs of Central Vancouver Island	Youth Early Prevention Program	\$2,225
Haven Society	Wellness Circle at Ravens Lelum Teen Parent Learning Centre	\$3,600
Nanaimo Community Kitchens Society	Bellies to Babies and Beyond	\$5,000
South End Community Association	Miner's Heritage Picnic	\$2,500
Cilaire Community Group	Cilaire Community Group Gathering	\$5,000
Spinal Cord Injury of BC	Spinal Cord Injury BC Peer Support Program and Infoline	\$6,675

2019 Social Response Grants

<u>Organization</u>	<u>Project</u>	<u>Amount</u>
Nanaimo Women's Resources Society	Drop-In Crisis Support Services	\$24,000
United Way	Nanaimo Homeless Coalition Coordination/Communication	\$36,000

BACKGROUND

Each year since 2001, the City of Nanaimo has allocated Social Planning grants to non-profit societies and/or recognised faith groups in Nanaimo. The Social Response and Community Vitality grants provide a total of \$85,000 annually for programs that address social issues affecting Nanaimo residents.

The City issued a call for proposals for the 2019 Social Planning grants with an application deadline of 2018-OCT-26. Nine applications were received for the Social Response grants and seven applications were received for the Community Vitality grants, representing a total funding request of \$406,081. Staff reviewed the eligible applications relative to the grant guidelines and recommend allocating a total of \$85,000 to eight applicants, as listed below.

2019 Community Vitality Grants – Applications Received

ORGANIZATION	PROJECT	REQUEST	RECOMMENDED
Boys & Girls Clubs of Central Vancouver Island	Youth Early Prevention Program	\$2,225	\$2,225
Haven Society	Wellness Circle at Ravens Lelum Teen Parent Learning Centre	\$3,600	\$3,600
Nanaimo Community Kitchens Society	Bellies to Babies and Beyond	\$5,000	\$5,000
South End Community Association	Miner's Heritage Picnic	\$2,500	\$2,500
Cilaire Community Group	Cilaire Community Group Gathering Place	\$5,000	\$5,000
Spinal Cord Injury of BC	SCI	\$7,800	\$6,675
Civil Rights for Disabled Workers	Civil Rights for Disabled Workers	\$10,000	Not Eligible
Total Requested		\$36,125	\$25,000
Total Available		\$25,000	\$25,000

2019 Social Response Grants – Applications Received

ORGANIZATION	PROJECT	REQUEST	RECOMMENDED
Nanaimo Women's Resources Society	Drop In Crisis Support Services	\$24,000	\$24,000
United Way	Nanaimo Homeless Coalition Coordination/Communication	\$60,000	\$36,000
AIDS Vancouver Island	Connections to Care Treatment Navigation	\$40,000	0
Nanaimo Family Life Association	NFLA EngAGE Centre Project	\$60,000	0
Literacy Central Vancouver Island	Financial Literacy for Low Income	\$38,000	0

2019 Social Response Grants – Applications Received (continued)

ORGANIZATION	PROJECT	REQUEST	RECOMMENDED
Nanaimo Foodshare	Everyone at the Table (EAT)	\$32,946	0
Nanaimo John Howard Society	Supportive Housing and Homelessness in Nanaimo	\$20,000	0
Island Integrated Counselling and Community Service	Project Dignity	\$35,000	0
JAMZ Society	Youth-A-Palooza	\$60,000	0
Total Requested		\$369,956	\$60,000
Total Available		\$60,000	\$60,000

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve a total of \$85,00 for the 2019 Social Planning Grant program as follows:

2019 Community Vitality Grants

<u>Organization</u>	<u>Project</u>	<u>Amount</u>
Boys & Girls Clubs of Central Vancouver Island	Youth Early Prevention Program	\$2,225
Haven Society	Wellness Circle at Ravens Lelum Teen Parent Learning Centre	\$3,600
Nanaimo Community Kitchens Society	Bellies to Babies and Beyond	\$5,000
South End Community Association	Miner's Heritage Picnic	\$2,500
Cilaire Community Group	Cilaire Community Group Gathering	\$5,000
Spinal Cord Injury of BC	Spinal Cord Injury BC Peer Support Program and Infoline	\$6,675

2019 Social Response Grants

<u>Organization</u>	<u>Project</u>	<u>Amount</u>
Nanaimo Women's Resources Society	Drop-In Crisis Support Services	\$24,000
United Way	Nanaimo Homeless Coalition Coordination/Communication	\$36,000

- **Budget Implication:** The recommendations do not exceed the total available budget of \$85,000 for the 2019 Social Planning grants.
 - **Strategic Priorities Implication:** The Social Response and Community Vitality grant allocations are consistent with the strategic priorities established for the Social Planning grant program and with the City's *Community Value* of Social Equity.
2. That the Finance and Audit Committee provide alternative funding recommendations.

SUMMARY POINTS

- The City received 16 eligible applications with a total request of \$406,081 for the 2019 Social Response and Community Vitality grant programs.
- The total Social Planning grant program budget for 2019 is \$85,000. It is recommended that \$85,000 be allocated to eight applicants.

ATTACHMENTS

ATTACHMENT A: Social Planning Grant Program – Grant Guidelines & Criteria

Submitted by:

John Horn
Social Planner

Concurrence by:

Dale Lindsay
Director, Community Development

ATTACHMENT A



City of Nanaimo Social Planning Grants

Guidelines & Criteria

2019 Deadline:

4:00 p.m., Friday, October 26, 2018

For more information, please contact Community & Cultural Planning at 250-755-4464 or socialplanning@nanaimo.ca.

Introduction

The City of Nanaimo recognizes the importance of fostering a socially sustainable community that nurtures a caring, healthy, inclusive and safe environment, and which empowers all of its citizens to realize their aspirations. The Social Planning function, housed within the Community and Cultural Planning section, has a mandate to support initiatives and actions that further the community's social objectives.

Purpose

The purpose of the Social Planning grant program is to assist organizations in responding to issues of a social nature with initiatives that enhance social cohesion, address the root causes and effects of poverty, contribute to the vitality of our community and foster social inclusion and social equity.

Eligibility Criteria

Organizations applying for funding must be based in Nanaimo and/or be proposing a project that primarily serves Nanaimo residents.

The following types of organizations are eligible to apply:

- A non-profit society incorporated under the BC Provincial Societies Act or federally designated as a registered charity ;
- A recognized religious group with ongoing activities and a congregation; or,
- A neighbourhood association recognized by the municipality.

Strategic Priorities

The City of Nanaimo's strategic funding priorities for the Social Planning Grant program are as follows:

- Social Equity (e.g. Projects addressing issues related to poverty or social exclusion)
- Community Diversity (e.g. Projects that support multiculturalism and the integration of newcomers)
- Community Wellness (e.g. Projects addressing the social determinants of health)
- Vibrant Neighbourhoods (e.g. Projects that build community by enhancing social connectivity)

Project proposals should respond to one or more of the above categories.

Grant Categories

There are two categories of Social Planning Grants, which are allocated on an annual basis:

- **Social Response Grants** (previously the Social Development Grant Program)
Intended for initiatives and projects of a more significant scope. The total budget available for this category is \$60,000; individual applications for up to \$60,000 will be accepted.
- **Community Vitality Grant** (previously the Community Service Grant Program)
Intended for projects of a smaller scale. The total budget available for this category is \$25,000; individual applications for up to \$10,000 will be accepted.

Ineligible Projects

Funds from the Social Planning Grants may not be used for the following purposes:

- Ongoing operational expenses incurred during the normal course of business;
- Projects occurring outside the City of Nanaimo; or
- Payment of pre-existing debts.

Projects will not be funded for more than two consecutive years in a row.

Application Review Criteria

30% - Merit

Proposal quality, project alignment with organization's mandate, community support

40% - Relevance/Feasibility

Does project reflect City's identified priorities?

What is the capacity and demonstrated ability of applicant?

30% - Potential Impact

How many will be impacted? How great the impact? How critical is the issue being addressed?

Grant Process

Applications will be received and reviewed by the Social Planning section, and recommendations will be forwarded to the Finance and Audit Committee and then to Nanaimo's City Council for approval. Once disbursed, funding must be spent within the next twelve (12) months and a report provided at project completion or at the end of the twelve month period, whichever comes first.

Staff Report for Decision

DATE OF MEETING DECEMBER 12, 2018

AUTHORED BY CHRIS BARFOOT, CULTURE & HERITAGE COORDINATOR

SUBJECT 2019 CULTURE & HERITAGE GRANT RECOMMENDATIONS

OVERVIEW

Purpose of Report

To obtain Council approval of the 2019 Culture & Heritage Grant (Operating and Projects funding) recommendations to provide support to non-profit culture and heritage organizations.

Recommendation

That the Finance and Audit Committee recommends that Council approve the 2019 Culture & Heritage Grant funding (Operating and Projects) recommendations of \$340,015 as follows:

2019 Culture & Heritage Operating Grant Recommendations

Applicant Name	Rec.
A Capella Plus Choral Society	\$2,550
Crimson Coast Dance Society **	\$23,200
Friends of Nanaimo Jazz Society	\$3,900
Heart of the Island Chorus Society	\$2,400
Hub City Cinema Society	\$6,500
Island Bel Canto Singers	\$1,500
Island Consort Society	\$1,175
L'association des Francophones de Nanaimo	\$19,000
Malaspina Choir Society	\$2,500
Mid Island Metis Nation	\$9,900
Nanaimo African Heritage Society	\$3,792
Nanaimo Arts Council	\$22,000
Nanaimo Blues Society	\$12,050
Nanaimo Chamber Orchestra	\$4,150
Nanaimo Concert Band Society	\$6,950
Nanaimo Conservatory of Music **	\$18,400
Nanaimo International Jazz Festival Association	\$9,950
Nanaimo Literacy Association	\$3,100
Nanaimo Tidesmen	\$2,350
Pacific Coast Stage Company	\$7,100

Pacific Institute of Bagpiping and Celtic Music Society	\$2,450	
TheatreOne **	\$42,450	
Vancouver Island Symphony **	\$89,244	
Western Edge Theatre **	\$13,850	
Wordstorm Society of the Arts	\$2,719	
<i>** Recommended for three-year funding</i>		
<u>2019 Culture & Heritage Project Grant Recommendations</u>		
Applicant Name	Project Name	Rec.
Crimson Coast Dance Society	Mixed Ability Dance Jams	\$2,200
Federation of BC Writers	Spring Writes 2019	\$3,000
Literacy Central Vancouver Island	VI Childrens' Book Festival	\$3,000
Literacy Central Vancouver Island	Literary Cabaret	\$2,800
Mid Island Youth & Community Development Cooperative	FOOD ART FUN	\$2,350
Nanaimo Ballroom Dance Society	Island Fantasy Ballroom Dance Competition	\$4,600
Nanaimo Blues Society	Summertime Blues Pre-Event	\$2,250
Nanaimo Sings! Choral Festival Society	Say "Hello" to Spring with a Vocal Tune-Up	\$1,200
Opera Nanaimo	Madama Butterfly	\$2,800
Pacific Institute of Bagpiping and Celtic Music	Pacific Gael Youth Band	\$2,000
St. Andrew's United Church	Merry Andrew Players	\$635

BACKGROUND

The City of Nanaimo's Culture & Heritage Grants (Project and Operating) help to underpin the activities of professional and community-based arts, culture and heritage organizations that play a significant role in contributing to the culture profile and economic vitality of Nanaimo.

For 2019, a total of 15 eligible Project Grant applications and 25 eligible Operating Grant applications were received prior to the deadline of 2018-OCT-15 (Attachment A). The total amount of funding requested is \$475,817. The total available budget for allocation in 2019 is \$340,015.

Staff reviewed all applications based on program eligibility and assessment criteria (Attachment B) and provided funding recommendations for the 2019 Culture & Heritage Grants (Project and Operating).

Five organizations have applied for three-year funding (2019/2020/2021) and staff recommend that they be approved:

1. Crimson Coast Dance Society
2. Nanaimo Conservatory of Music
3. TheatreOne
4. Vancouver Island Symphony
5. Western Edge Theatre

This would represent approximately 50% to 57% of the overall annual Culture & Heritage Grant program budget over the next three years, starting in 2019. Criteria for three-year funding is attached (Attachment C).

OPTIONS

1. That the Finance and Audit Committee recommends that Council approve the 2019 Culture & Heritage Grant funding (Operating and Projects) recommendations of \$340,015 as follows:

2019 Culture & Heritage Operating Grant Recommendations

Applicant Name	Rec.
A Capella Plus Choral Society	\$2,550
Crimson Coast Dance Society **	\$23,200
Friends of Nanaimo Jazz Society	\$3,900
Heart of the Island Chorus Society	\$2,400
Hub City Cinema Society	\$6,500
Island Bel Canto Singers	\$1,500
Island Consort Society	\$1,175
L'association des Francophones de Nanaimo	\$19,000
Malaspina Choir Society	\$2,500
Mid Island Metis Nation	\$9,900
Nanaimo African Heritage Society	\$3,792
Nanaimo Arts Council	\$22,000
Nanaimo Blues Society	\$12,050
Nanaimo Chamber Orchestra	\$4,150
Nanaimo Concert Band Society	\$6,950
Nanaimo Conservatory of Music **	\$18,400
Nanaimo International Jazz Festival Association	\$9,950
Nanaimo Literacy Association	\$3,100

Nanaimo Tidesmen	\$2,350
Pacific Coast Stage Company	\$7,100
Pacific Institute of Bagpiping and Celtic Music Society	\$2,450
TheatreOne **	\$42,450
Vancouver Island Symphony **	\$89,244
Western Edge Theatre **	\$13,850
Wordstorm Society of the Arts	\$2,719

** Recommended for three-year funding

2019 Culture & Heritage Project Grant Recommendations

Applicant Name	Project Name	Rec.
Crimson Coast Dance Society	Mixed Ability Dance Jams	\$2,200
Federation of BC Writers	Spring Writes 2019	\$3,000
Literacy Central Vancouver Island	VI Childrens' Book Festival	\$3,000
Literacy Central Vancouver Island	Literary Cabaret	\$2,800
Mid Island Youth & Community Development Cooperative	FOOD ART FUN	\$2,350
Nanaimo Ballroom Dance Society	Island Fantasy Ballroom Dance Competition	\$4,600
Nanaimo Blues Society	Summertime Blues Pre-Event	\$2,250
Nanaimo Sings! Choral Festival Society	Say "Hello" to Spring with a Vocal Tune-Up	\$1,200
Opera Nanaimo	Madama Butterfly	\$2,800
Pacific Institute of Bagpiping and Celtic Music	Pacific Gael Youth Band	\$2,000
St. Andrew's United Church	Merry Andrew Players	\$635

- **Budget Implication:** The recommendations do not exceed the total available budget of \$340,015.
- **Policy Implication:** The Culture & Heritage Grant Program implements the goals of the *2014-2020 Cultural Plan for a Creative Nanaimo*.
- **Strategic Priorities Implication:** Community Building Partnerships: The City of Nanaimo wants to work with the arts, culture and heritage sector in providing cultural experiences for residents and visitor that enhance the quality of life and create community. As part of the creative sector, arts, culture and heritage organizations contribute \$93 million in direct economic benefit to the community. Through collaboration with the arts, culture and heritage sector, we promote and celebrate Nanaimo's uniqueness and cultural vitality to residents and visitors.

2. That the Finance and Audit Committee provide an alternate direction.
- **Process Implication:** This would delay the process, and affect the organizations' operations and upcoming projects.

SUMMARY POINTS

- A total of 15 eligible Project Grant applications and 25 eligible Operating Grant applications were received prior to the deadline of 2018-OCT-15 (Attachment A).
- The total amount of funding requested is \$475,817. The total available budget for allocation in 2019 is \$340,015.
- Five organizations have applied for three-year funding (2019/2020/2021). Criteria for three-year funding is attached (Attachment C).

