



AGENDA SPECIAL COUNCIL MEETING

Monday, January 14, 2019

4:30 p.m. to proceed "In Camera", Reconvene the Open Meeting at 7:00 p.m.

SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE

80 COMMERCIAL STREET, NANAIMO, BC

SCHEDULED RECESS AT 9:00 P.M.

Pages

1. CALL TO ORDER:

2. 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:

(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under Section 21 of the *Freedom of Information and Protection of Privacy Act*;

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public; and,

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

Section 90(2):

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

3. INTRODUCTION OF LATE ITEMS

4. APPROVAL OF THE AGENDA:

5. ADOPTION OF THE MINUTES:

- a. Minutes 9 - 14

Minutes of the Special Council Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Monday, 2018-DEC-10 at 4:30 p.m.

- b. Minutes 15 - 20

Minutes of the Special Council Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Wednesday, 2018-DEC-12 at 9:00 a.m.

6. MAYOR'S REPORT:

- a. Recipients for the 2019 Culture and Heritage Awards

At the Special In Camera Council Meeting Held December 17, 2018 Council selected the following award recipients for the 2019 Culture and Heritage Awards:

Mr. Dean Chadwick – 2019 Honour in Culture Award
Nanaimo Historical Society – 2019 Honour in Heritage Award
Mr. Nico Rhodes – 2019 Emerging Cultural Leader Award

- b. Symposium on Water Stewardship in a Changing Climate

That Council approve Councillor Bonner to attend the Symposium on Water Stewardship in a Changing Climate, held on April 3 and 4, 2019, in Parksville, BC.

7. PRESENTATIONS:

8. DELEGATIONS:

- a. Delegation from Holden Southward regarding steps to become more self-reliant, self-owned and self-determined 21

Holden Southward to speak regarding steps toward self-reliance.

- b. Delegation from Camela Tang, President, Nanaimo Boathouse Society, and Ian Niamath, Architect, regarding the Nanaimo Boathouse Society 22

Camela Tang, President, Nanaimo Boathouse Society, and Ian Niamath, Architect, to speak regarding working with the City to build the Nanaimo Boathouse and Paddling Centre.

- c. Delegation from Lynn Burrows, Brechin United Church Outreach and Joan Hunting regarding reconciliation workshops 23

Lynn Burrows, Brechin United Church Outreach Team and Joan Hunting to request \$10,000 to cover facilitator and refreshments cost for five reconciliation workshops.

- d. Delegation from Darrel Gyorfi and Fred MacDonald regarding safety and security plan for Newcastle Neighbourhood 24

Darrel Gyorfi and Fred MacDonald to speak regarding safety, security and criminal concerns as well as demographics and makeup in the Newcastle Neighbourhood.

9. CONSENT ITEMS:

- a. Committee Minutes

That Council receive, for information, the following Committee Minutes:

- | | | |
|----|---|---------|
| 1. | Design Advisory Panel Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, Thursday, 2018-MAY-10, at 5:00 p.m. | 25 - 27 |
| 2. | Design Advisory Panel Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, Thursday, 2018-NOV-08, at 4:00 p.m. | 28 - 33 |
| 3. | Design Advisory Panel Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, Thursday, 2018-NOV-22, at 5:00 p.m. | 34 - 37 |

10. REPORTS:

a. 2019 Association of Vancouver Island Coastal Communities Resolutions

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To be introduced by Sheila Gurrie, City Clerk.

Purpose: To present for Council's consideration, resolutions for submission to the Association of Vancouver Island and Coastal Communities for consideration at the 2019 Annual General Meeting and Convention.

Recommendation: That Council provide direction regarding the following resolutions:

(a) Development Cost Charges

WHEREAS the Local Government Act currently restricts the imposition of Development Cost Charges to areas of sewage, water, drainage, highway facilities and park land;

AND WHEREAS new development creates capital cost burdens on municipalities in other areas, such as emergency services, solid waste management, and recreational and cultural facilities;

THEREFORE BE IT RESOLVED that Association of Vancouver Island and Coastal Communities and Union of BC Municipalities request the provincial government amend the Local Government Act to allow for the imposition of Development Cost Charges in areas other than sewage, water, drainage, highway facilities and park land.

(b) Property Taxation:

WHEREAS Section 193 of the Community Charter restricts a municipality from imposing fees or taxes except as expressly authorized under the Community Charter or another Act;

AND WHEREAS urban sprawl creates higher infrastructure costs, transportation costs, and other expenses borne by society;

AND WHEREAS municipalities attempt to control urban sprawl whilst encouraging healthier lifestyles and alternative modes of transportation;

THEREFORE BE IT RESOLVED that the provincial government amend the Community Charter to allow municipalities to adjust their property tax rates by setting density brackets in their jurisdiction, to use at their discretion, as an incentive to reduce urban sprawl and as a method of assigning infrastructure and maintenance costs more accurately amongst end users.