ATTACHMENTS

ATTACHMENT A: 2019 Culture & Heritage Grants – Applications Received (Project/Operating)
ATTACHMENT B: 2019 Culture & Heritage Grants – Guidelines and Criteria
ATTACHMENT C: 2019 Culture & Heritage Grants – Three-Year Funding Criteria

Submitted by:

Chris Barfoot
Culture & Heritage Coordinator
Community & Cultural Planning

Concurrence by:

Lisa Bhopalsingh
Manager
Community & Cultural Planning

ATTACHMENT A

2019 CULTURE & HERITAGE OPERATING GRANTS – APPLICATIONS RECEIVED

	ORGANIZATION	REQUEST	RECC.
1	A Capella Plus Choral Society	\$3,500 15.22% *	\$2,550
2	Crimson Coast Dance Society **	\$30,000 8.36% *	\$23,200
3	Friends of Nanaimo Jazz Society	\$4,505.50 25% *	\$3,900
4	Heart of the Island Chorus Society	\$3,800 22.61% *	\$2,400
5	Hub City Cinema Society	\$17,000 25.07% *	\$6,500
6	Island Bel Canto Singers	\$1,500 10.42% *	\$1,500
7	Island Consort Society	\$1,460 19.6% *	\$1,175
8	L'association des Francophones de Nanaimo	\$25,000 8.41% *	\$19,000
9	Malaspina Choir Society	\$4,000 10.81% *	\$2,500
10	Mid Island Metis Nation	\$15,000 15.79% *	\$9,900
11	Nanaimo African Heritage Society	\$11,000 23.41% *	\$3,792
12	Nanaimo Arts Council	\$28,000 25% *	\$22,000
13	Nanaimo Blues Society	\$14,100 5.13% *	\$12,050
14	Nanaimo Chamber Orchestra	\$5,000 26.50% *	\$4,150
15	Nanaimo Concert Band Society	\$8,000 26.76% *	\$6,950
16	Nanaimo Conservatory of Music **	\$20,000 4.87% *	\$18,400
17	Nanaimo International Jazz Festival Association	\$35,000 14.96% *	\$9,950
18	Nanaimo Literacy Association	\$5,760 1.36% *	\$3,100
19	Nanaimo Tidesmen (Nanaimo (BC) Chapter of SPEBSQA)	\$3,000 6.43% *	\$2,350
20	Pacific Coast Stage Company	\$12,584.50 25% *	\$7,100
21	Pacific Institute of Bagpiping and Celtic Music Society	\$2,500 22.22% *	\$2,450
22	TheatreOne **	\$58,000 14.88% *	\$42,450
23	Vancouver Island Symphony **	\$100,000 10.45% *	\$89,244
24	Western Edge Theatre **	\$16,000 21.33% *	\$13,850
25	Wordstorm Society of the Arts	\$4,300 38.05% *	\$2,719
TOTAL		\$429,010.00	\$313,180.00

* Percentage of the request to overall operating budget. Based on criteria, groups are eligible to receive up to 25% of their overall operating budget.

** Three-year funding requests (2019 / 2020 / 2021)

2019 CULTURE & HERITAGE PROJECT GRANTS – APPLICATIONS RECEIVED

	ORGANIZATION	PROJECT	TIMING	REQUEST	RECC.	AREA
1	Crimson Coast Dance Society	Multiculturalism Day 2019	June 27	\$3,000 8.22% *	\$0	Diana Krall Plaza
2	Crimson Coast Dance Society	Mixed Ability Dance Jams	Monthly (Nov 2018 to 2019)	\$3,000 21.33% *	\$2,200	Rotary Fieldhouse or Harewood Activity Centre
3	Federation of BC Writers	Spring Writes 2019	May. 3-5	\$5,000 17.24% *	\$3,000	Nanaimo
4	Harbour City Jazz Society	JazzFest 2019	March 8-9	\$2,000 10.00% *	\$0	Port Theatre / Harbour City Theatre
5	Literacy Central Vancouver Island	Vancouver Island Childrens' Book Festival	May 27- June 1	\$3,000 9.09% *	\$3,000	Diana Krall / VICC / Library / Museum
6	Literacy Central Vancouver Island	Literary Cabaret	Sep. 14	\$3,000 24.9% *	\$2,800	Literacy Nanaimo
7	Mid Island Youth & Community Development Cooperative	FOOD ART FUN	August 11	\$2,400 49.07% *	\$2,350	Haliburton Street
8	Nanaimo Ballroom Dance Society	Island Fantasy Ballroom Dance Competition	May 25-26	\$6,000 6.48% *	\$4,600	Beban Park
9	Nanaimo Blues Society	Summertime Blues Pre-Event	Aug 22	\$4,897.50 25.0% *	\$2,250	Maffeo Sutton Park
10	Nanaimo International Jazz Festival Association	Non-Profit Capacity Strengthening Workshop	Jan/Feb 2019	\$5,174.50 100% *	\$0	Coast Bastion Hotel
11	Nanaimo Sings! Choral Festival Society	Say "Hello" to Spring with a Vocal Tune Up	March 2	\$1,200 24.12% *	\$1,200	St. Paul's Anglican Church
12	Opera Nanaimo	Madama Butterfly	Nov. 9/10	\$3,000 25.0% *	\$2,800	Malaspina Theatre
13	Pacific Institute of Bagpiping and Celtic Music	Pacific Gael Youth Band	Sep. 2019 to Aug 2019	\$2,000 13.07% *	\$2,000	Nanaimo
14	South End Community Association	Miner's Heritage Picnic	June 22	\$2,500 25% *	\$0	Deverill Square
15	St. Andrew's United Church	Merry Andrew Players (two plays)	February & June	\$635 24.99% *	\$635	St. Andrew's Church Hall
TOTAL				\$46,807.00	\$26,835.00	



City of Nanaimo Culture & Heritage Grants

Operating Grant Guidelines & Criteria

2019 Grant Deadline

Monday, October 15, 2018 (no later than 4:00 pm)



**For more information, please contact Community & Cultural Planning
at 250-755-4483 or cultureandheritage@nanaimo.ca.**

Last updated: August 2018

Introduction

The City of Nanaimo recognizes the integral contribution generated by arts, culture and heritage activities to the City's economic and social progress and the value of artistic and cultural expression and enjoyment by its citizens. To these ends, the City of Nanaimo affirms its ongoing commitment to encourage and support an active and successful arts, culture and heritage sector within the community.

**"Culture and heritage defines us as a community
and a place. It is not something we have, it is who we are."**

- A Cultural Plan for a Creative Nanaimo 2014-2020

The City's intent is to foster the importance and visibility of cultural vitality as one of the four pillars of the corporation's strategic plan as adopted by City Council in 2012.

The mandate of Culture & Heritage is to promote and celebrate Nanaimo's shared experiences and sense of belonging. This is guided by the *Cultural Plan for a Creative Nanaimo* (2014) and by the Heritage Conservation Program (2002). The operating philosophy is grounded in the understanding that everything is based on mutually respectful and beneficial relationships and collaboration with aligned organizations. Its role is that of convenor, connector, facilitator, enabler and funder on behalf of the sector. It's a role that recognizes Nanaimo's arts, culture and heritage organizations are diverse and independent, united by a desire to realize the sector's potential and value as both a social and economic engine; a role that recognizes the Department has limited capacity to act as a programmer or service provider for the consuming public.

Purpose

The purpose of the Culture & Heritage Operating Grant program is to help underpin the activities of professional arts, culture and heritage organizations that play a significant role in contributing to the culture profile and economic vitality of Nanaimo.

Program Objectives

The City of Nanaimo's objectives for the Culture & Heritage Operating Grant program are:

- to foster community pride & sense of shared identity through broad public access to a variety of quality arts, culture & heritage offerings;
- to support organizations with a significant impact in the local creative economy; and
- to contribute to the promotion of the cultural life of the city locally, regionally, nationally and internationally.

The City of Nanaimo's strategic funding priorities for the Culture & Heritage Operating Grant program include:

- activities that encourage the expression and visibility of arts, culture and heritage;
- activities that promote and raise the cultural profile of Nanaimo;
- innovative collaborations and partnerships with other arts groups, community and cross-sector organizations; and
- neighbourhood-based activities.

Scope (Target Applicants)

The Culture & Heritage Operating Grant is intended for arts, culture and heritage organizations based in the City of Nanaimo with demonstrated commitment to contributing to the cultural life of the city through:

- furthering initiatives of the *2014-2020 Cultural Plan for a Creative Nanaimo*;
- fostering public enjoyment and engagement with arts, culture and heritage;
- advancing and promoting local arts, culture and heritage practices within regional, national and international contexts of art, culture and heritage; and / or
- supporting local and regional professional artists.

Eligibility Criteria

Organizations applying for funding must:

- be based in Nanaimo and incorporated in good standing (provincially and/ or federally) as a non-profit Canadian arts, culture or heritage organization with a mandate to serve the public;
- be in operation for at least three (3) years;
- offer year-round operation / seasonal public programming and / or services to artists; and
- show evidence of support from other sources (public and / or private).

Eligibility for Three-Year Operating Funding

Three-year funding is available to established not-for-profit professional culture and heritage organizations that have been in existence for at least four (4) years. In order to be eligible, applicants must have received at least one annual grant through the City of Nanaimo's Culture & Heritage Funding Program. The organization must have an arts, culture and heritage mandate should this funding be removed, be recognized for excellence in their artistic discipline, provide annual programming to the community, demonstrate long-range financial stability on a year-round basis, be able to articulate long-term artistic visioning and planning, and receive operating funding from the provincial and / or federal level.

Definition of Professional Organization

A "professional organization" is defined as organizations that employ professional artists and pay industry standard artist fees and have paid administrative staff.

Ineligible Organizations

- Organizations that do not have arts, culture or heritage mandates;
- City of Nanaimo Departments;
- publicly funded or private educational institutions (public schools, universities, colleges, training organizations); and
- organizations and activities outside the City of Nanaimo.

Eligible Activities

Proposed programs of work (one or three years) will comprise of multiple activities that fall into the main areas of public programming, audience development, administrative and promotion. Specifically:

- arts, culture and heritage offerings, public engagement and community outreach initiatives;
- special administrative activities that advance strategic and organizational capacity;
- specific initiatives that foster collaborations and partnerships with other organizations (public and private, non profit and for-profit);
- specific ongoing administrative and programming activities that demonstrate they meet the objectives of the program (i.e. no longer compensate for deficits).

Ineligible Activities

- Activities where the central focus or theme is not arts, culture or heritage-focused;
- capital projects;
- recuperation of deficits;
- bursaries or scholarships; and
- activities occurring outside the City of Nanaimo.



Organizations **will not be eligible** for Operating Grant funding if they have received other funding assistance through the City of Nanaimo.

Assessment Criteria

Applications for Culture & Heritage Operating Grants will be reviewed / evaluated based on the following assessment criteria:

(40%) MERIT considers:

- quality of proposed programming activities, participating artists and/or contributors;
- alignment of proposed activities and goals with the organization's mandate, vision and mission;
- degree to which proposed activities are innovative and / or degree to which proposed activities have community support; and
- alignment with program outcomes.

(40%) RELEVANCE / FEASIBILITY considers:

- activities that reflect the strategic priorities of the City and furthers the *2014-2020 Cultural Plan for a Creative Nanaimo*;
- organizational capacity, governance and administrative skills to effectively underpin the organization and its proposed activities;
- financial health of the organization, as demonstrated by financial statements and provision of realistic proposed budgets with diversified sources of revenue; and
- the degree to which the organization can effectively generate and participate in partnerships and collaborations with other organizations and community groups and artists.

(20%) POTENTIAL IMPACT considers:

- public impact in terms of providing rich experiences and learning opportunities that build appreciation for the connection to arts, culture and heritage;
- benefits to participating artists in terms of opportunities and professional services provided; and potential for advancing their work or career;
- economic impact in the community, contribution towards the health and vitality of the arts, culture and heritage sector; and
- potential to raise the profile of Nanaimo through promotion of its arts, culture and heritage offerings locally, regionally, nationally, and internationally.

The City of Nanaimo's strategic funding priorities for the Culture & Heritage Operating Grant program include:

- activities that encourage the expression and visibility of arts, culture and heritage;
- activities that promote and raise the cultural profile of Nanaimo;
- innovative collaborations and partnerships with other arts groups, community and cross-sector organizations; and
- neighbourhood-based activities.

Adjudication Process

Applications for funding must be received by the deadline indicated on the application form. Late or incomplete applications will not be considered. Applications will be screened according to eligibility, and reviewed / evaluated according to the Assessment Criteria. Recommendations will be made to Council for distribution of funds. Decisions are guided by the Culture and Heritage Operating Grant program's mandate, program objectives, assessment criteria and final report. Council decisions are final. Applicants will receive written notification of Council's decision within 90 days of the application deadline date.

Appeal Process

If applicants can demonstrate that there was a breakdown in the process (for example, that support material was misplaced), they can file a formal complaint, in writing, within 10 calendar days of notification. All appeals will be reviewed by an appeals committee.

Confidentiality

All documents submitted by applicants to the City of Nanaimo become property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained therein except to the extent necessary to communicate information to staff and the committee for the purpose of evaluation and analysis. The City will not release this information to the public except required under the Province of BC's Freedom of Information and Protection of Privacy Act or other legal disclosure process.



City of Nanaimo Culture & Heritage Grants

Operating Grant Application Form (2019)

This is an application for the City of Nanaimo's Culture & Heritage Operating Grant program, available to Nanaimo non-profit culture and heritage organizations. Before completing the application form, please ensure that you have read the ***Culture & Heritage Operating Grant Guidelines & Criteria***.

How to Submit your Application

Submit completed application packages **by 4:00 pm on Monday, October 15, 2018:**

- **By Mail:** c/o Community & Cultural Planning, City of Nanaimo
455 Wallace Street, Nanaimo BC V9R 5J6
- **In Person:** c/o Community & Cultural Planning, City of Nanaimo
Service & Resource Centre, 411 Dunsmuir Street, Nanaimo BC
(after hours drop box slot located outside beside front door)



Late applications will not be reviewed.



Applicants who have received funding in previous years **MUST** provide a complete ***Culture & Heritage Grant Final Report*** within 90 days of the organization's fiscal year end OR before a new funding request is submitted for consideration. Failure to provide a final report will result in the rejection of new applications.



**For more information, please contact Community & Cultural Planning
at 250-755-4483 or cultureandheritage@nanaimo.ca.**

Last updated: August 2018

Grant Request Details

- ☐ One-Year Operating Funding
- ☐ Three-Year Operating Funding *(Please refer to three-year funding eligibility in the **Culture & Heritage Operating Grants Guidelines & Criteria**)*

Year: _____ Grant Request Amount: \$ _____ *(max. 25% of total operating budget for year)*

Total Operating Budget for Year: \$ _____

Organization Details

Legal Name of Organization: _____

Mailing Address: _____ Postal Code: _____

City: _____

Phone Number: _____ Fax: _____

Contact Person*: _____ Position: _____

Email: _____

*** Must be available to be contacted in December 2018**

BC Society Registration Number: _____

Is your society in good standing with the BC Registrar?:

- ☐ Yes
- ☐ No

Does your organization operate within the City of Nanaimo?

- ☐ Yes
- ☐ No

Applicant Profile (no more than one (1) page, single sided, no staples)

- ☐ Attach a summary of your organization and the organization history, organization mandate and structure (a list of the organizers identifying the roles and names of the people in those roles/functions.)

Description of Program of Work (no more than five (5) pages, single sided, no staples)

- ☐ Attach a description of your program of work. Programs of work will comprise multiple activities that fall into four main areas: public programming; audience development; administration; and promotion. Refer to the following assessment criteria when describing your program of work.

(40%) MERIT:

- quality of proposed programming activities, participating artists and/or contributors;
- alignment of proposed activities and goals with the organization's mandate, vision and mission;
- the degree to which proposed activities are innovative and/or the degree to which the proposed activities have community support; and
- alignment with program outcomes.

(40%) RELEVANCE / FEASIBILITY:

- activities that reflect the strategic priorities of the City;
- organizational capacity, governance and administrative skills to effectively underpin the organization and its proposed activities;
- financial health of the organization, as demonstrated by financial statements and provision of realistic proposed budgets with diversified sources of revenue;
- the degree to which the organization can effectively generate and participate in partnerships and collaborations with other organizations and community groups and artists; and
- alignment with the *2014-2020 Cultural Plan for a Creative Nanaimo*.