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

Purpose: To introduce "Port Theatre Borrowing Bylaw 2019 No. 7282", for first, second and third readings and to obtain a Council resolution to fund \$100,000 of the City's commitment for the project from the Strategic Infrastructure Reserve.

Recommendation:

1. That "Port Theatre Borrowing Bylaw 2019 No. 7282" (To authorize the borrowing of up to \$4,500,000 for the construction of the Port Theatre Community Performing Arts Centre), pass first reading;
2. That "Port Theatre Borrowing Bylaw 2019 No. 7282" pass second reading; and,
3. That "Port Theatre Borrowing Bylaw 2019 No. 7282" pass third reading.
4. That Council approve funding \$100,000 of the City's commitment of the Port Theatre Performing Arts Centre funding from the Strategic Infrastructure Reserve.

To be introduced by Dale Lindsay, Director, Community 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 approve the 2019 Culture & Heritage Grant (Operating and Projects funding) recommendations of \$338,887 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	\$1,222
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

d. UBCM Community Child Care Planning Program Grant

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To be introduced by Dale Lindsay, Director, Community Development.

Purpose: To obtain Council's endorsement of a collaborative application to the Union of BC Municipalities for funding under the Community Child Care Planning Program grant stream.

Recommendation: That Council support an application to the Union of BC Municipalities for funding under the *Community Child Care Planning Program* on behalf of a collaborative group comprised of the City of Nanaimo and one or more local governments in the region, and that the City of Nanaimo provide overall grant management for the collaborative.

- e. Seventh Street Pump Station and Force Main Project 113 - 115

To be introduced by Bill Sims, Director, Engineering and Public Works.

Purpose: To seek approval to increase the budget for the Seventh Street Pump Station and Force Main project by \$600,000.

Recommendation: That Council direct Staff to increase the budget for DCC SS45 Chase River Pump Station and Force main by \$350,000 and increase the budget for Seventh Street Watermain: Park to Douglas by \$250,000.

11. BYLAWS:

- a. "Financial Plan Bylaw 2018 No. 7279" 116 - 119

That "Financial Plan Bylaw 2018 No. 7279" (To confirm and adopt the 2019 - 2023 Financial Plan) be adopted.

- b. Bylaw Status Sheet (For Information Only) 120 - 121

12. CORRESPONDENCE:

13. NOTICE OF MOTION:

14. OTHER BUSINESS:

- a. Councillor Hemmens Motion Regarding Governance and Priorities Committee

During the 2018-DEC-17 Council Meeting, Councillor Hemmens advised that she would be bringing forward the following motion for consideration:

"That Staff develop a Terms of Reference for a Governance and Priorities Committee by March 1, 2019, with the following considerations:

1. The Committee will include all members of Council;
2. The Committee is intended to be an open forum for more robust discussion and debate on select priority topics, with recommendations provided to Council for consideration; and,
3. The Committee is intended to be a forum where guests and subject matter experts can be invited to participate in discussion."

b. Councillor Bonner Motion Regarding Community Amenity Contribution

During the 2018-DEC-17 Council Meeting, Councillor Bonner advised that he would be bringing forward the following motion for consideration:

"That Staff review the Community Amenity Contribution calculation, currently set at \$1,000 per residential unit and \$34/m2 of commercial gross floor area, to ensure it is consistent with current practices and market conditions and to ensure it responds to the local need for affordable housing."

c. Councillor Bonner Motion Regarding Arts and Culture Multi-Year Lease Agreements

During the 2018-DEC-17 Council Meeting, Councillor Bonner advised that he would be bringing forward the following motion for consideration:

"That Staff engage with Arts and Culture groups who lease property from the City of Nanaimo by May 1, 2019 to determine if the groups would benefit from multi-year lease agreements in order to be eligible apply to for grant funding from senior levels of governments for capitol projects."

d. Councillor Bonner Motion Regarding Truth and Reconciliation Call to Action #57

During the 2018-DEC-17 Council Meeting, Councillor Bonner advised that he would be bringing forward the following motion for consideration:

"That Staff develop an implementation plan for responding to Truth and Reconciliation Call-to-Action #57 for Council's consideration by July 1, 2019."

e. Board of Variance Appointments

At the 2018-DEC-17 "In Camera" Council Meeting, Allan Dick and Kenneth Hample were appointed to the Board of Variance.