(20%) POTENTIAL IMPACT

- public impact in terms of providing rich experiences and learning opportunities that build appreciation for the connection to arts, culture and heritage;
- benefits to participating artists in terms of opportunities and professional services provided; and potential for advancing their work or career;
- economic impact in the community, contribution towards the health & vitality of the arts, culture and heritage sector; and
- potential to raise the profile of Nanaimo through promotion of its arts, culture and heritage offerings locally, regionally, nationally and internationally.

BC Society Act Annual Report

- ☐ Attach a copy of the organization's current BC Society Act Annual Report (Form 11).

Financial Information

- ☐ Provide a current operating budget and proposed operating budget for next year, using the attached form**

** Download an .XLS version of the attached form at: <http://cnan.ca/2j7rDdk> or contact Community & Cultural Planning.

- ☐ Attach an **audited or independently prepared financial statement** for the organization's most recently completed fiscal year (as submitted to the Province in your annual report)
- ☐ Does your project already receive other sources of City funding? Yes ____ No ____

If yes, please specify source (grant type) and dollar amount: _____

Further Support Material (no more than four (4) pages, single sided, no staples)

- ☐ Attach further support materials (may include scanned copies of samples of programs, posters or brochures of one event in previous or current year, resumes, consultant reports, feasibility studies, etc.). Scanned copies only - do not include originals.

Signature and Declaration

I hereby certify that the information included with this application is complete, is true and correct to the best of my knowledge, and that I have been authorized by the Board of Directors to make this declaration and to submit this application on behalf of the above-named organization.

I hereby declare that if our organization is successful in obtaining a City of Nanaimo Culture & Heritage Operating Grant that we give the City of Nanaimo (or a third party appointed by the City) the right to review the project / program for which the grant was obtained to ascertain whether grant monies received were used for the stated purpose(s) set out in this application.

Signature

Position

Date

Freedom of Information and Protection of Privacy Act Statement: Information collected on this form, or provided with this form, is collected under the general authority of the *Community Charter* and the *Freedom of Information and Protection of Privacy Act*, and is protected in accordance with the *Act*. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For further information regarding the collection, use, or disclosure of personal information by the City of Nanaimo, please contact the Legislative Services Department at 250-755-4405.

Download an .XLS version of the attached form at: <http://cnan.ca/2j7rDdk> or contact Community & Cultural Planning directly.

Form last updated: August 2015

(TYPE YOUR ORGANIZATION NAME HERE)

Line #	This form is designed for all types of organizations. You are only required to complete the lines relevant to your organization.	PROPOSED BUDGET ENTER YEAR:	% of Total	ACTUAL BUDGET ENTER YEAR:	% of Total
4000	REVENUE				
4100	EARNED REVENUE				
4105	Production admissions and box office from subscriptions / admissions membership or group admissions				
4110	Production admissions and box office from single ticket sales				
4115	Co-productions				
4125	Presenting / hosting admissions and box office				
4130	Distribution Revenue (media arts)				
4135	Fees, guarantees (local market)				
4145	Fees from workshops, classes, conferences, seminars, annual meetings, colloquia				
4155	Membership dues or fees (not eligible for a tax receipt)				
4160	Sales, commissions and broadcasting (gross)				
4165	Facilities and equipment rental, sale of works of art				
4170	Other earned revenue (please specify)				
	Use the line below to record notes or for additional information				
4175	Total Earned Revenue	\$ -	0.0%	\$ -	0.0%
4200	NET INVESTMENT INCOME				
4205	Trust, endowment and investment revenue (net)				
4210	Total Net Investment Income	\$ -	0.0%	\$ -	0.0%
4300	PRIVATE SECTOR REVENUE				
4305	Individual Donations				
4310	Corporate Donations				
4315	General corporate sponsorships (cash)				
4320	Specific corporate sponsorships (cash)				
4325	Foundation grants and donations				
4330	Fundraising events (gross)				
4335	In-kind goods and services revenues from private sector (audited)				
4340	Other private sector revenues, including shared private / public funds				
	Use the line below to record notes or for additional information				
4345	Total Private Sector Revenue	\$ -	0.0%	\$ -	0.0%
4400	PUBLIC SECTOR REVENUE				
4405	FEDERAL PUBLIC REVENUES				
4410	CANADA COUNCIL FOR THE ARTS				
4415	* Operating grants				
4417	* Touring grants				
4420	* Project grants				
4425	* Other Canada Council grants				
	Use the line below to record notes or for additional information				
4430	Department of Canadian Heritage				
	Use the line below to record notes or for additional information				
4435	Other federal				
	Use the line below to record notes or for additional information				
4440	Total federal public revenues	\$ -	0.0%	\$ -	0.0%
4445	PROVINCIAL OR TERRITORIAL REVENUES				
4450	PROVINCIAL OR TERRITORIAL ARTS COUNCIL				
4455	* Operating grants				
4457	* Touring grants				
4460	* Project grants				
4465	* Other provincial or territorial arts council grants				
	Use the line below to record notes or for additional information				
4470	MINISTRY / DEPARTMENT OF CULTURE				
4475	* Operating grants				
4480	* Project grants				
4485	Provincial or territorial foundation / gaming and lottery corporation				
4490	Provincial or territorial employment programs				
4495	Other provincial or territorial				
	Use the line below to record notes or for additional information				
4500	Total provincial or territorial revenues	\$ -	0.0%	\$ -	0.0%
4505	MUNICIPAL AND REGIONAL REVENUES				
4510	MUNICIPAL AND REGIONAL ARTS COUNCIL / BOARD ONLY				
4515	* Operating grants				
4520	* Project Grants				
4525	* Other municipal or regional - Operating				
	Use the line below to record notes or for additional information				
4530	* Other municipal or regional - Project				
	Use the line below to record notes or for additional information				
4535	Total municipal or regional public revenues	\$ -	0.0%	\$ -	0.0%

4540	Other public sector revenues				
Use the line below to record notes or for additional information					
4545	In-kind goods and services revenues from public sector (audited)				
Use the line below to record notes or for additional information					
4550	Total public sector revenues	\$	-	0.0%	\$ - 0.0%
4600	OTHER REVENUES				
4605	Parent organization contribution				
4610	Stabilization organization contribution				
Use the line below to record notes or for additional information					
4615	Total other revenues	\$	-	0.0%	\$ - 0.0%
4700	TOTAL REVENUES (A)	\$	-	0.0%	\$ - 0.0%
5000	EXPENSES				
5000	ARTISTIC EXPENSES, INCL. EXHIBITION, PRODUCTION, TECHNICAL, PROGRAMMING, SERVICES				
5105	Artists and professional fees				
5110	Artistic salaries - permanent and temporary employees				
5115	Copyright, reproduction and royalties payments				
5120	PRODUCTION / TECHNICAL SALARIES AND FEES				
5125	Production / technical salaries - permanent and temporary employees				
5130	Production / technical services professional fees				
5135	PROGRAMMING EXPENSES				
5140	Exhibition / programming / production / distribution (media arts) / special projects expenses				
5145	Loan and acquisition of works of art / performance				
5150	Touring / circulation expenses				
5155	Professional development programming for arts community				
5165	Catalogues / documentation / publications				
5170	Collections management				
5175	Education, audience development and outreach				
5180	Advocacy (service organizations only)				
5185	Member communications (service organizations only)				
5187	Membership and registration				
5190	Other artistic, program and services expenses (specify)				
Use the line below to record notes or for additional information					
5195	Total artistic expenses	\$	-	0.0%	\$ - 0.0%
5200	FACILITY OPERATING EXPENSES				
5205	Facility operating salaries - permanent and temporary employees				
5210	Facility operating professional fees				
5215	General facility expenses				
5220	Permanent collection storage fees				
5225	Rent or mortgage interest				
5230	Other facility expenses				
Use the line below to record notes or for additional information					
5235	Total facility operating expenses	\$	-	0.0%	\$ - 0.0%
5300	MARKETING & COMMUNICATION EXPENSES				
5305	Marketing and communications salaries - permanent and temporary employees				
5310	Marketing and communications professional fees				
5315	Marketing production fees				
5320	Advertising purchases				
5325	Other marketing and communication expenses (please specify)				
Use the line below to record notes or for additional information					
5330	Total marketing and communication expenses	\$	-	0.0%	\$ - 0.0%
5400	FUNDRAISING EXPENSES				
5405	Fundraising salaries - permanent and temporary employees				
5410	Fundraising professional fees				
5415	Fundraising events (gross)				
5420	Other fundraising expenses (please specify)				
Use the line below to record notes or for additional information					
5425	Total fundraising expenses	\$	-	0.0%	\$ - 0.0%
5500	ADMINISTRATION EXPENSES				
5505	Administrative salaries - permanent and temporary employees				
5510	Administrative professional fees				
5515	Rent or mortgage for administrative space				
5520	Other administrative expenses (please specify)				
Use the line below to record notes or for additional information					
5525	Total administrative expenses	\$	-	0.0%	\$ - 0.0%
5600	TOTAL EXPENSES (B)	\$	-	0.0%	\$ - 0.0%
6000	SURPLUS OR (DEFICIT)	\$	-		\$ -
6100	Total revenues (A)	\$	-		\$ -
6105	Total expenses (B)	\$	-		\$ -



City of Nanaimo Culture & Heritage Grants

Project Grant Guidelines & Criteria

2019 Grant Deadline

Monday, October 15, 2018 (no later than 4:00 pm)



**For more information, please contact Community & Cultural Planning
at 250-755-4483 or cultureandheritage@nanaimo.ca.**

Last updated: August 2018

Introduction

The City of Nanaimo recognizes the integral contribution generated by arts, culture and heritage activities to the City's economic and social progress and the value of artistic and cultural expression and enjoyment by its citizens. To these ends, the City of Nanaimo affirms its ongoing commitment to encourage and support an active and successful arts, culture and heritage sector within the community.

**“Culture and heritage defines us as a community
and a place. It is not something we have, it is who we are.”**

- A Cultural Plan for a Creative Nanaimo 2014-2020

The City's intent is to foster the importance and visibility of cultural vitality as one of the four pillars of the corporation's strategic plan as adopted by City Council in 2012.

The mandate of Culture & Heritage is to promote and celebrate Nanaimo's shared experiences and sense of belonging. This is guided by the *Cultural Plan for a Creative Nanaimo* (2014) and by the Heritage Conservation Program (2002). The operating philosophy is grounded in the understanding that everything is based on mutually respectful and beneficial relationships and collaboration with aligned organizations. Its role is that of convenor, connector, facilitator, enabler and funder on behalf of the sector. It's a role that recognizes Nanaimo's arts, culture and heritage organizations are diverse and independent, united by a desire to realize the sector's potential and value as both a social and economic engine; a role that recognizes the Department has limited capacity to act as a programmer or service provider for the consuming public.

Purpose

The purpose of the Culture & Heritage Project Grant program is to assist culture and heritage organizations in the realization of specific projects to benefit the public, contribute to the cultural and economic vitality of Nanaimo.

Program Objectives

The City of Nanaimo's objectives for the Culture & Heritage Project Grant program are:

- to foster community pride and sense of shared identity through broad public access to a variety of quality arts, culture and heritage offerings;
- to support organizations with a significant impact in the local creative economy; and
- to contribute to the promotion of the cultural life of the city locally, regionally, nationally and internationally.

The City of Nanaimo's strategic funding priorities for the Culture & Heritage Project Grant program include:

- projects that encourage the expression and visibility of arts, culture and heritage;
- projects that promote and raise the cultural profile in Nanaimo;
- innovative collaborations and partnerships with other arts groups, community and cross sector organizations; and
- neighborhood-based projects.

Scope (Target Applicants)

The Culture & Heritage Project Grant is intended for culture and heritage organizations (both professional and amateur) based in the City of Nanaimo with a demonstrated commitment to contributing to the quality of life of the city through:

- fostering public enjoyment and engagement with arts, culture and heritage;
- advancing and promoting local arts, culture and heritage practices; and / or
- presenting culture and heritage from outside the region for the enjoyment of local audiences and visitors.

Eligibility Criteria

Organizations applying for funding must:

- be based in Nanaimo and incorporated in good standing (provincially and/or federally) as a non-profit Canadian arts, culture or heritage organization with a mandate to serve the public;
- be in operation for minimum of one (1) year;
- have successfully produced and documented at least one prior project or event;
- show evidence of support from other sources (public and/or private, cash and/or in kind); and
- new and emerging groups will be evaluated on a case-by-case basis.



Organizations that receive Operating grant support are eligible, in some circumstances¹, to apply to the following Project grant types: **Collaborations and Partnerships** OR **Organizational Capacity Building**

¹ Organizations that wish to undertake opportune collaborative projects or capacity building activities that have not already been described in operating grant programs of work.



LEVERAGE POINT: Project grants to a maximum of 25% of the total project costs (one (1) project per application). Applicants may submit up to three (3) applications for three (3) discrete projects per year.

Ineligible Organizations

- organizations that do not have arts, culture or heritage mandates;
- City of Nanaimo Departments;
- publicly funded or private educational institutions (public schools, universities, colleges, training organizations); and
- organizations outside the City of Nanaimo.

Eligible Projects

Proposed projects will fall into four main areas, specifically:

- **Events** (i.e. public events and community arts, culture and heritage projects that animate the downtown core and/or community neighborhoods).
- **Festivals** (i.e. recurring and one-off culture and heritage festivals).
- **Collaborations and Partnerships** (i.e. special projects that are based upon collaborations and partnerships with other culture and heritage or cross-sector organizations (public and private, non-profit and for-profit).
- **Organizational Capacity Buildings** (i.e. capacity building initiatives that seek to advance the organizational capacity and long-term sustainability of the organization). "Capacity building" refers to intentional, coordinated and mission-driven efforts aimed at strengthening the management and governance of non-profits to improve their performance and impact. This occurs through organization development activities, such as leadership development, strategic planning, program design and evaluation, financial planning and management and others.



Organizations **will not be eligible** for Project Grant funding if they have received other funding assistance through the City of Nanaimo .

Ineligible Projects

- projects where the central focus or theme is not arts, culture or heritage-focused;
- capital projects;
- recuperation of deficits;
- bursaries or scholarships; and
- projects occurring outside the City of Nanaimo.

Assessment Criteria

Applications for Culture & Heritage Project Grants will be reviewed / evaluated based on the following assessment criteria:

(40%) MERIT considers:

- quality of proposed project, participating artists and/or contributors;
- the degree to which proposed activities are innovative or distinctive; and
- the degree to which the proposed project has community support.

Describe the context in which the project will take place, including the objectives of the project and how these objectives will be carried out. Describe artists, artworks and/or other major participants in the project.

(40%) RELEVANCE / FEASIBILITY considers:

- activities that reflect the strategic priorities of the City and *2014-2020 Cultural Plan for a Creative Nanaimo*;
- planning and administrative skills to effectively underpin the proposed project; and
- provision of realistic proposed budgets with diversified sources of revenue.

Provide a schedule of activities, including research and planning. Provide a promotional or marketing plan. Describe how the project addresses the stated objectives of the program. Highlight any correlation with the strategic priorities of the City.

(20%) POTENTIAL IMPACT considers:

- public impact in terms of providing rich experiences and learning opportunities that build appreciation for and connection to arts, culture and heritage;
- economic impact in the community, contribution towards the health and vitality of the arts, culture and heritage sector; and
- potential to raise the profile of Nanaimo through promotion of its arts, culture and heritage offerings locally and regionally.

Describe the intended impact of the project on the communities served, target audiences if any, the general public. Provide information on projected attendance, the economic impact of the project (based upon past projects and/or projected).

The City of Nanaimo's strategic funding priorities for the Culture & Heritage Project Grant program include:

- projects that encourage the expression and visibility of arts, culture and heritage;
- projects that promote and raise the cultural profile in Nanaimo;
- innovative collaborations and partnerships with other culture and heritage groups, community & cross sector organizations; and
- neighborhood-based projects.

Adjudication Process

Applications for funding must be received by the deadline indicated on the application form. Late or incomplete applications will not be considered. Applications will be screened according to eligibility, and reviewed / evaluated according to the Assessment Criteria. Recommendations will be made to Council for distribution of funds. Decisions are guided by the Culture and Heritage Project Grant program's mandate, program objectives, assessment criteria and final report. Council decisions are final. Applicants will receive written notification of Council's decision within 90 days of the application deadline date.

Appeal Process

If applicants can demonstrate that there was a breakdown in the process (for example, that support material was misplaced), they can file a formal complaint, in writing, within 10 calendar days of notification. All appeals will be reviewed by an appeals committee.

Confidentiality

All documents submitted by applicants to the City of Nanaimo become property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained therein except to the extent necessary to communicate information to staff and the committee for the purpose of evaluation & analysis. The City will not release this information to the public except required under the Province of BC's Freedom of Information and Protection of Privacy Act or other legal disclosure process.



City of Nanaimo Culture & Heritage Grants

Project Grant Application Form (2019)

This is an application for the City of Nanaimo's Culture & Heritage Project Grant, available to Nanaimo non-profit culture and heritage organizations. Before completing the application form, refer to the ***Culture & Heritage Project Grant Guidelines & Criteria***.

How to Submit your Application

Submit completed application packages **by 4:00 pm on Monday, October 15, 2018:**

- **By Mail:** c/o Community & Cultural Planning, City of Nanaimo
455 Wallace Street, Nanaimo BC V9R 5J6
- **In Person:** c/o Community & Cultural Planning, City of Nanaimo
Service & Resource Centre, 411 Dunsmuir Street, Nanaimo BC
(after-hours drop box slot located outside beside front door)



Late applications will not be reviewed.



Applicants who have received funding in previous years **MUST** provide a complete ***Culture & Heritage Grant Final Report*** within 90 days of the conclusion of the project/event. Failure to provide a final report will result in the rejection of new applications.



**For more information, please contact Culture & Community Planning
at 250-755-4483 or cultureandheritage@nanaimo.ca.**

Last updated: August 2018

Grant Request Details

Year: _____ Grant Request Amount: \$ _____ (max. 25% of total project budget for year)

Total Project Budget for Year: \$ _____

Project Details

Please specify the type of project:

- ☐ **Event** (i.e. public events and community arts, culture, heritage projects that animate the downtown core and/or community neighborhoods)
- ☐ **Festival** (i.e. recurring and one-off culture and heritage festivals)
- ☐ **Collaborations and Partnerships** (i.e. special projects that are based upon collaborations and partnerships with other culture and heritage or cross-sector organizations (public and private, nonprofit and for-profit))
- ☐ **Organizational Capacity Buildings** (i.e. capacity building initiatives that seek to advance the organizational capacity and long-term sustainability of the organization). "Capacity building" refers to intentional, coordinated and mission-driven efforts aimed at strengthening the management and governance of non-profits to improve their performance and impact. This occurs through organization development activities, such as leadership development, strategic planning, program design and evaluation, financial planning and management and others.

Project Title: _____

Times / Dates of Project: _____

Location: _____

Organization Details

Legal Name of Organization: _____

Address: _____ Postal Code: _____

City: _____

Phone Number: _____ Fax: _____

Contact Person*: _____ Position: _____

Phone: _____ Email: _____

*** Must be available to be contacted in December 2018**

For how many years have you been an organization?: _____

BC Society Registration Number: _____

Is your society in good standing with the BC Registrar?:

- ☐ Yes
- ☐ No

Does your organization operate within the City of Nanaimo?

- ☐ Yes
- ☐ No

Description of Project (no more than three (3) pages, single sided, no staples)

- ☐ Attach a description of the project in separate parts that relate directly to the assessment criteria (as described below and in the *Culture & Heritage Project Grant Guidelines & Criteria*).

MERIT (40%)

Describe the context in which the project will take place, including the objectives of the project and how these objectives will be carried out. Describe artists, artworks and / or other major participants in the project.

RELEVANCE / FEASIBILITY (40%)

Provide a schedule of activities, including research and planning. Provide a promotional or marketing plan. Describe how the project addresses the stated objectives of the program. Highlight any correlation with the strategic priorities of the City.

POTENTIAL IMPACT (20%)

Describe the intended impact of the project on the communities served, target audiences if any, the general public. Provide information on projected attendance, the economic impact of the project (based upon past projects and/or projected).

For what purpose do you plan to use this City fund? Please be specific and note that capital expenditures are not permitted. If applicable, describe where participants will come from. Use last year's actual numbers if event was held previously. For new activities, provide an estimate.

Does your activity take place in Nanaimo?

- ☐ Yes
☐ No

Is this a first-time project?

- ☐ Yes
☐ No

Will your event require a street closure?

- ☐ Yes
☐ No

BC Society Act Annual Report

- ☐ If applicable, attach a copy of the organization's current BC Society Act Annual Report (Form 11).

Financial Information

Attach the following information:

- ☐ A detailed budget of the **proposed project**, outlining all revenues including sources and expenditures, using the attached form**

** Download an .XLS version of the attached form at: <http://cnan.ca/2j7rDdk> or contact Community & Cultural Planning directly.

- ☐ Does your project already receive other sources of City funding? Yes _____ No _____

If yes, please specify source (grant type) and dollar amount: _____

Further Support Material (no more than four (4) pages, single sided, no staples)

- ☐ Attach further support materials (i.e. scanned programs, a poster or brochure of one event in previous or current year).

Signature and Declaration

I hereby certify that the information included with this application is complete, & is true and correct to the best of my knowledge, & that I have been authorized by the Board of Directors to make this declaration and to submit this application on behalf of the above-named organization. I hereby declare that if our organization is successful in obtaining a City of Nanaimo Culture & Heritage Project Grant, that we give the City of Nanaimo (or a third party appointed by the City) the right to review the project / program for which the grant was obtained to ascertain whether grant monies received were used for the stated purpose(s) set out in this application.

Signature

Position

Date

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(TYPE YOUR ORGANIZATION NAME HERE)

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4000	REVENUE				
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4125	Presenting / hosting admissions and box office				
4130	Distribution Revenue (media arts)				
4135	Fees, guarantees (local market)				
4145	Fees from workshops, classes, conferences, seminars, annual meetings, colloquia				
4155	Membership dues or fees (not eligible for a tax receipt)				
4160	Sales, commissions and broadcasting (gross)				
4165	Facilities and equipment rental, sale of works of art				
4170	Other earned revenue (please specify)				
	Use the line below to record notes or for additional information				
4175	Total Earned Revenue	\$ -	0.0%	\$ -	0.0%
4200	NET INVESTMENT INCOME				
4205	Trust, endowment and investment revenue (net)				
4210	Total Net Investment Income	\$ -	0.0%	\$ -	0.0%
4300	PRIVATE SECTOR REVENUE				
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4315	General corporate sponsorships (cash)				
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4335	In-kind goods and services revenues from private sector (audited)				
4340	Other private sector revenues, including shared private / public funds				
	Use the line below to record notes or for additional information				
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4400	PUBLIC SECTOR REVENUE				
4405	FEDERAL PUBLIC REVENUES				
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4415	* Operating grants				
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4420	* Project grants				
4425	* Other Canada Council grants				
	Use the line below to record notes or for additional information				
4430	Department of Canadian Heritage				
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4475	* Operating grants				
4480	* Project grants				
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4490	Provincial or territorial employment programs				
4495	Other provincial or territorial				
	Use the line below to record notes or for additional information				
4500	Total provincial or territorial revenues	\$ -	0.0%	\$ -	0.0%
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4510	MUNICIPAL AND REGIONAL ARTS COUNCIL / BOARD ONLY				
4515	* Operating grants				
4520	* Project Grants				
4525	* Other municipal or regional - Operating				
	Use the line below to record notes or for additional information				
4530	* Other municipal or regional - Project				
	Use the line below to record notes or for additional information				
4535	Total municipal or regional public revenues	\$ -	0.0%	\$ -	0.0%

4540	Other public sector revenues				
Use the line below to record notes or for additional information					
4545	In-kind goods and services revenues from public sector (audited)				
Use the line below to record notes or for additional information					
4550	Total public sector revenues	\$	-	0.0%	\$ - 0.0%
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Use the line below to record notes or for additional information					
4615	Total other revenues	\$	-	0.0%	\$ - 0.0%
4700	TOTAL REVENUES (A)	\$	-	0.0%	\$ - 0.0%
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5110	Artistic salaries - permanent and temporary employees				
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5125	Production / technical salaries - permanent and temporary employees				
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5135	PROGRAMMING EXPENSES				
5140	Exhibition / programming / production / distribution (media arts) / special projects expenses				
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5150	Touring / circulation expenses				
5155	Professional development programming for arts community				
5165	Catalogues / documentation / publications				
5170	Collections management				
5175	Education, audience development and outreach				
5180	Advocacy (service organizations only)				
5185	Member communications (service organizations only)				
5187	Membership and registration				
5190	Other artistic, program and services expenses (specify)				
Use the line below to record notes or for additional information					
5195	Total artistic expenses	\$	-	0.0%	\$ - 0.0%
5200	FACILITY OPERATING EXPENSES				
5205	Facility operating salaries - permanent and temporary employees				
5210	Facility operating professional fees				
5215	General facility expenses				
5220	Permanent collection storage fees				
5225	Rent or mortgage interest				
5230	Other facility expenses				
Use the line below to record notes or for additional information					
5235	Total facility operating expenses	\$	-	0.0%	\$ - 0.0%
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5320	Advertising purchases				
5325	Other marketing and communication expenses (please specify)				
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Use the line below to record notes or for additional information					
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5505	Administrative salaries - permanent and temporary employees				
5510	Administrative professional fees				
5515	Rent or mortgage for administrative space				
5520	Other administrative expenses (please specify)				
Use the line below to record notes or for additional information					
5525	Total administrative expenses	\$	-	0.0%	\$ - 0.0%
5600	TOTAL EXPENSES (B)	\$	-	0.0%	\$ - 0.0%
6000	SURPLUS OR (DEFICIT)	\$	-		\$ -
6100	Total revenues (A)	\$	-		\$ -
6105	Total expenses (B)	\$	-		\$ -

ATTACHMENT C

Eligibility for Three-Year Operating Funding

(taken from Page 3 of the Culture & Heritage Operating Grant Guidelines & Criteria)

Three-year funding is available to established not-for-profit professional culture and heritage organizations that have been in existence for at least four (4) years. In order to be eligible, applicants must have received at least one annual grant through the City of Nanaimo's Culture & Heritage Funding Program. The organization must have an arts, culture and heritage mandate should this funding be removed, be recognized for excellence in their artistic discipline, provide annual programming to the community, demonstrate long-range financial stability on a year-round basis, be able to articulate long-term artistic visioning and planning, and receive operating funding from the provincial and / or federal level.

Definition of Professional Organization

A "professional organization" is defined as organizations that employ professional artists and pay industry standard artist fees and have paid administrative staff.

Staff Report for Decision

DATE OF MEETING DECEMBER 12, 2018

AUTHORED BY CHRIS BARFOOT, CULTURE & HERITAGE COORDINATOR

SUBJECT 2019 DOWNTOWN EVENT GRANT RECOMMENDATIONS

OVERVIEW

Purpose of Report

To obtain Council approval for the 2019 Downtown Event Grant recommendations to support downtown Nanaimo events.

Recommendation

That the Finance & Audit Committee recommends that Council approve the 2019 Downtown Event Grant recommendations of \$150,000 as follows:

Organization Name	Event Name	Recc.
A Capella Plus Choral Society	2019 Spring Concert	\$840
B. Gallant Homes (Salvation Army)	B. Gingerbread Homes	\$7,525
Crimson Coast Dance Society	Multiculturalism Day 2019	\$7,000
Friends of Nanaimo Jazz Society	Jazz Affair on the Coast	\$2,500
Greater Nanaimo Chamber of Commerce	Commercial St. Night Market	\$21,500
Harbour City Jazz Society	JazzFest 2019	\$2,000
Mid Island Metis Nation	National Indigenous Peoples Day	\$6,750
Nanaimo African Heritage Society	Spring/Jazz Gospel Concert	\$3,500
Nanaimo Arts Council	Banner Festival	\$8,625
Nanaimo Artwalk Committee	Nanaimo Artwalk 2019	\$2,621
Nanaimo Blues Society	Summertime Blues	\$20,000
Nanaimo Chapter Federation of Canadian Artists	Nanaimo Fine Art Show	\$2,600
Nanaimo Downtown Farmers Market Society	Nanaimo Downtown Farmer's Market	\$6,000
Nanaimo Dragon Boat Festival Society	Nanaimo Dragon Boat Festival	\$9,000
Nanaimo International Jazz Festival Association	Nanaimo Jazz Festival	\$15,000
Nanaimo Sings! Choral Festival Society	Sing "Hello" to Spring	\$1,000
Old City Quarter Association	Easter Hunt in the OCQ	\$1,750
Old City Quarter Association	Halloween in the OCQ	\$2,837.50

Old City Quarter Association	Light Up a Life	\$2,975
Old City Quarter Association	Summer Vibes in the OCQ	\$5,250
Pacific Coast Stage Company	Nanaimo Fringe Festival	\$4,000
The Island Consort Society	Déjà Vu: A Retrospective	\$760
The Men's Centre	Father's Day in the Park	\$2,500
TheatreOne	Emerging Voices	\$3,365
Victoria Crescent Association	Bathtub Weekend Street Festival	\$6,101.50
Victoria Crescent Association	Crescent Day	\$4,000

BACKGROUND

In 2017, Council established a Downtown Event and Revitalization Funding Program (also known as Downtown Event Grants) to support events and initiatives that attract residents and visitors to the downtown, support the vibrancy of the downtown and stimulate business activity.

The total budget available for the 2019 Downtown Event Grants is \$150,000. A total of 27 event applications were received prior to the deadline, and 2 applications were received late (detailed in Attachment A). Of the 27 eligible applications received, Staff recommend that a total of \$150,000 be awarded to 26 projects. Staff recommend that the two applications received after the deadline receive \$0.

Staff has reviewed all eligible applications based on grant program eligibility and assessment criteria (Attachment B) and have provided their recommendations for the allocation of the 2019 Downtown Event Grants. The applications received represent both renewed events from previous years, as well as some new events for the downtown in 2019.

OPTIONS

1. That the Finance & Audit Committee recommends that Council approve the 2019 Downtown Event Grant funding recommendations of \$150,000 as follows:

Organization Name	Event Name	Recc.
A Capella Plus Choral Society	2019 Spring Concert	\$840
B. Gallant Homes (Salvation Army)	B. Gingerbread Homes	\$7,525
Crimson Coast Dance Society	Multiculturalism Day 2019	\$7,000
Friends of Nanaimo Jazz Society	Jazz Affair on the Coast	\$2,500
Greater Nanaimo Chamber of Commerce	Commercial St. Night Market	\$21,500
Harbour City Jazz Society	JazzFest 2019	\$2,000
Mid Island Metis Nation	National Indigenous Peoples Day	\$6,750
Nanaimo African Heritage Society	Spring/Jazz Gospel Concert	\$3,500

Nanaimo Arts Council	Banner Festival	\$8,625
Nanaimo Artwalk Committee	Nanaimo Artwalk 2019	\$2,621
Nanaimo Blues Society	Summertime Blues	\$20,000
Nanaimo Chapter Federation of Canadian Artists	Nanaimo Fine Art Show	\$2,600
Nanaimo Downtown Farmers Market Society	Nanaimo Downtown Farmer's Market	\$6,000
Nanaimo Dragon Boat Festival Society	Nanaimo Dragon Boat Festival	\$9,000
Nanaimo International Jazz Festival Association	Nanaimo Jazz Festival	\$15,000
Nanaimo Sings! Choral Festival Society	Sing "Hello" to Spring	\$1,000
Old City Quarter Association	Easter Hunt in the OCQ	\$1,750
Old City Quarter Association	Halloween in the OCQ	\$2,837.50
Old City Quarter Association	Light Up a Life	\$2,975
Old City Quarter Association	Summer Vibes in the OCQ	\$5,250
Pacific Coast Stage Company	Nanaimo Fringe Festival	\$4,000
The Island Consort Society	Déjà Vu: A Retrospective	\$760
The Men's Centre	Father's Day in the Park	\$2,500
TheatreOne	Emerging Voices	\$3,365
Victoria Crescent Association	Bathtub Weekend Street Festival	\$6,101.50
Victoria Crescent Association	Crescent Day	\$4,000

- **Budget Implication:** The recommendations do not exceed the total available budget of \$150,000 for 2019 Downtown Event Grants.
- **Policy Implication:** The grant recommendations implement the objectives of the Downtown Event and Revitalization Funding Program.
- **Strategic Priorities Implication:** The Downtown Event Grants provide support for events in the downtown and furthers goals of Economic Health and Cultural Vitality.