15. **QUESTION PERIOD:**

16. **ADJOURNMENT:**

MINUTES
SPECIAL COUNCIL MEETING
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2018-DEC-10, AT 4:30 P.M.

Present: Mayor L. Krog
Councillor S. D. Armstrong
Councillor D. Bonner
Councillor T. Brown
Councillor B. Geselbracht
Councillor E. Hemmens
Councillor Z. Maartman
Councillor I. W. Thorpe
Councillor J. Turley

Staff: J. Rudolph, Chief Administrative Officer
R. J. Harding, Director of Parks and Recreation (arrived 7:00 p.m.)
D. Lindsay, Director of Community Development
B. Sims, Director of Engineering and Public Works
J. Van Horne, Director of Human Resources (arrived 7:00 p.m.)
K. Fry, Fire Chief (arrived 7:00 p.m.)
L. Mercer, Acting Director of Financial Services (arrived 7:00 p.m.)
W. Fulla, Manager, Business, Asset & Financial Planning (arrived 8:31 p.m.)
D. Laberge, Manager of Community Safety (vacated 6:43 p.m.)
R. Botwright, Senior Applications Analyst (arrived 7:00 p.m., vacated 8:30 p.m.)
D. Blackwood, Client Support Specialist (arrived 7:00 p.m.)
S. Gurrie, City Clerk
J. Vanderhoef, Recording Secretary

1. CALL THE SPECIAL MEETING TO ORDER:

The Special Council Meeting was called to order at 4:29 p.m.

2. PROCEDURAL MOTION TO PROCEED IN CAMERA:

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

Section 90(1) A part of a Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under Section 21 of the *Freedom of Information and Protection of Privacy Act*;
- (n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (2); and,

Community Charter Section 90(2):

- (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

The motion carried unanimously.

Council moved “In Camera” at 4:40 p.m.

Council moved out of “In Camera” at 6:44 p.m.

It was moved and seconded that the Special Council Meeting recess at 6:44 p.m. The motion carried unanimously.

The Special Council Meeting reconvened at 7:01 p.m.

3. INTRODUCTION OF LATE ITEMS:

- (a) Sheila Gurrie, City Clerk, noted that some Councillors have requested to remove budget items currently listed under Agenda Item 9 – Consent Items. These items will be discussed separately, directly following adoption of the Consent Items.

4. APPROVAL OF THE AGENDA:

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

5. ADOPTION OF THE MINUTES:

It was moved and seconded that the Minutes of the Council Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2018-DEC-03 at 4:00 p.m. be adopted as circulated. The motion carried unanimously.

6. PRESENTATIONS:

(a) eTOWN Hall to Discuss the 2019 - 2023 Financial Plan

Introduced by Sheila Gurrie, City Clerk.

Reed Botwright, Senior Applications Analyst, introduced the eTOWN Hall and spoke regarding the different ways City of Nanaimo residents are able to ask their questions such as Facebook, telephone, Twitter and In-person.

The eTOWN Hall adjourned at 8:30 p.m.

R. Botwright vacated the Shaw Auditorium at 8:30 p.m.

W. Fulla entered the Shaw Auditorium at 8:31 p.m.

7. DELEGATIONS:

- (a) Darren Moss provided a presentation introducing the Planning Design Development Nanaimo Society.

8. CONSENT ITEMS:

Sheila Gurrie, City Clerk, explained the process for adopting Consent Items and removing items for further discussion.

Councillor Bonner requested that Consent Item (a)(8) be removed from the Consent Items for separate discussion.

Councillor Turley requested that Consent Item (a)(12) be removed from the Consent Items for separate discussion.

(a) Committee Recommendations

It was moved and seconded that Council approve adoption the following motions recommended during the Special Finance and Audit Committee Meeting 2018-DEC-05:

- That Council set the 2019 Draft Funding Level for Project Funding – General Taxation at \$6.9 million, a funding increase of \$1.1 million over 2018.
- That Council increase the RCMP contract to include 15 new members, 3 per year, over a 5 year period 2020-2024.
- That Council increase the growth estimate for 2019 to \$1.3 million from \$1.2 million.
- That Council extend the transition period of the annual Casino revenue to the Strategic Infrastructure Reserve from 4 years to 5 years and eliminate the 2019 increase in funding.