2. That the Finance & Audit Committee provide alternative funding recommendations. |

SUMMARY POINTS

- The Downtown Event Grants support events and initiatives that attract residents and visitors to the downtown, support the vibrancy of the downtown and stimulate business activity.
- It is recommended that the total 2019 Downtown Event Grant budget of \$150,000 be allocated to 26 eligible event applications as outlined in the report.

ATTACHMENTS

ATTACHMENT A: 2019 Downtown Event Grants – Applications Received

ATTACHMENT B: 2019 Downtown Event Grants – Guidelines and Criteria |

Submitted by:

Lisa Bhopalsingh
Manager, Community & Cultural Planning |

Concurrence by:

Dale Lindsay
Director, Community Development |

ATTACHMENT A

2019 DOWNTOWN EVENT GRANTS – APPLICATIONS RECEIVED

	ORGANIZATION	PROJECT	TIMING	REQUEST	RECC.	AREA
1	A Capella Plus Choral Society	2019 Spring Concert	Apr. 28	\$1,000	\$840	VICC
2	B. Gallant Homes (Salvation Army)	B. Gingerbread Homes	Nov. 15 to Dec. 20	\$15,000	\$7,525	VICC
3	Crimson Coast Dance Society	Multiculturalism Day 2019	Jun. 27	\$7,500	\$7,000	Diana Krall Plaza
4	Friends of Nanaimo Jazz Society	Jazz Affair on the Coast	May 23 to 25	\$6,307.88	\$2,500	Various downtown venues
5	Greater Nanaimo Chamber of Commerce	Commercial Street Night Market	Jun. 20 to Aug. 29	\$25,000	\$21,500	Commercial Street
6	Harbour City Jazz Society	JazzFest 2019	Mar. 8/9	\$2,000	\$2,000	Port Theatre / Harbour City Theatre
7	Mid Island Metis Nation	National Indigenous Peoples Day	Jun. 21	\$10,000	\$6,750	Maffeo Sutton Park
8	Nanaimo African Heritage Society	Spring/Jazz Gospel Concert	May 19	\$6,000	\$3,500	Coast Bastion Hotel
9	Nanaimo Arts Council	Mural Celebration	Apr. to Sept.	\$15,000	\$0	Various downtown locations
10	Nanaimo Arts Council	Banner Festival	Jan. to Oct.	\$10,000	\$8,625	Various downtown locations
11	Nanaimo Artwalk Committee	Nanaimo Artwalk 2019	Dec. 7/8	\$2,742	\$2,621	Downtown and OCQ
12	Nanaimo Blues Society	Summertime Blues	Aug. 22 to 25	\$45,000	\$20,000	Maffeo Sutton Park
13	Nanaimo Chapter Federation of Canadian Artists	Nanaimo Fine Art Show	Nov. 7 to 10	\$3,675	\$2,600	VICC
14	Nanaimo Downtown Farmers Market Society	Nanaimo Downtown Farmers Market	May 4 to Sep. 14 (Saturdays)	\$6,890	\$6,000	Harbourfront Plaza
15	Nanaimo Dragon Boat Festival Society	Nanaimo Dragon Boat Festival	Jul. 5 to 7	\$10,000	\$9,000	Maffeo Sutton Park
16	Nanaimo International Jazz Festival Association	Nanaimo Jazz Festival	Sep. 20 to 22	\$50,400	\$15,000	Various downtown venues
17	Nanaimo Sings! Choral Festival Society	Sing "Hello" to Spring	Mar. 2	\$1,000	\$1,000	St. Paul's Anglican Church
18	Old City Quarter Association	Easter Hunt in the OCQ	Apr. 13 to 19	3000	\$1,750	Old City Quarter
19	Old City Quarter Association	Halloween in the OCQ	Oct. 26	\$6,000	\$2,837.50	Old City Quarter

20	Old City Quarter Association	Light Up a Life	Nov./Dec.	\$6,000	\$2,975	Old City Quarter
21	Old City Quarter Association	Summer Vibes in the OCQ	Jul./Aug.	\$10,000	\$5,250	Old City Quarter
22	Pacific Coast Stage Company	Nanaimo Fringe Festival	Aug. 8 to 17	\$5,840	\$4,000	Harbour City Theatre & Kismet Theatre
23	The Island Consort Society	Déjà Vu: A Retrospective	Apr. 14	\$760	\$760	St. Andrew's United Church
24	The Men's Centre	Fathers Day in the Park	Jun. 16	\$3,500	\$2,500	Maffeo Sutton Park
25	TheatreOne	Emerging Voices	Jan. 15 Feb. 12 Mar. 19 May 14	\$3,365	\$3,365	Harbour City Theatre
26	Victoria Crescent Association	Bathtub Weekend Street Festival	Jul. 2018	\$6,898.25	\$6,101.50	Victoria Crescent/ Commercial Street
27	Victoria Crescent Association	Crescent Day	Aug. 2018	\$5,886.98	\$4,000	Victoria Crescent
TOTAL \$268,765.11 \$150,000.00						

LATE APPLICATIONS (RECEIVED AFTER THE DEADLINE)

ORGANIZATION	PROJECT	TIMING	REQUEST	RECC.	NOTE
Nanaimo Pride Society	Nanaimo Pride Week	Jun. 4-9	\$7,500	\$0	Late Nov 1
The Caroline Affect, Corporate Event Planner	The Kid's Conference	Jan. 26	\$8,500	\$0	Late Oct 30



City of Nanaimo **Downtown Event Revitalization Funding Program**

Grant Guidelines & Criteria (2019)

2019 Grant Deadline

Monday, October 22, 2018 (4:00 pm)



**For more information, please contact Community & Cultural Planning
at 250-755-4483 or cultureandheritage@nanaimo.ca.**

Last updated: August 2018

Downtown Event Revitalization Funding Program

The City of Nanaimo is committed to supporting its Downtown. The Downtown Event Revitalization Funding Program is intended to support events and initiatives which attract residents and visitors to the Downtown, support the vibrancy of the Downtown, and stimulate business activity.

Purpose

Grant funding can be used to assist with the costs of staging annual, festive, public events in Downtown Nanaimo. The intention of the grant is to recognize the value annual events have in building vitality in the Downtown and enhancing Nanaimo's profile as a destination of choice. The grants serve as an incentive to event organizers to *enhance, expand and improve* their events.

Assessment of Events

Determination of successful application will be based on whether the event:

- promotes the Downtown as a great place to visit and experience for residents and visitors;
- promotes local business;
- enhances the vitality and vibrancy of the Downtown;
- promotes local arts, products, culture, history and attractions;
- fosters partnerships;
- contributes to building a sustainable celebration series and annual festivals;
- has strong potential to attract out-of-town visitors and overnight stays; and
- is accessible to the general public (with or without gated admission).

Application Requirements

Successful Applicants will need to demonstrate:

- how the enhancement or new event concept will positively impact the Downtown;
- the clarity of objectives, deliverables and distinctiveness;
- alignment of the event objectives with some or all of the City's priorities;
- how the funding will *improve, enhance or expand* the event;
- the ability of the applicant/organization to execute the event;
- how the event will provide good value-for-money including out of town visitation;
- the event will not duplicate existing initiatives; and
- the proposed budget is balanced, reasonable and sufficiently detailed to assess success (grant applications can be submitted for up to 35% of the total event budget) requests above 35% will be reviewed on a case-by-case basis).

Eligibility

Applicants must be an incorporated non-profit society or community organization in good standing, active for at least a full year prior to application, and based on Nanaimo. Individuals are also eligible to apply and will be reviewed on a case-by-case basis. Charitable status is not required.

The grant is **not** intended for:

- Events where participation is based on fundraising pledges
- Events that receive other financial or in-kind support from the City of Nanaimo sources in excess of 75% of event costs
- Events or activities which are politically partisan or primarily focused on commercial activity (e.g. tradeshow), religion or healthcare
- Events occurring outside of the Downtown. The City reserves the right to determine the boundaries of the Downtown for the purpose of this funding program

Review Process

Grant applications will be accepted until **Monday, October 22, 2018 (4:00 pm)**. All applications received by this date will be evaluated together and funds distributed accordingly. Applications received after the deadline will be considered if funds are available. Grant applications will be reviewed by staff based on program criteria and past performance using **Final Reports** from previous year. These will be forwarded to Council for final approval.

Funding Acknowledgement

Successful applicants must acknowledge the support of the City of Nanaimo in all print and publicity material for the special event (e.g. brochures, banners, on-site signs). The City of Nanaimo will provide grant recipients with an Acknowledgement Form and access to the appropriate materials including logos.

Final Reports

Successful applicants will provide a **Final Report** in the prescribed format to the City of Nanaimo within **90 days** of completion of the event. The focus of the final report is to determine how well the event met the objectives of the grant and how the City's support benefits their organization and future event plans. This report provides an opportunity for event assessment and discussion with staff on future plans for improvement.

* Receipt of the Final Report is a pre-condition for consideration of an applicant's future grant applications in any funding program offered by the City of Nanaimo. Download the **Final Report** template online at www.nanaimo.ca/culture-environment/grants/downtown-event-revitalization-funding-program or contact us directly.

Confidentiality

All documents submitted by applicants to the City of Nanaimo become property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained therein except to the extent necessary to communicate information to staff and the committee for the purpose of evaluation and analysis. The City will not release this information to the public except required under the Province of BC's Freedom of Information and Protection of Privacy Act or other legal disclosure process.



City of Nanaimo Downtown Event Revitalization Funding Program

Grant Application Form (2019)

How to Submit your Application

Submit completed application packages **by Monday, October 22, 2018 (4:00 pm):**

- **By Mail:** c/o Community & Cultural Planning, City of Nanaimo
455 Wallace Street, Nanaimo BC V9R 5J6
- **In Person:** c/o Community & Cultural Planning, City of Nanaimo
Service & Resource Centre, 411 Dunsmuir Street, Nanaimo BC
(after hours drop box slot located outside beside front door)



Late applications will only be considered if funds are available.



Applicants who have received funding in previous years **MUST** provide a complete ***Final Report*** within 90 days of completion of the event OR before a new funding request is submitted for consideration. Failure to provide a final report will result in the rejection of new applications.



**For more information, please contact Community & Cultural Planning
at 250-755-4483 or cultureandheritage@nanaimo.ca.**

Last updated: August 2018

City of Nanaimo
**Downtown Event Revitalization
Funding Program**

Grant Application Form (2019)

Grant Request Details

Year: _____ Grant Request Amount: \$ _____ (max. 35% of total operating budget for year)

Total Event Budget: \$ _____

Event/Project Information

Event/Project Name: _____ Date of Application: _____

Event Date: _____ Event Time: _____

Event Location (list all venues): _____

Amount of Funding Requested: _____ Number of years event has been held in Nanaimo: _____

Does your event require a street closure?

☐ Yes

☐ No

Applicant Information

Legal Name of Organization: _____

Mailing Address: _____ Postal Code: _____

City: _____

Phone Number: _____ Fax: _____

Primary Contact Person: _____ Position: _____

Phone: _____ Email Address: _____

BC Society Registration Number (if applicable): _____

Is your society in good standing with the BC Registrar?:

☐ Yes

☐ No

Does your organization operate within the City of Nanaimo?

☐ Yes

☐ No

Organization & Experience

Provide a brief description of your organization's mandate, and experiences you bring in hosting the proposed event (attach additional sheets if needed):

List any events that your group has hosted in the last five years:

Event Description

Provide a brief description of your event including all activities/components (attach additional sheets if needed):

How does your event enhance and/or promote the vitality of Downtown Nanaimo? How does it align with stated City/Council priorities? Attach additional sheets if needed.

Anticipated Attendees

Who is your target audience? Please provide anticipated numbers (explain assumptions)

Participants

Organizers

Volunteers

Spectators

Additional Comments

Age Profile of Participants

under 19

over 19

out of town

Partnering & Sponsorship

Are you partnering with an existing community group/organization? Yes ____ No ____

If yes, please identify the group/organization detailing the nature of their involvement, including roles and responsibilities (attach letter/s of commitment/support).

City of Nanaimo
**Downtown Event Revitalization
Funding Program**

Grant Application Form (2019)

Marketing & Promotion

How will your event be publicized? Please include any marketing enhancements and any marketing that is being done to target out of town visitors (attach marketing plan if available).

Is the event open to the public and promoted as such? Yes ____ No ____

Funding Sources

Please provide an explanation of event funding (you may attach a detailed sheet). Include projected expenditures, revenues, donations and sponsorships (in kind and cash).

What other sources of revenue are you pursuing?

Does your event or organization already receive City funding? Yes ____ No ____

If yes, please specify source (grant type) and dollar amount _____

City of Nanaimo
**Downtown Event Revitalization
Funding Program**

Grant Application Form (2019)

If this is an ongoing initiative, how do you intend to ensure its sustainability beyond this funding?

Is there an admission fee? (include anticipated revenues in the budget) Yes ____ No ____

Further support material (no more than 4 pages, single sided, no staples) Yes ____ No ____

Attach further support materials (i.e. scanned programs, a poster or brochure of an event in previous or current year).

Signature and Declaration

I hereby certify that the information included with this application is complete, is true and correct to the best of my knowledge, and that I have been authorized by the Board of Directors to make this declaration and to submit this application on behalf of the above-named organization.

I hereby declare that if our organization is successful in obtaining a City of Nanaimo Downtown Event Revitalization Funding grant that we give the City of Nanaimo (or a third party appointed by the City) the right to review the project / program for which the grant was obtained to ascertain whether grant monies received were used for the stated purpose(s) set out in this application.

Signature

Position

Date

Freedom of Information and Protection of Privacy Act Statement: Information collected on this form, or provided with this form, is collected under the general authority of the *Community Charter* and the *Freedom of Information and Protection of Privacy Act*, and is protected in accordance with the *Act*. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For further information regarding the collection, use, or disclosure of personal information by the City of Nanaimo, please contact the Legislative Services Department at 250-755-4405.

DATE OF MEETING | DECEMBER 12, 2018 |

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

SUBJECT TRAVEL ASSISTANCE GRANT – NANAIMO SQUASH CLUB

OVERVIEW

Purpose of Report

To obtain Council approval of a request for a Travel Assistance Grant. |

Recommendation

That the Finance and Audit Committee recommend that Council approve the request from the Nanaimo Squash Club for a Travel Assistance Grant in the amount of \$100 for one (1) player to attend the Alberta Jesters Junior Open held from 2018-NOV-09 through NOV-11 in Calgary, AB.

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 Council for approval.

On 2018-NOV-15, Staff reviewed a Travel Assistance Grant application submitted by the Nanaimo Squash Club in the amount of \$100 for one (1) player to attend the national level tournament, Alberta Jesters Junior Open, held from 2018-NOV-09 through NOV-11 in Calgary, AB. Staff determined that this application met all of the grant criteria and recommend that Council approve the application.

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve the request from the Nanaimo Squash Club for a Travel Assistance Grant in the amount of \$100 for one (1) player to attend the Alberta Jesters Junior Open held from 2018-NOV-09 through NOV-11 in Calgary, AB
 - **Budget Implication:** To date, there has been \$5,900 allocated or pending from the 2018 Travel Grant Contingency Funds. If the above travel grant of \$100 is approved \$1,500 will remain available for any additional 2018 travel grant requests.
 - **Engagement Implication:** Promotes excellence in sports and culture.
2. Deny the Travel Assistance Grant application.
 - **Budget Implication:** To date, there has been \$5,900 allocated or pending from the 2018 Travel Grant Contingency Funds. If the above travel grant of \$100 is denied, \$1,600 will remain available for any additional 2018 travel grant requests.

SUMMARY POINTS

- Funds are allocated yearly for Travel Assistance Grants.
- The group's application meets all of the required criteria.
- To date, there have been \$5,900 allocated or pending from the 2018 Travel Grants Contingency Funds and \$1,600 remains available for 2018 travel grant requests.

ATTACHMENTS

Attachment A – Travel Assistance Grant Application
Attachment B – Travel Assistance Evaluation Form

Submitted by:

Mary Smith
Manager, Recreation Services

Concurrence by:

Richard Harding
Director, Parks and Recreation



CITY OF NANAIMO APPLICATION FOR TRAVEL ASSISTANCE

Office Use

 Recd
Oct 24/18
MS

ORGANIZATION: Nanaimo Squash Club		DATE OF APPLICATION: Oct 23 - 2018	
ADDRESS: 256 Wallace St.		PRESIDENT OR SENIOR OFFICIAL: Paul Tildsley [REDACTED]	
Nanaimo, BC		SENIOR STAFF MEMBER: Richard Birks	
V9R 5B3		POSITION: Squash pro	
EMAIL: pro.nanaimosquashclub@gmail.com		DESIGNATED CONTACT: Richard Birks	
TELEPHONE #1: [REDACTED]		TELEPHONE #2: [REDACTED]	
TOTAL NUMBER OF PERSONS TRAVELLING: 2	TOTAL NUMBER OF COMPETITORS TRAVELLING: 1	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: 1	TOTAL AMOUNT REQUESTED: \$100
DESTINATION: Calgary		DATE(S) OF EVENT: Nov 9 - Nov 11, 2018	
EVENT TO BE ATTENDED: Alberta Jesters Junior Open			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: National - Canada. Player - [REDACTED]			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: This trip is funded by parent contribution. Junior Team holds fundraisers throughout the year to subsidize team travel. (Bottle drive, Purdy's, sponsors.) There is only 1 player travelling to this competition.			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? Junior Squash program provides healthy + supportive environment for students participating in sports - both competitive + non-competitive athletes.			
SIGNATURE: [Signature]		TITLE/POSITION: Squash pro	DATE: Oct 23 - 2018
* IN SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA * NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION.			

Table 1

Alberta Jesters Junior Tournament	Calgary Winter Club	Nov 9 to 11	3 'days			
2018 Budget						
[REDACTED]	Player	[REDACTED]				
Airfare	400					
Accommodation	300		3 'nights			
Meals	120		4 'days			
Registration	95					
Airport Taxi	80		\$40 per trip			
Taxi	60		Daily transportation to Club			
Player	1055					
Richard Birks	Coach					
Airfare	400					
Meals	120					
Coach	520					
Total Player & Coach	1575					
	Other costs yet to be confirmed	Coaching fee \$150 per day				
	Funding	Parent Contribution				

[REDACTED]

ATTACHMENT B

City of Nanaimo
Department of Parks, Recreation & Environment

Travel Assistance Grant Evaluation

APPLICANT: Nanaimo Squash Club DATE: November 15, 2018

CRITERIA	Meets Criteria (✓)	Does not meet Criteria (✓)	NOTES
A. Winner of a Regional, Provincial or National Championship (or equivalent)	✓		National - Canada
B. Attending a Provincial, Regional, National, or International Championship	✓		Alberta Jesters Junior Open
C. Traveling out of Province Max. \$100 per person up to \$2,000 per group	✓		Calgary, Alberta
D. Traveling within BC (excluded: Van. Is.) Max. \$50 per person up to \$1,000 per group	N/A	N/A	
E. Other sources of funding identified	✓		
F. Grant recipient(s) reside in Nanaimo	✓		1 athlete
G. Application made by a local organization	✓		Nanaimo Squash Club
H. Grant for participants only, not coaches or chaperones	✓		
I. Demonstrated financial need	✓		
J. Applicant is a non-profit organization	✓		
K. Budget & financial statements attached	✓		

RECOMMENDED FOR FUNDING (✓) : ✓ AMOUNT: \$100.00

OR

NO GRANT RECOMMENDED (✓) : N/A DOES NOT MEET CRITERIA: N/A

EVALUATOR: Mary Smith POSITION: Manager, Recreation Services

g:\grants\travel\grants\2017\application check list.doc

DATE OF MEETING | DECEMBER 12, 2018 |

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

SUBJECT TRAVEL ASSISTANCE GRANT – SOUTHSIDE MINOR FOOTBALL

OVERVIEW

Purpose of Report

To obtain Council approval of a request for a Travel Assistance Grant. |

Recommendation

That the Finance and Audit Committee recommend that Council approve the request from the Southside Minor Football Association for a Travel Assistance Grant in the amount of \$1,000 for twenty-five (25) players to attend the BCCFA Provincial Championships held on 2018-DEC-02 in Coquitlam, BC.

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 Council for approval.

On 2018-NOV-15, Staff reviewed a Travel Assistance Grant application submitted by the Southside Minor Football Association in the amount of \$1,000 for twenty-five (25) athletes to attend the BC Community Football Association (BCCFA) 12-Man Provincial Championships held on 2018-DEC-02 in Coquitlam, BC. Staff determined that this application met all of the grant criteria and recommend that Council approve the application.

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve the request from the Southside Minor Football Association for a Travel Assistance Grant in the amount of \$1,000 for twenty-five (25) players to attend the BCCFA Provincial Championships held on 2018-DEC-02 in Coquitlam, BC.
 - **Budget Implication:** To date, there has been \$6,000 allocated or pending from the 2018 Travel Grant Contingency Funds. If the above travel grant of \$1,000 is approved \$500 will remain available for any additional 2018 travel grant requests.
 - **Engagement Implication:** Promotes excellence in sports and culture.
2. Deny the Travel Assistance Grant application.
 - **Budget Implication:** To date, there has been \$6,000 allocated or pending from the 2018 Travel Grant Contingency Funds. If the above travel grant of \$1,000 is denied, \$1,500 will remain available for any additional 2018 travel grant requests.

SUMMARY POINTS

- Funds are allocated yearly for Travel Assistance Grants.
- The group's application meets all of the required criteria.
- To date, there have been \$6,000 allocated or pending from the 2018 Travel Grants Contingency Funds and \$1,500 remains available for 2018 travel grant requests.

ATTACHMENTS

Attachment A – Travel Assistance Grant Application
Attachment B – Travel Assistance Evaluation Form

Submitted by:

Mary Smith
Manager, Recreation Services

Concurrence by:

Richard Harding
Director, Parks and Recreation




CITY OF NANAIMO

APPLICATION FOR TRAVEL ASSISTANCE

Office Use

Rec'd Nov 9/18
15

ORGANIZATION: <u>Southside Minor Football</u>		DATE OF APPLICATION: <u>11/08/2018</u>	
ADDRESS: [REDACTED]		PRESIDENT OR SENIOR OFFICIAL: <u>Robert Stevenson</u>	
Nanaimo BC VQR [REDACTED]		SENIOR STAFF MEMBER: <u>Cindy Cooper</u>	
		POSITION: <u>Registrar</u>	
EMAIL: <u>southsideminorfootball@gmail.com</u>		DESIGNATED CONTACT: <u>Cindy Cooper</u>	
TELEPHONE #1: [REDACTED]		TELEPHONE #2: [REDACTED]	
TOTAL NUMBER OF PERSONS TRAVELLING: <u>60 +</u>	TOTAL NUMBER OF COMPETITORS TRAVELLING: <u>27 25</u>	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: <u>27 25</u>	TOTAL AMOUNT REQUESTED: <u>27</u>
DESTINATION: <u>Percy Perry Stadium, Coquitlam</u>		DATE(S) OF EVENT: <u>December 2, 2018</u>	
EVENT TO BE ATTENDED: <u>BCCFA 12-Man Provincial Championships</u>			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: <u>12 man Vancouver Island Community Football Champions</u>			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: <u>Families of Players</u>			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? <p>We have been a non profit sports organization for 15 years. This is the first time that any of our teams has had the opportunity to play in a provincial championship. Our pee wee team (girls and boys aged 9-11) has worked hard to get to this point only losing one regular season game. Playing in a provincial championship is an experience that will stay with them a lifetime. Some of our families are lower income and any support would be appreciated. IN THE SPIRIT OF FOOTBALL!</p>			
SIGNATURE: 		TITLE/POSITION: <u>Registrar</u>	DATE: <u>11/08/2018</u>
<p>* IN SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA *</p> <p>NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION.</p>			

ATTACHMENT B

City of Nanaimo
Department of Parks, Recreation & Environment

Travel Assistance Grant Evaluation

APPLICANT: Southside Minor Football DATE: November 15, 2018

CRITERIA	Meets Criteria (✓)	Does not meet Criteria (✓)	NOTES
A. Winner of a Regional, Provincial or National Championship (or equivalent)	✓		Vancouver Island Community Football Championships
B. Attending a Provincial, Regional, National, or International Championship	✓		BCCFA Provincial Championships
C. Traveling out of Province Max. \$100 per person up to \$2,000 per group	N/A	N/A	
D. Traveling within BC (excluded: Van. Is.) Max. \$50 per person up to \$1,000 per group	✓		Coquitlam, BC
E. Other sources of funding identified	✓		
F. Grant recipient(s) reside in Nanaimo	✓		25 athletes
G. Application made by a local organization	✓		Southside Minor Football
H. Grant for participants only, not coaches or chaperones	✓		
I. Demonstrated financial need	✓		
J. Applicant is a non-profit organization	✓		
K. Budget & financial statements attached		✓	

RECOMMENDED FOR FUNDING (✓) : ✓ AMOUNT: \$500.00

OR

NO GRANT RECOMMENDED (✓) : N/A DOES NOT MEET CRITERIA: N/A

EVALUATOR: Mary Smith POSITION: Manager, Recreation Services

g:\grants\travelgrants\2017\application check list.doc

DATE OF MEETING | DECEMBER 12, 2018 |

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

**SUBJECT TRAVEL ASSISTANCE GRANT – JOHN BARSBY SECONDARY
GIRLS VOLLEYBALL**

OVERVIEW

Purpose of Report

To obtain Council approval of a request for a Travel Assistance Grant. |

Recommendation

That the Finance and Audit Committee recommend that Council approve the request from the John Barsby Secondary Senior Girls Volleyball team for a Travel Assistance Grant in the amount of \$500 for ten (10) players to attend the AA Girls Provincial Volleyball Championships held from 2018-NOV-28 through DEC-01 in Burnaby, BC.

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 Council for approval.

On 2018-NOV-21, Staff reviewed a Travel Assistance Grant application submitted by the John Barsby Secondary Senior Girls Volleyball team in the amount of \$500 for ten (10) athletes to attend the AA Girls Provincial Volleyball Championships in Burnaby, BC. Staff determined that this application met all of the grant criteria and recommend that Council approve the application.

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve the request from the John Barsby Secondary Senior Girls Volleyball team for a Travel Assistance Grant in the amount of \$500 for ten (10) players to attend the AA Girls Provincial Volleyball Championships held from 2018-NOV-28 through DEC-01 in Burnaby, BC.
 - **Budget Implication:** To date, there has been \$7,000 allocated or pending from the 2018 Travel Grant Contingency Funds. If the above travel grant of \$500 is approved no further funding will be available for any additional 2018 travel grant requests.
 - **Engagement Implication:** Promotes excellence in sports and culture.
2. Deny the Travel Assistance Grant application.
 - **Budget Implication:** To date, there has been \$7,000 allocated or pending from the 2018 Travel Grant Contingency Funds. If the above travel grant of \$500 is denied, \$500 will remain available for any additional 2018 travel grant requests.

SUMMARY POINTS

- Funds are allocated yearly for Travel Assistance Grants.
- The group's application meets all of the required criteria.
- To date, there have been \$7,000 allocated or pending from the 2018 Travel Grants Contingency Funds and \$500 remains available for 2018 travel grant requests.

ATTACHMENTS

Attachment A – Travel Assistance Grant Application
Attachment B – Travel Assistance Evaluation Form

Submitted by:

Mary Smith
Manager, Recreation Services

Concurrence by:


Richard Harding
Director, Parks and Recreation



CITY OF NANAIMO APPLICATION FOR TRAVEL ASSISTANCE

Office Use

Nov 21 / 18

ORGANIZATION: JOHN BARRY SE GIRLS VOLLEYBALL		DATE OF APPLICATION: NOV 21, 2018	
ADDRESS: 550-7th St.		PRESIDENT OR SENIOR OFFICIAL: CAROL GILKARD - ACTING PRINCIPAL	
		SENIOR STAFF MEMBER: CRAIG LETOURNEAU - TEACHER/COACH	
		POSITION: TEACHER/COACH	
EMAIL: c.letourneau@sdb8.bc.ca		DESIGNATED CONTACT: CRAIG LETOURNEAU	
TELEPHONE #1: <div style="background-color: black; width: 100px; height: 20px;"></div>		TELEPHONE #2: 250-753-8211 (school phone)	
TOTAL NUMBER OF PERSONS TRAVELLING: 16	TOTAL NUMBER OF COMPETITORS TRAVELLING: 10	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: 10	TOTAL AMOUNT REQUESTED: \$750 STUDENT FERRY + CAR TRANSPORT
DESTINATION: BURNABY		DATE(S) OF EVENT: NOV 28 - DEC 1	
EVENT TO BE ATTENDED: AA GIRLS PROVINCIAL VOLLEYBALL CHAMPIONSHIP			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: WINNER OF 1ST (2ND BERTH) AT AA GIRLS ISLAND VOLLEYBALL CHAMPIONSHIP			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: STUDENT PERSONAL PAY / GO FUND ME SUPPORT / PRIVATE DONATIONS / ADVERTISING / FUNDRAISING			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? WE have students that struggle to pay travel & accommodation expenses for competition. As the team has not traditionally gone to this championship, it is a pleasant surprise and funding is needed to support the 4 day event.			
SIGNATURE: 	TITLE/POSITION: TEACHER/COACH		DATE: NOV 21, 2018
<p>* IN SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA *</p> <p>NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION.</p>			

BOTH WAYS

Mary Smith

From: Craig Letourneau <cletourneau@sd68.bc.ca>
Sent: Wednesday, November 21, 2018 9:53 AM
To: Mary Smith
Subject: Application of Travel Assistance - John Barsby Sr.Girls Volleyball
Attachments: JohnBarsbySrGirlsTravelApplication.pdf

Greetings Mary, I have some exciting news and a request in regards to travel assistance. The exciting news is that our Sr.Girls volleyball team has qualified by winning a berth to the Provincial Championship in Burnaby next week. This is the first time that Barsby has sent a team to provincials in the 20 years that I have been involved with the program here at the school, so as thrilled as we are to go, the reality of how much it costs is staggering. We are asking for money from each of the athletes, but capping it at \$150 per family, as our families do not have a lot resources typically. The rest we are fundraising and looking at creative ways to canvas and get local support, hence our application to the city for travel.

The chaperone fees are not included in this application, but the actual students and vehicles (needed to transport the kids from Nanaimo, to the competition venue and back to their accommodation) are equated in our request. Any consideration and support is appreciated! Attached is the application. If I have missed anything please let me know. We will travel and pay using the school credit card, but any release of funds will simply go back into our team account to hopefully balance it after all the expenditures for next week's tournament.

Thanks again for the consideration!

Cheers!

Craig Letourneau

John Barsby Volleyball Coordinator/Coach/Teach

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ATTACHMENT B

City of Nanaimo
Department of Parks, Recreation & Environment

Travel Assistance Grant Evaluation

APPLICANT: John Barsby Senior Girls Volleyball DATE: November 21, 2018

CRITERIA	Meets Criteria (✓)	Does not meet Criteria (✓)	NOTES
A. Winner of a Regional, Provincial or National Championship (or equivalent)	✓		AA Girls Island Volleyball Championships
B. Attending a Provincial, Regional, National, or International Championship	✓		AA Girls Provincial Volleyball Championships
C. Traveling out of Province Max. \$100 per person up to \$2,000 per group	N/A	N/A	
D. Traveling within BC (excluded: Van. Is.) Max. \$50 per person up to \$1,000 per group	✓		Burnaby, BC
E. Other sources of funding identified	✓		
F. Grant recipient(s) reside in Nanaimo	✓		10 athletes
G. Application made by a local organization	✓		John Barsby School
H. Grant for participants only, not coaches or chaperones	✓		
I. Demonstrated financial need	✓		
J. Applicant is a non-profit organization	✓		
K. Budget & financial statements attached		✓	

RECOMMENDED FOR FUNDING (✓): ✓ AMOUNT: \$500.00

OR

NO GRANT RECOMMENDED (✓): N/A DOES NOT MEET CRITERIA: N/A

EVALUATOR: Mary Smith POSITION: Manager, Recreation Services

*Asked for \$750 but only
qualified for \$500.*

g:\grants\travelgrants\2017\application check list.doc

DATE OF MEETING | DECEMBER 12, 2018 |

AUTHORED BY | MARK DEMECHA, MANAGER OF CIVIC FACILITIES,
PARKS AND RECREATION |

**SUBJECT FRANK CRANE ARENA – AMMONIA CHILLER REPLACEMENT
AND REFRIGERATION PLANT UPGRADE**

OVERVIEW

Purpose of Report

To obtain Council approval for amending the current 2018– 2022 Financial Plan required to tender replacement of the Frank Crane Arena Ammonia Refrigeration Plant. |

Recommendation

That the Finance and Committee recommend that Council approve amending year two of the current 2018 – 2022 Financial Plan to include \$471,211 in additional funding from the Facility Development Reserve for a low-charge ammonia chiller system and refrigeration plant upgrades for Frank Crane Arena.