- That Council maintain the status quo for Economic Development – Service Delivery in the 2019 – 2023 Draft Financial Plan.
- That Council continue with the 1% annual increase for contributions to General Asset Management Reserve, to address the infrastructure funding gap.
- That Council move \$50,000, to create an internal order for Public Engagement, under the Office of the Chief Administrative Officer, to facilitate community engagement in the New Year, to be funded from the Strategic Infrastructure Reserve.
- That Council approve the following new positions listed in the 2019 Draft Plan:
 - City Administration - Manager, Communications
 - Public Safety - Bylaw Enforcement Officer –Parking Patroller (Hospital Area Parking Strategy)
 - Public Safety - Bylaw Enforcement Officer –Parking Patroller (CPSO Office)
 - Community Development - Administrative Support
 - Engineering and Public Works - Parking and Street Use Coordinator
 - Engineering and Public Works - Public works Clerk/Dispatcher
 - Parks and Recreations - Special Events Coordinator
- That Council include an additional Automated Truck and Refuse Collector in January 2020, truck to be budgeted in 2019, and another in July 2022, to be funded from the Sanitation User Fees.
- That Council include a one year Temporary GIS Technologist position in 2019, to be funded from the 2018 Surplus.
- That Council approve the Draft 2019 – 2023 Financial Plan with the proposed changes from 2018-DEC-05.

The motion carried unanimously.

(b) Separately Considered Consent Items:

(1) Consent Item (a)(8) re: Snow and Ice Reserve

It was moved and seconded that Council direct Staff to combine the Engineering and Public Works Snow and Ice Reserve with the Parks and Recreation Snow and Ice Reserve, to have an annual contribution of \$175,000, and cap the reserve at \$800,000. The motion was defeated.

Opposed: Mayor Krog and Councillors Armstrong, Hemmens, Maartman, Thorpe

(2) Consent Item (a)(12) re: Career Firefighter Positions

It was moved and seconded that Council include an additional four career firefighter positions in the 2019 Draft Plan. The motion carried.

Opposed: Councillor Turley

(1) Consent Item (a)(8) re: Snow and Ice Reserve (continued)

It was moved and seconded that Council reduce the contribution to the Engineering and Public Works Snow and Ice Reserve in 2019 to \$100,000. The motion carried.

Opposed: Councillor Armstrong

(c) Councillor Geselbracht re: Recycling and Policy Advisor Position

It was moved and seconded that Council add the Recycling and Policy Advisor position to the 2019 Draft Plan. The motion carried unanimously.

(d) Councillor Brown re: Active and Sustainable Transportation Coordinator

It was moved and seconded that Council add the Active and Sustainable Transportation Coordinator position to the 2019 Draft Plan. The motion carried.

Opposed: Councillors Armstrong, Thorpe, Turley

9. REPORTS:

(a) 2019 Association of Vancouver Island and Coastal Communities Resolutions

Introduced by Sheila Gurrie, City Clerk.

It was moved and seconded that Council:

1. identify any topics on which Council wishes Staff to draft resolutions; and,
2. direct Staff to present resolutions at the 2019-JAN-14 Regular Committee of the Whole Meeting for consideration of adoption and submission to the Association of Vancouver Island and Coastal Communities 2019 Annual General Meeting and Convention.

The motion carried unanimously.

It was moved and seconded that Council direct Staff to prepare a motion for submission to the Association of Vancouver Island and Coastal Communities regarding Development Cost Charges for additional items such as fire halls, recreation centres, expanded facilities, expanded park considerations and cultural facilities to be considered by the provincial government and the appropriate legislation. The motion carried unanimously.

It was moved and seconded that Council direct Staff to prepare a motion for submission to the Association of Vancouver Island and Coastal Communities regarding property taxation being reviewed to permit taxation based on population density, in addition to other taxation methods, as an additional tool for municipalities to enforce at their discretion. The motion carried unanimously.

10. CORRESPONDENCE:

- (a) Correspondence from the Association of Vancouver Island and Coastal Communities regarding 2019 Annual General Meeting and Convention.

Mayor Krog requested that the correspondence from the Association of Vancouver Island and Coastal Communities regarding 2019 Annual General Meeting and Convention be placed on a future Council Meeting agenda under Other Business.

- (b) Correspondence from the Ministry of Municipal Affairs and Housing, dated 2018-DEC-05, regarding CleanBC initiative.

11. QUESTION PERIOD:

- Dorothy Houghton re: bylaw enforcement relating to vacant/derelict/unsightly properties.

12. ADJOURNMENT:

It was moved and seconded at 9:41 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

MINUTES
SPECIAL COUNCIL MEETING
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
WEDNESDAY, 2018-DEC-12, AT 9:00 A.M.

Present: Mayor L. Krog
Councillor S. D. Armstrong
Councillor D. Bonner
Councillor T. Brown
Councillor B. Geselbracht
Councillor E. Hemmens
Councillor Z. Maartman
Councillor I. W. Thorpe
Councillor J. Turley

Staff: J. Rudolph, Chief Administrative Officer
R. J. Harding, Director of Parks and Recreation (entered 10:06 a.m., vacated 10:29 a.m.)
D. Lindsay, Director of Community Development (vacated 10:21 a.m.)
B. Sims, Director of Engineering and Public Works (vacated 10:38 a.m.)
L. Mercer, Acting Director of Financial Services
W. Fulla, Manager Business Asset and Financial Planning (vacated 10:38 a.m.)
J. Rushton, Manager, Purchasing and Stores (vacated 9:43 a.m.)
L. Bhopalsingh, Manager, Community and Cultural Planning (vacated 10:21 a.m.)
A. Groot, Manager, Facility Planning and Operations (entered 9:47 a.m., vacated 10:29 a.m.)
M. Demecha, Manager, Civic Facilities (entered 10:18 a.m., vacated 10:29 a.m.)
C. Barfoot, Recreation Coordinator (vacated 10:21 a.m.)
J. Horn, Social Planner (vacated 9:57 a.m.)
S. Snelgrove, Deputy Corporate Officer
G. Whitters, Recording Secretary (vacated 10:38 a.m.)

1. CALL THE SPECIAL MEETING TO ORDER:

The Special Council Meeting was called to order at 9:00 a.m.

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:

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

4. DELEGATIONS:

- (a) Leon Davis, Manager of Nanaimo and District, BC SPCA, provided a presentation regarding the Nanaimo Low Income Spay and Neuter Initiative Program (SNIP). He provided an overview of the SNIP program and its benefits and requested that Council allocate \$25,000 over two years toward the SNIP program.

It was moved and seconded that Council direct Staff to prepare a report for review as soon as possible regarding Mr. Davis's funding request for the Nanaimo and District SPCA Spay/Neuter program including terms, source and amount of funding and to include potential options for making it a line item in future budgets. The motion carried unanimously.

- (b) Mike Scott, Director of Nanaimo Pride Society, and Rick Dagg, Secretary of Nanaimo Pride Society (NPS), spoke regarding the short- and long-term goals of the Nanaimo Pride Society outlining some of the resources provided by NPS, challenges faced by the LGBTQ community and the annual Nanaimo Pride Parade event.

They requested a multi-year agreement which would include the following:

- Rainbow crosswalk maintenance
- Supply and removal of barricades and signage for Pride Parade
- Standing reservation of Maffeo-Sutton Park on the second Sunday of every June for Pride festivities,
- Annual grant of \$10,000
- Establishment of a resource and social space for the LGBTQ community

It was moved and seconded that Council direct Staff to prepare a report regarding options for supporting the \$10,000 request from the Nanaimo Pride Society. The motion carried unanimously.

5. REPORTS:

- (a) Quarterly Purchasing Report Single and Sole Source, Instances of Non-Compliance Purchases and Purchases in Excess of \$250,000

Introduced by Laura Mercer, Acting Director, Financial Services.

It was moved and seconded that the report titled "Quarterly Purchasing Report Single and Sole Source, Instances of Non-Compliance Purchases and Purchases in Excess of \$250,000," dated 2018-DEC-12, be received for information. The motion carried unanimously.

- (b) Capital Project Results for the Nine Months Ending 2018-SEP-30

Introduced by Laura Mercer, Acting Director, Financial Services.

It was moved and seconded that the Capital Project Results for the Nine Months Ending 2018-SEP-30 report dated, 2018-DEC-12, be received for information. The motion carried unanimously.

J. Rushton vacated the Shaw Auditorium at 9:43 a.m.
A. Groot entered the Shaw Auditorium at 9:47 a.m.

(c) Operating Results for the Nine Months Ending 2018-SEP-30

Introduced by Laura Mercer, Acting Director, Financial Services.

It was moved and seconded that Council receive the Operating Results for the Nine Months Ending 2018-SEP-30 report, dated 2018-DEC-12, be received for information. The motion carried unanimously.

(d) Council Expenses for the Nine Months Ending 2018-SEP-30

Introduced by Laura Mercer, Acting Director, Financial Services.

It was moved and seconded that Council receive the report titled “Council Expenses for the Nine Months Ending 2018-SEP-30,” dated 2018-DEC-12, for information. The motion carried unanimously.

Councillor Bonner vacated the Shaw Auditorium at 9:46 a.m. declaring a conflict of interest as he sits on the Board of Directors for a group recommended to receive a grant.

(e) Social Planning Grants - 2019 Recommendations

Introduced by Dale Lindsay, Director, Community Development.