BACKGROUND

The Frank Crane Arena ammonia refrigeration plant, used to maintain the ice surface, has reached the end of its useful life.

Renewal of the existing (1,254 lbs. ammonia charge) plant was originally budgeted for replacement in 2018, using a similar ammonia charge system. In 2018, Staff issued a Request for Tender for replacing the ammonia chiller and upgrading the refrigeration plant, and received only one (1) submission. This tender was subsequently cancelled following further review of refrigeration system options and costs. It became evident that significant advances in system design now provide a low-charge (75 lbs. ammonia charge) option, which uses 94% less ammonia compared to traditional large-charge systems.

The low-charge ammonia refrigeration design offers additional benefits including:

- Higher energy efficiency and annual energy savings;
- Smaller footprint able to provide equivalent cooling capacity to traditional design;
- Less frequent maintenance; and,
- Containment of the entire ammonia charge within the Plant Mechanical Room, if there were a system leak, lowering risk significantly.

The low-charge system does have a higher initial cost; however, the energy and maintenance savings throughout the equipment lifecycle offset this cost. In contrast, a large charge system, like the existing one, would need to release a leak to atmosphere, increasing public safety risk. In consideration of this information, Staff are recommending to re-budget the project and request additional funding to install a low-charge (75 lbs. charge) ammonia refrigeration plant including modern controls and enhanced safety features.

The project is funded from the Facility Development Reserve Fund. This reserve fund is projected to have a closing balance of \$2.5 million at the end of 2018. It is available to fund operating and capital improvements to existing Parks, Recreation and Culture facilities.

Tendering the project in December would allow the lead time required to be able to install when the ice comes out in April, to ensure no interruption to arena programming while upgrades are conducted.

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve amending year two of the current 2018 – 2022 Financial Plan to include \$471,211 additional funding from the Facility Development Reserve for a low-charge ammonia chiller system and refrigeration plant upgrades for Frank Crane Arena.
 - **Budget Implication:** request amending the current 2018 to 2022 Financial Plan to include \$471,211 additional funding for a low-charge system.
 - **Legal Implication:** Reducing public risk by reducing ammonia charge and containing any potential leak within the plant room.
 - **Policy Implication:** aligns with City's Energy Conservation and Management Policy, and Corporate Climate Change Plan towards continually reducing energy and emissions.
 - **Strategic Priorities Implication:** aligns with Strategic Energy Management Plan and Corporate Sustainability Strategy.
2. Direct Staff to return with alternative options.

SUMMARY POINTS

- The Ammonia Chiller system at Frank Crane Arena has reached end-of-life and requires replacement;
- A new low-charge ammonia refrigeration plant utilizes 94% less ammonia charge compared to the existing system and reduces public safety risk;
- The new system also has reduced maintenance compared to older designed systems;
- A low-charge system would see energy savings in \$4,200 in electricity costs and \$12,620 in water use per year, compared to the existing refrigeration system.

Submitted by:

Mark Demecha
Manager, Civic Facilities

Concurrence by:

Richard Harding
Director, Parks and Recreation



City of Nanaimo

**Audit Planning Report for the
year ended December 31, 2018**

KPMG LLP

Prepared for the meeting on December 12, 2018

kpmg.ca/audit



Table of contents

Executive summary	▶
Audit risks	▶
Materiality	▶
Key deliverables and milestones	▶
The audit of today, tomorrow & the future	▶
Current developments	▶
Appendices	▶

The contacts
at KPMG in
connection
with this report
are:



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Executive summary



Audit risks

Our audit is risk-focused. In planning our audit we have taken into account key areas of focus for financial reporting. See page 4



Audit materiality

Materiality has been determined based on estimated total revenues. We have determined materiality to be \$3,500,000. See page 5



Independence & quality control

We are independent and have extensive quality control and conflict checking processes in place. We provide complete transparency on all services and follow Audit Committee approved protocols.



Current developments

The following new accounting standards have been approved by the Public Sector Accounting Board ("PSAB") and are effective for the City's 2018 fiscal year:

- Related party disclosures
- Inter-entity transactions
- Assets
- Contingent assets
- Contractual rights

Management has commenced work to adopt the new accounting standards. See pages 10-13 for details of the upcoming changes.



Audit risks



Professional Requirements

Fraud risk from revenue recognition. There are generally pressures or incentives on management to commit fraudulent financial reporting through inappropriate revenue recognition when there is an expectation to maintain a balanced budget from year to year.

Fraud risk from management override of controls

Why is it significant?

This is a presumed fraud risk.

This is a presumed fraud risk. We have not identified any specific additional risks of management override relating to this audit.



Our audit approach

The risk of fraud from revenue recognition has been rebutted.

As the risk of management override of controls is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include testing of journal entries and other adjustments, performing a retrospective review of estimates and evaluating the business rationale of significant unusual transactions.



Materiality

Materiality Benchmark

Prior year total expenses

\$156.2 million

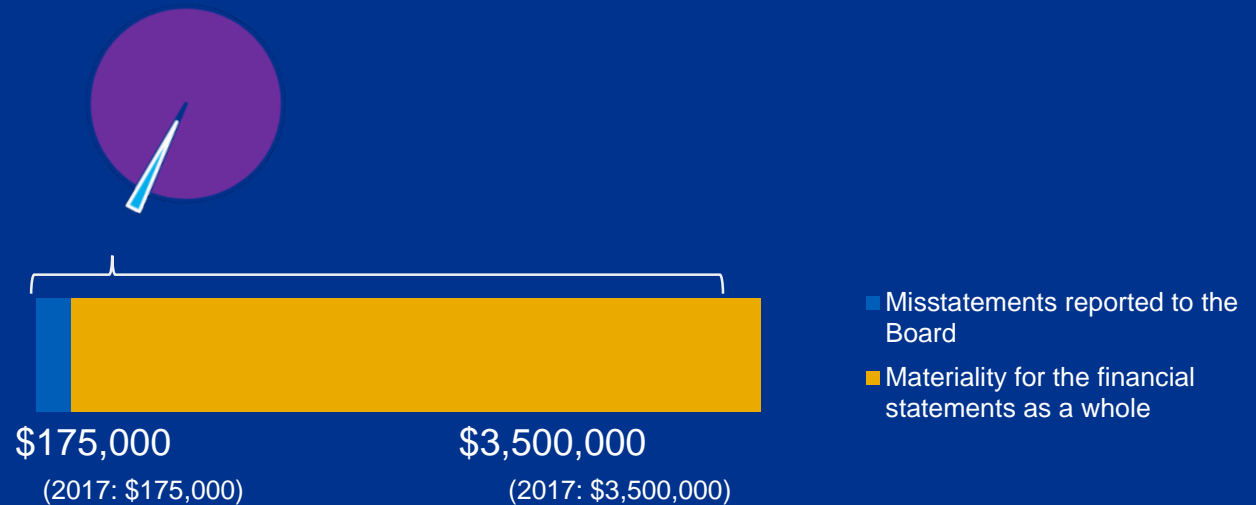
(2017: \$154.5 million)

Materiality

\$3.5 million

2.24% of expenses

(2017: \$3.5 million, 2.26% of revenues)



Materiality represents the level at which we think misstatements will reasonably influence users of the financial statements. It considers both quantitative and qualitative factors

To respond to aggregation risk, we design our procedures to detect misstatements at a lower level of materiality.

We will report:



Corrected audit misstatements



Uncorrected audit misstatements



Key deliverables and milestones

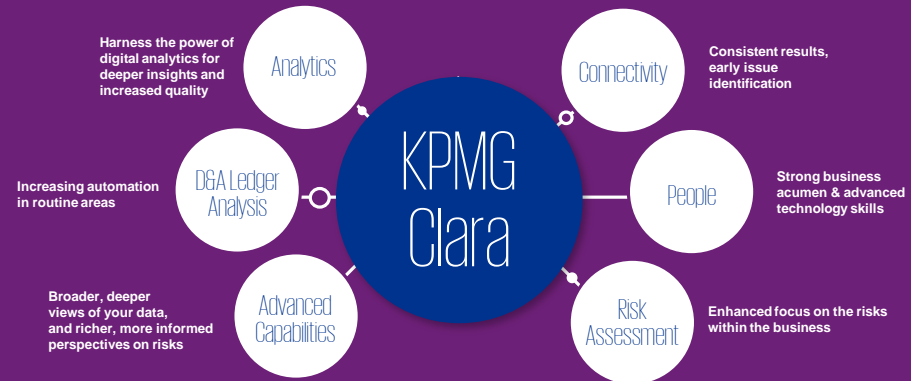




The audit of today, tomorrow & the future

As part of KPMG's technology leadership, our audit practice has developed technologies and alliances to continuously enhance our capabilities and deliver an exceptional audit experience.

Technology empowers us with deep analysis over your financial information, focusing our effort and interactions on the areas of greatest risk and minimizing disruption to your business.



Technology we use today

Tool	Benefit to audit
KPMG Clara Collaboration	KCCC is our secure audit platform and a one-stop shop through which we plan, execute and manage the audit, providing you with real-time access to the process at every step, including exchange of information and access to the real-time reporting you need in one central location.
KPMG Clara Advanced Capabilities	KPMG Clara Advanced Capabilities leverage our data and analytics capabilities, enabling us to analyze 100% of your general ledger data in the planning and account analysis stage and adjust our planned audit approach accordingly to target the areas of greatest risk. It allows us to use automation in performing our audit procedures over accounts such as (teams to edit for client-specific D&A routines; i.e., revenue and receivables, salaries, purchases and payables) and journal entries.
Visualization Tool	Our Visualization tool is a powerful and flexible end-to-end analytics platform which we leverage to display dynamic visualization of your data. This enables us to provide valuable insights to your business throughout our audit process.
Derivatives and Securities Valuation Tool	Our derivatives and securities valuation tool brings advanced valuation capability to independently re-price 100% of your level 1, 2 investment securities and derivative instruments. Our detailed reporting provides you greater insight, revealing instances where your pricing vendors may value sub-asset classes more conservatively or aggressively than others.
Account Analysis Tool	Our account analysis tool provides meaningful general ledger data insights during the planning phase of the audit that can be used to assist the engagement team in obtaining a more thorough understanding of the business processes and underlying flow of transactions through utilization of Account Analysis, Visual Ledger and Journal Entry Analysis functional features. Our tool enables a more precise risk assessment and development of a tailored audit approach.
Journal Entry Analysis	Our journal entry tool assists in the performance of detailed journal entry testing based on engagement-specific risk identification and circumstances. Our tool provides auto-generated journal entry population statistics and focusses our audit effort on journal entries that are riskier in nature.



The audit of today, tomorrow & the future

We continue to make significant investments in enhanced methodologies, new technologies and strategic alliances with leading technology companies that can have a transformative impact on auditing, and more broadly, financial reporting. KPMG is investing in the development of innovative audit technologies through both internal solutions and through alliances with technology firms such as Finger Food, Microsoft, IBM Watson and others. We are committed to investing in cognitive technology to develop external auditing tools and technologies. Cognitive technology will enable us to teach a machine how to perceive, reason, and learn like a human being. This will be transformative to our profession, and will directly benefit City of Nanaimo now and in the future.

We are developing intelligent automation to enable programmed reviews of unstructured data in source documents; freeing our professionals to focus their efforts on areas of greater risk. This may sound simple, but it's actually quite powerful, with complex underlying technologies.



Technology under development

Tools	Benefit to audit
Business process mining (BPM)	BPM harnesses sub-ledger analytics and provides us with a deeper understanding of your processes. Our BPM tool is currently being piloted globally and will be coming soon to Canada. The tool provides immediate visualization of how 100% of your transactions are being processed to complement your process narratives and flow charts. A deeper understanding of your processes enhances our understanding of your business. This will ensure our team is focused on auditing the right risks and leveraging your team's resources efficiently. It also helps us identify inefficiencies or manual workarounds in a process and highlights where the process is under stress.
Dynamic Risk Assessment	Dynamic Risk Assessment (DRA) gives us a more sophisticated, forward-looking and multi-dimensional approach to assessing audit risk. Using network theory, DRA considers not just the traditional, two-dimensional view of severity and likelihood but also how interconnected the risks are, how fast they may emerge and how systemic they are. It will provide a holistic enterprise-wide assessment of your risks, ensuring we have identified the relevant risk exposures that need to be incorporated into our audit approach.
Sentiment Analysis	Sentiment analysis is about scanning newsfeeds, social media and public data to get a real-time view of your brands while flagging emerging risks in the process. This allows us to highlight trends globally, and can also help to identify hotspots by asset or geography. If we see a spike in 'noise,' we investigate and discuss with you, as well as make an assessment of the impact on our audit.
Optical Contract Reader & Analysis Tool	Our Optical Contract Reader & Analysis Tool provides us with capabilities to improve the effectiveness and efficiency of the contract review process. This works by automating the ingestion of contracts and related source documents and extracting and summarizing key terms for the audit engagement team's consideration, in turn providing increased coverage of the population and resulting in greater audit quality. The tool can also be used to read unstructured source documents in PDF format, extracting certain data such as invoice date, invoice number, account number, order number and total amount. This data is then compiled and compared to structured data from the general ledger. Time savings generated from this intelligent automation solution will allow our team to focus their efforts on areas of greater risk.
Robotic Process Automation (RPA)	This application of cognitive computing technology allows our team to configure computer software—or a "robot"—to capture and interpret existing applications for processing a transaction, manipulating data, triggering responses, and communicating with other digital systems.



Current developments

Please visit KPMG's [Audit Committee Institute \(ACI\)](#) / [Current Developments](#) page for current developments in Canadian auditing, other professional standards, auditing and regulatory matters. Our discussions with you, our audit opinion and what KPMG is seeing in the marketplace—both from an audit and industry perspective—indicate the following is specific information that will be of particular interest to you. We would, of course, be happy to further discuss this information with you at your convenience.

Thought Leadership

Thought Leadership	Overview	Links
Accelerate	Accelerate is a KPMG trends report and video series that includes the perspective of subject matter leaders from across KPMG in Canada on seven key issues impacting organizations today that are disrupting the audit committee mandate.	Link to report
Canadian CEO Outlook Survey	Canadian CEOs are confident and the vast majority expect to achieve growth over the coming year, but what is driving that optimism? And what are Canadian CEOs doing to deliver on their expectations?	Link to report
Audit Quality 2017	Learn about KPMG's ongoing commitment to continuous audit quality improvement. We are investing in new innovative technologies and building strategic alliances with leading technology companies that will have a transformative impact on the auditing process and profession. How do we seek to make an impact on society through the work that we do?	Link to report

Current developments

Public Sector Accounting Standards

Standard	Summary and implications
Asset Retirement Obligations	<ul style="list-style-type: none"> – A new standard has been approved that is effective for fiscal years beginning on or after April 1, 2021. – The new standard addresses the recognition, measurement, presentation and disclosure of legal obligations associated with retirement of tangible capital assets in productive use. Retirement costs would be recognized as an integral cost of owning and operating tangible capital assets. PSAB currently contains no specific guidance in this area. – The ARO standard would require the public sector entity to record a liability related to future costs of any legal obligations to be incurred upon retirement of any controlled tangible capital assets ("TCA"). The amount of the initial liability would be added to the historical cost of the asset and amortized over its useful life. – As a result of the new standard, the public sector entity would have to: <ul style="list-style-type: none"> • consider how the additional liability will impact net debt, as a new liability will be recognized with no corresponding increase in a financial asset; • carefully review legal agreements, senior government directives and legislation in relation to all controlled TCA to determine if any legal obligations exist with respect to asset retirements; • begin considering the potential effects on the organization as soon as possible to coordinate with resources outside the finance department to identify AROs and obtain information to estimate the value of potential AROs to avoid unexpected issues.
Revenue	<ul style="list-style-type: none"> – A new standard has been approved that is effective for fiscal years beginning on or after April 1, 2022. – The new standard establishes a single framework to categorize revenues to enhance the consistency of revenue recognition and its measurement. – The standard notes that in the case of revenues arising from an exchange, a public sector entity must ensure the recognition of revenue aligns with the satisfaction of related performance obligations. – The standard notes that unilateral revenues arise when no performance obligations are present, and recognition occurs when there is authority to record the revenue and an event has happened that gives the public sector entity the right to the revenue.