It was moved and seconded that Council approve a total of \$85,000 for the 2019 Social Planning Grant allocations as follows:

2019 Community Vitality Grants		
<i>Organization</i>	<i>Project</i>	<i>Amount</i>
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		
<i>Organization</i>	<i>Project</i>	<i>Amount</i>
Nanaimo Women's Resources Society	Drop-In Crisis Support Services	\$24,000
United Way	Nanaimo Homeless Coalition Coordination/Communication	\$36,000

The motion carried unanimously.

J. Horn vacated the Shaw Auditorium at 9:57 a.m.
Councillor Bonner returned to the Shaw Auditorium at 9:57 a.m.
Councillor Turley vacated the Shaw Auditorium at 9:57 a.m. declaring a conflict of interest as his wife sits on the Board of the Vancouver Island Symphony.

(f) 2019 Culture & Heritage Grant Recommendations

Introduced by Dale Lindsay, Director, Community Development.

It was moved and seconded 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. The motion carried unanimously.

Councillor Bonner vacated the Shaw Auditorium at 10:05 a.m. declaring a conflict of interest as he does business with one of the groups recommended to receive a grant.
Councillor Turley returned to the Shaw Auditorium at 10:06 a.m.
R. Harding entered the Shaw Auditorium at 10:06 a.m.

(g) 2019 Downtown Event Grant Recommendations

Introduced by Dale Lindsay, Director, Community Development.

M. Demecha entered the Shaw Auditorium at 10:18 a.m.

It was moved and seconded that Council approve the 2019 Downtown Event Grant recommendations of \$150,000 as follows:

Organization Name	Event Name	Rec.
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

The motion carried unanimously.

Councillor Bonner returned to the Shaw Auditorium at 10:21 a.m.

C. Barfoot, L. Bhopalsingh and D Lindsay vacated the Shaw Auditorium at 10:21 a.m.

(h) Travel Assistance Grant - Nanaimo Squash Club

Introduced by Richard Harding, Director, Parks and Recreation.

It was moved and seconded 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. The motion carried unanimously.

(i) Travel Assistance Grant - Southside Minor Football

Introduced by Richard Harding, Director, Parks and Recreation.

It was moved and seconded 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 British Columbia Community Football Association Provincial Championships held on 2018-DEC-02 in Coquitlam, BC. The motion carried unanimously.

(j) Travel Assistance Grant - John Barsby Secondary Girls Volleyball

Introduced by Richard Harding, Director, Parks and Recreation.

It was moved and seconded 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. The motion carried unanimously.

(k) Frank Crane Arena - Ammonia Chiller Replacement and Refrigeration Plant Upgrade

Introduced by Richard Harding, Director, Parks and Recreation.

It was moved and seconded 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. The motion carried unanimously.

M. Demecha, A. Groot and R. Harding vacated the Shaw Auditorium at 10:29 a.m.

(I) Audit Planning Report for the year ended December 31, 2018 from KPMG

Introduced by Laura Mercer, Acting Director, Financial Services.

Liette Bates-Eamer, Audit Partner, KPMG, provided a presentation regarding the Audit Planning Report which included the following information:

- Audit team, fees charged and status of audit
- How materiality is set and the maximum allowable level for error
- Audit approach
- Review of risk
- Areas that audit procedures are focused on
- Current developments

6. QUESTION PERIOD:

No one in attendance wished to ask questions.

7. PROCEDURAL MOTION TO PROCEED IN CAMERA:

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

Section 90(1) A part of a Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (c) labour relations or other employee relations; and,
- (n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (2).

The motion carried unanimously.

Council moved “In Camera” and to the Douglas Rispin Room at 10:38 a.m.
Council moved out of “In Camera” at 12:17 p.m.

8. ADJOURNMENT:

It was moved and seconded at 12:17 p.m. that the meeting terminate. The motion carried unanimously.

CERTIFIED CORRECT:

CHAIR

CORPORATE OFFICER

Delegation Request

Holden Southward has requested an appearance before Council.

The requested date is January 14, 2019.

The requested meeting is:
Special Council

Presenter's Information:

City: Nanaimo
Province: BC
Bringing a presentation: No

Details of Presentation:

Steps in becoming much more self-reliant, self-owned and self-determined in our own municipality/fiscal responsibility.

Delegation Request

Camela Tang, President, Nanaimo Boathouse Society, and Ian Niamath, Architect, has requested an appearance before Council.

The requested date is January 14, 2019.

The requested meeting is:
Special Council

Presenter's Information:

City: Nanaimo
Province: BC
Bringing a presentation: No

Details of Presentation:

Establish the Boathouse as a priority for Nanaimo to work with the City to build the centre. The society will acquire boats, equipment and arrange for programs.

Delegation Request

Lynn Burrows and Joan Hunting have requested an appearance before Council.

The requested date is January 14, 2019.

The requested meeting is:
Special Council

Presenter's Information:

City: Nanaimo
Province: BC
Bringing a presentation: No

Details of Presentation:

To speak regarding reconciliation workshops and funding.

Delegation Request

Darrell Gyorfi and Fred MacDonald have requested an appearance before Council.

The requested date is January 14, 2019.

The requested meeting is:
Special Council

Presenter's Information:

City: Nanaimo
Province: BC
Bringing a presentation: No

Details of Presentation:

Safety, security, criminal concerns
Neighbourhood demographics and makeup
Desired Outcome:
Safety and security plan for Newcastle Neighbourhood with representation and funding necessary

MINUTES

OPEN DESIGN ADVISORY PANEL MEETING
SERVICE AND RESOURCE CENTRE BOARDROOM, 411 DUNSMUIR STREET, NANAIMO, BC
THURSDAY, 2018-MAY-10 AT 5:00 P.M.

PRESENT: Members: Gur Minhas, Chair
 Councillor Hong
 Dan Appell
 Frank Basciano
 Martin Hagarty
 Charles Kierulf
 Kevin Krastel
 Will Melville

 Staff: Dave Stewart, RPP, Planner
 Laurie Nielsen, Planning Clerk (Recording Secretary)

1. CALL THE DESIGN ADVISORY PANEL MEETING TO ORDER:

The Open Design Advisory Panel Meeting was called to order at 5:00 p.m.

2. ADOPTION OF AGENDA:

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

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Regular Meeting of the Design Advisory Panel held in the Boardroom, 411 Dunsmuir Street, Nanaimo, BC, on Thursday 2018-APR-12 at 5:00 p.m. be adopted as circulated. The motion carried unanimously.

4. PRESENTATIONS:

(a) Development Permit Application No. DP1099 - 1200 Dufferin Crescent

Dave Stewart, Planner introduced the project, a new Thermal Energy Building for Nanaimo Regional General Hospital and spoke regarding the pedestrian corridor between the buildings re CPTED concerns and landscaping challenges due to the hospital's heli-port location.

Stefan Schulson, Architect of Stantec Architecture Ltd., introduced Ms. Deanna Fourt, Director of Energy Efficiency for Vancouver Island Health Authority; and presented the project. Mr. Shulson spoke regarding site context, exterior building materials, building siting, proposed landscaping and CPTED considerations:

- Proposing boiler building in front facing Boundary with an administration annex at the back
- The appearance of this portion of the NRGH site is being upgraded.

- The intermediate area fronts onto the hospital's rehabilitation area which will become an intermediate amenity space.
- The planned landscaping consists of low trees and any plant material will be kept under-height to accommodate the heli-port flight path requirements.
- Building height is capped at 9.0m.
- Improving the entry to provide better pedestrian access.
- Pedestrian walkway with CPTED concerns: There is a clear line to the rehab area with a lot of activity the area - the building will be well lit.
- Loading zone will not be an active loading zone - 6 parking stalls added
- An electrical catwalk is located in the intermediate service level.
- The existing cooling tower will be moving to rehab building.
- The west elevation with adjacent walkway - windows on the building will provide overlook and security to the area.
- The proposed exterior materials were explained.
- Building sections were explained along with the placement of equipment.

Panel discussion took place regarding:

- A reference was made to the new Hospital Area Plan and walkability within the area.
- The possible addition of more wood/trellis work to create a less institutional aesthetic.
- Site lighting and transparency of the building.
- The possibility of using opaque glass around water supply building to make the two buildings marry together a little better.
- The use of multiple textures and materials on the boiler building.
- The possible re-siting of the building to enhance and allow a wider walkway, allowing it to be more inviting.
- Onsite wayfinding signage.
- Ms. Fourt added there have been conversations regarding site programming.
- It was agreed the project would benefit by having an official landscape plan and rationale (as it relates to Boundary Avenue).
- The overall landscape plan and organization of the space to create a pleasant human, healing environment.

It was moved and seconded that Development Permit DP1099 be accepted as presented. The following recommendations were provided:

- Consider ways to simplify the material palette on the building to reflect existing strategies used onsite for service buildings.
- Consider relocation of the building onsite to widen the walkway between the buildings.
- Consider opportunities to introduce additional glazing into the main boiler hall area.
- Provide a landscape plan showing intent for use, grading and planting on adjacent site areas.

The motion carried unanimously.

5. ADJOURNMENT:

It was moved and seconded at 6:27 p.m. that the meeting terminate. The motion carried unanimously.