Current developments (continued)

Public Sector Accounting Standards (continued)

Standard	Summary and implications
Financial Instruments and Foreign Currency Translation	<ul style="list-style-type: none"> – New accounting standards, PS3450 <i>Financial Instruments</i>, PS2601 <i>Foreign Currency Translation</i>, PS1201 <i>Financial Statement Presentation</i> and PS3041 <i>Portfolio Investments</i> have been approved by PSAB and are effective for years commencing on or after April 1, 2021. – Equity instruments quoted in an active market and free-standing derivatives are to be carried at fair value. All other financial instruments, including bonds, can be carried at cost or fair value depending on the government's choice and this choice must be made on initial recognition of the financial instrument and is irrevocable. – Hedge accounting is not permitted. – A new statement, the Statement of Remeasurement Gains and Losses, will be included in the financial statements. Unrealized gains and losses incurred on fair value accounted financial instruments will be presented in this statement. Realized gains and losses will continue to be presented in the statement of operations.
Employee Future Benefit Obligations	<ul style="list-style-type: none"> – The Public Sector Accounting Board ("PSAB") has initiated a review of sections PS3250 <i>Retirement Benefits</i> and PS3255 <i>Post-Employment Benefits, Compensated Absences and Termination Benefits</i>. Given the complexity of issues involved and potential implications of any changes that may arise from this review, the project will be undertaken in phases. Phase I will address specific issues related to measurement of employment benefits. Phase II will address accounting for plans with risk sharing features, multi-employer defined benefit plans and sick leave benefits. – Two Invitations to Comment were issued and have closed. The first Invitation to Comment sought guidance on whether the deferral provisions in existing public sector standards remain appropriate and justified and the appropriateness of accounting for various components of changes in the value of the accrued benefit obligation and plan assets. The second Invitation to Comment sought guidance on the present value measurement of accrued benefit obligations. – A third Invitation to Comment seeks guidance on non-traditional pension plans. The deadline for responses to the third Invitation to Comment is February 1, 2019. – The ultimate objective of this project is to issue a new employment benefits section to replace existing guidance.

Current developments (continued)

Public Sector Accounting Standards (continued)

Standard	Summary and implications
Public Private Partnerships ("P3")	<ul style="list-style-type: none">– A taskforce was established in 2016 as a result of increasing use of public private partnerships for the delivery of services and provision of assets.– A Statement of Principles ("SOP") was issued in August 2017 which proposes new requirements for recognizing, measuring and classifying infrastructure procured through a public private partnership. An Exposure Draft of the new standard is expected to be issued in December 2018.– The SOP proposes that recognition of infrastructure by the public sector entity would occur when it controls the purpose and use of the infrastructure, when it controls access and the price, if any, charged for use, and it controls any significant interest accumulated in the infrastructure when the P3 ends.– The SOP proposes the public sector entity recognize a liability when it needs to pay cash or non-cash consideration to the private sector partner for the infrastructure.
International Strategy	<ul style="list-style-type: none">– PSAB is in the process of reviewing its current approach towards International Public Sector Accounting Standards. This project may result in changes to the role PSAB plays in setting standards in Canada.– A consultation paper was released for comment in May 2018 and has closed. The consultation paper described the decision-making criteria PSAB expects to consider in evaluating the international strategy that best serves the public sector. It also introduced four proposed international strategies that PSAB considers to be viable.

Current developments (continued)

Public Sector Accounting Standards (continued)

Standard	Summary and implications
Concepts Underlying Financial Performance	<ul style="list-style-type: none"> – PSAB is in the process of reviewing the conceptual framework that provides the core concepts and objectives underlying Canadian public sector accounting standards. – A Statement of Concepts (“SOC”) and Statement of Principles (“SOP”) were issued for comment in May 2018 and has closed. – The SOC proposes a revised, ten chapter conceptual framework intended to replace PS 1000 <i>Financial Statement Concepts</i> and PS 1100 <i>Financial Statement Objectives</i>. The revised conceptual framework would be defined and elaborate on the characteristics of public sector entities and their financial reporting objectives. Additional information would be provided about financial statement objectives, qualitative characteristics and elements. General recognition and measurement criteria, and presentation concepts would be introduced. – The SOP includes principles intended to replace PS 1201 <i>Financial Statement Presentation</i>. The SOP proposes: <ul style="list-style-type: none"> • Removal of the net debt indicator, except for on the statement of net debt where it would be calculated exclusive of financial assets and liabilities that are externally restricted and/or not available to settle the liabilities or financial assets. • Changes to common terminology used in the financial statements, including re-naming accumulated surplus (deficit) to net assets (liabilities). • Restructuring the statement of financial position to present non-financial assets before liabilities. • Removal of the statement of remeasurement gains (losses) with the information instead included on a new statement called the statement of changes in net assets (liabilities). This new statement would present the changes in each component of net assets (liabilities). • A new provision whereby an entity can use an amended budget in certain circumstances. – Inclusion of disclosures related to risks and uncertainties that could affect the entity’s financial position.

Appendices



Appendix 1: Audit quality and risk management



Appendix 2: KPMG's audit approach and methodology



Appendix 3: Lean in Audit™



Appendix 4: Required Communications



Appendix 5: Expected form of report



Appendix 6: Audit approach





Appendix 1: Audit quality and risk management



KPMG maintains a system of quality control designed to reflect our drive and determination to deliver independent, unbiased advice and opinions, and also meet the requirements of Canadian professional standards. Quality control is fundamental to our business and is the responsibility of every partner and employee. The following diagram summarises the six key elements of our quality control systems. Visit our [Audit Quality Resources](#) page for more information including access to our audit quality report, *Audit quality: Our hands-on process*.

Other controls include:

- Before the firm issues its audit report, Engagement Quality Control Reviewer reviews the appropriateness of key elements of publicly listed client audits.
- Technical department and specialist resources provide real-time support to audit teams in the field.

We conduct regular reviews of engagements and partners. Review teams are independent and the work of every audit partner is reviewed at least once every three years.

We have policies and guidance to ensure that work performed by engagement personnel meets applicable professional standards, regulatory requirements and the firm's standards of quality.

We do not offer services that would impair our independence.



All KPMG partners and staff are required to act with integrity and objectivity and comply with applicable laws, regulations and professional standards at all times.

The processes we employ to help retain and develop people include:

- Assignment based on skills and experience;
- Rotation of partners;
- Performance evaluation;
- Development and training; and Appropriate supervision and coaching.

We have policies and procedures for deciding whether to accept or continue a client relationship or to perform a specific engagement for that client.

Existing audit relationships are reviewed annually and evaluated to identify instances where we should discontinue our professional association with the client.

Appendix 2: KPMG's audit approach and methodology

This year we will expand our use of technology in our audit through our new smart audit platform, KPMG Clara.

Collaboration in the audit

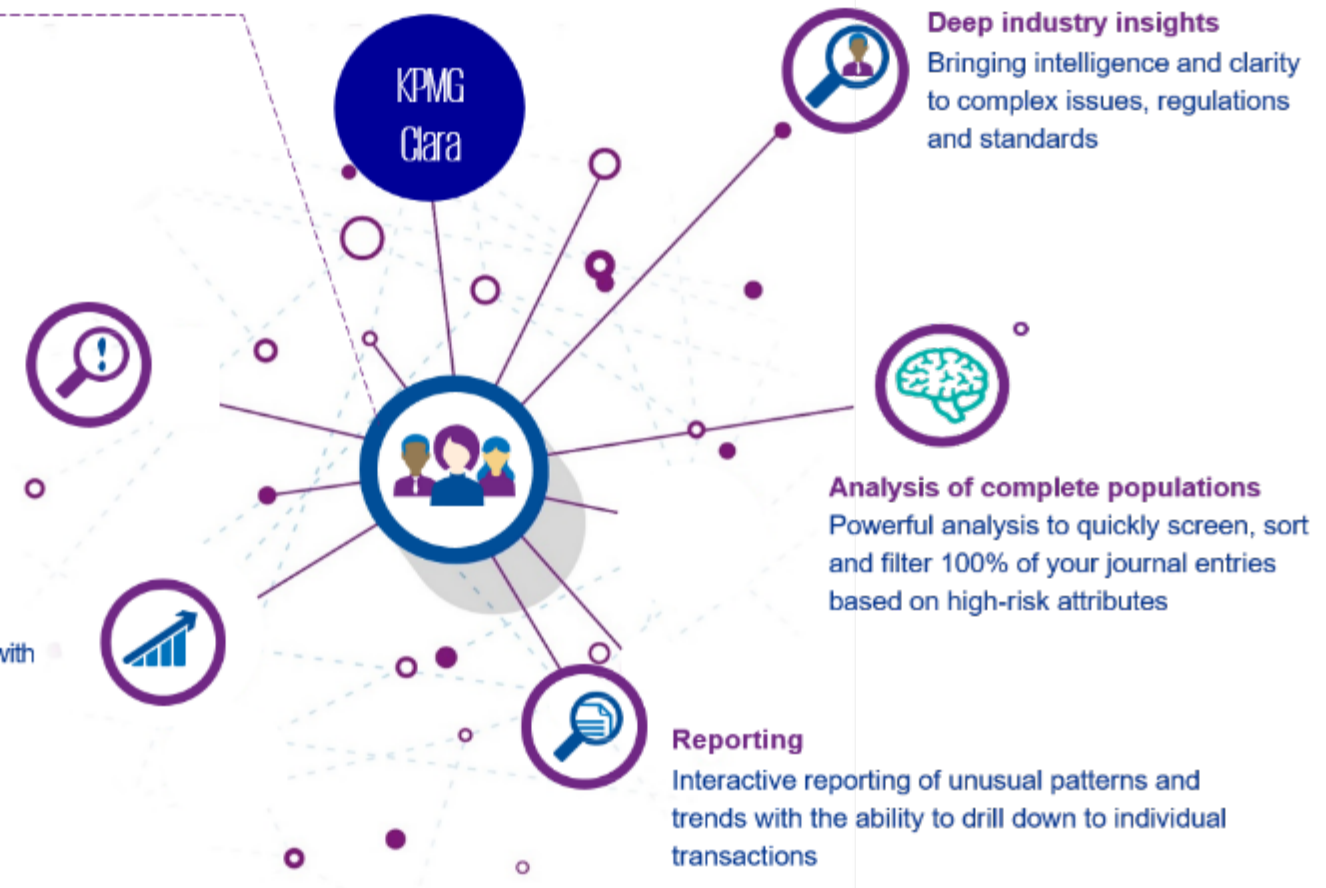
A dedicated KPMG Audit home page gives you real-time access to information, insights and alerts from your engagement team

Issue identification

Continuous updates on audit progress, risks and findings before issues become events

Data-driven risk assessment

Automated identification of transactions with unexpected or unusual account combinations — helping focus on higher risk transactions and outliers





Appendix 3: Lean in Audit™

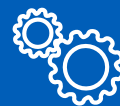


An innovative approach leading to enhanced value and quality

Our new innovative audit approach, Lean in Audit, further improves audit value and productivity to help deliver real insight to you. Lean in Audit is process oriented, directly engaging organizational stakeholders and employing hands-on tools, such as walkthroughs and flowcharts of actual financial processes.

By embedding Lean techniques into our core audit delivery process, our teams are able to enhance their understanding of the business processes and control environment within your organization – allowing us to provide actionable quality and productivity improvement observations.

Any insights gathered through the course of the audit will be available to both engagement teams and yourselves. For example, we may identify control gaps and potential process improvement areas, while companies have the opportunity to apply such insights to streamline processes, inform business decisions, improve compliance, lower costs, increase productivity, strengthen customer service and satisfaction and drive overall performance.



How it works

Lean in Audit employs three key Lean techniques:



1. Lean training

Provide basic Lean training and equip our teams with a new Lean mindset to improve quality, value and productivity.



2. Interactive workshops

Perform interactive workshops to conduct walkthroughs of selected financial processes providing end to end transparency and understanding of process and control quality and effectiveness.



3. Insight reporting

Quick and pragmatic insight report including your team's immediate quick win actions and prioritized opportunities to realize benefit.



Appendix 4: Required communications



In accordance with professional standards, there are a number of communications that are required during the course of and upon completion of our audit. These include:



Engagement letter

The objectives of the audit, our responsibilities in carrying out our audit, as well as management's responsibilities, are set out in the engagement letter and any subsequent amendment letters.



Management representation letter

We will obtain from management certain representations at the completion of the annual audit. In accordance with professional standards, copies of the representation letter will be provided to the Finance and Audit Committee.



Audit planning report

As attached



Audit findings report

At the completion of our audit, we will provide a report to the Finance and Audit Committee.



Required inquiries

Professional standards require that during the planning of our audit we obtain your views on risk of fraud and other matters. We make similar inquiries to management as part of our planning process; responses to these will assist us in planning our overall audit strategy and audit approach accordingly



CPAB Audit Quality Insights Report (October 2018) (formerly the "Big Four Firm Public Report")



Appendix 5: Expected form of report

To the Mayor and Councillors of the City of Nanaimo

Opinion

We have audited financial statements of the City of Nanaimo (the Entity), which comprise:

- the statement of financial position as at December 31, 2018
- the statement of operations for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statements of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the “financial statements”).

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2018, and its results of operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the “Auditors’ Responsibilities for the Audit of the Financial Statements” section of our auditors’ report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity’s ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity’s financial reporting process.

Auditors’ Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors’ report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.



Appendix 5: Expected form of report (continued)

Auditors' Responsibilities for the Audit of the Financial Statements (continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.
- The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Appendix 6: Audit Approach

Account	Audit Approach
Tangible capital assets and deferred development cost charges	<p>Review the approval and related review process for capital expenditures to ensure they are in line with approved budgets.</p> <p>Perform substantive procedures such as agreeing additions to supporting documentation, analytical procedures over tangible capital assets and amortization.</p> <p>Compare actual spending to annual capital budget and overall replacement program and infrastructure construction progress against capital plan.</p> <p>Validate assumptions over remaining useful lives through discussions with engineering and review of replacement/maintenance schedules.</p> <p>Test deferred capital contributions received to ensure amounts are appropriately restricted and accurately recorded.</p> <p>Review management's assessment of contaminated sites and verify completeness and reasonableness of liabilities recognized.</p> <p>Review agreements for contractual commitments and related disclosure requirements.</p>
Salaries and benefits	<p>Perform substantive procedures such as testing of cut-off and analytical procedures over payroll liabilities and expense.</p> <p>Review of assumptions and method used in estimating the liability of future employee benefits to ensure the assumptions and methods used are reasonable and consistent with Public Sector Accounting Standards.</p> <p>Retrospective review of management's previous estimates.</p> <p>Review contracts to ensure that specific contingencies and settlements have been appropriately recorded.</p>
Cash and investments	<p>Agree cash balances to bank reconciliations and bank confirmations.</p> <p>Agree recorded values of investments to the investment manager confirmation.</p> <p>Agree a sample of freely traded investments to readily available 3rd party quotes.</p>
Revenue and receivables management	<p>Perform substantive analytical procedures over tax revenue based on BC Assessment Authority assessed values and Council approved property tax rates by class.</p> <p>Disaggregated analytical testing of revenue balances compared to prior year and budget.</p> <p>Assessment of revenue recognition in accordance with Public Sector Accounting Standards.</p>
Expenses, procurement and payables	<p>Perform a search for unrecorded liabilities by testing payments made subsequent to year end.</p> <p>Perform analytical procedures comparing actual balances to expectations.</p> <p>Test expense reports (at both the management and Council level) to ensure appropriate review and compliance with the City's reimbursement policies.</p>



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