CHAIR

CERTIFIED CORRECT:



CORPORATE OFFICER

MINUTES
OPEN DESIGN ADVISORY PANEL MEETING
SERVICE AND RESOURCE CENTRE BOARDROOM, 411 DUNSMUIR STREET, NANAIMO, BC
THURSDAY, 2018-NOV-08 AT 4:00 P.M.

PRESENT: Members: Gur Minhas, Chair
 Frank Basciano
 Martin Hagarty
 Charles Kierulf (entered the meeting at 6:00 p.m.)
 Kevin Krastel
 Will Melville

Absent: Dan Appell

Staff: Lainya Rowett, Manager, Current Planning
 Lauren Wright, Planner
 Madeleine Koch, Planner
 Laurie Nielsen, Recording Secretary

1. CALL THE DESIGN ADVISORY PANEL MEETING TO ORDER:

The Open Design Advisory Panel Meeting was called to order at 4:00 p.m.

2. ADOPTION OF AGENDA:

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

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Design Advisory Panel Meeting held in the Boardroom, 411 Dunsmuir Street, Nanaimo, BC, on Thursday, 2018-OCT-11 at 4:00 p.m. be adopted as circulated. The motion carried unanimously.

4. PRESENTATIONS:

(a) Development Permit Application No. DP1115 - 615/699 Harewood Road

Madeleine Koch, Planner, Current Planning, introduced the eight unit townhouse development.

Michele Hayden, Architect, De Hoog and Kierulf Architects presented the project and spoke regarding site context (photos), zoning, and the need for a boundary adjustment.

- The units have been stepped back to better address the street.
- Buildings are nestled into the slope to work with the architecture.
- There is green space (and bicycle storage) for social interaction.

- All entries differ from one another.
- Secondary entrances are located at the rear of the site.
- Material finishes: cladding, contrasting Hardie board and light grey stucco. Cedar cladding at the front doors - wood trim and banding.
- Variances requested: Building height and Parking (shared drive aisle) to reduce hard surface area.

Cara MacDonald, Landscape Architect of MacDonald Gray Consultants, presented the Landscape Plan:

- A mix of native and non native planting material is proposed.
- There will be an onsite rain garden (landscaped with native planting material) to deal with storm water runoff.
- Trees and shrubs buffer the parking areas.
- A cedar hedge will be used to screen the site from the road.
- Amenity space with picnic tables.
- Tree retention wasn't an option due to the tight site; however, one tree on the north edge of the site may be retained.
- The garbage enclosure is concrete block with an open top.

Keith Davies, Civil Engineer, Cascara Consulting Engineering Limited, presented the Site Servicing for the site and spoke regarding the need to widen the laneway and storm water management.

Panel discussions took place regarding the following Items:

- The rezoning process to R6 / R5.
- The proposed screening from the intersection.
- The building forms and rooflines – and how the units address Wakesiah Avenue.
- Top floor ceiling height and the possibility of introducing more glass (taller windows with transoms) to reduce the massing.
- Methods used for site lighting.
- Possible ways to address Colliery Dam Park into the development (ie. add split rail fencing, and natural planting in keeping with a park-like setting); and, possibly finding a way to improve the pedestrian connection to the Colliery Dam railway.
- The possibility of opening up the parking areas to avoid sharp corners.
- It was suggested the applicant reconsider the use of Heavenly Bamboo due to its toxicity to wildlife.

It was moved and seconded that Development Permit No. DP1115 be accepted as presented with support for the proposed variances. The following recommendations were provided:

- Look at ways to break the massing of Buildings A and B by adding windows to the upper portion of the walls facing the park area.
- Suggest that the tree protection area be maintained.
- Consider ways to bring Colliery Dam Park details into the overall design of the development.
- Consider opening up parking areas to avoid sharp corners.
- Reconsider the use of Heavenly Bamboo in the planting material.
- Consider a way to improve the pedestrian connection to the Colliery Dam railway.

The motion carried unanimously.

(b) Development Permit Application No. DP11117 - 77 Chapel Street

Peter de Hoog, Architect, de Hoog and Kierulf Architects, presented the project and spoke regarding building architecture, site context, parking, the complexities of the site (slope), surrounding streetscape and proposed height variance.

- The site is triangular with a 1m road dedication. There is a 5-6m grade change within the site.
- Access to parking comes in from Skinner Street level and the Chapel Street level services the commercial components.
- A large terrace (resident amenity space – pool and club area) is located above the parking garage.
- Architectural Features: glass canopies, the lobby is pushed back to create a stronger main entrance, stone and glass used for the athletic club.
- Material palette: porcelain panels, palette of soft rays, warmer wood tones and cooler glass.
- There are vertical elements of stone and glass.
- The glass will be tinted but not mirrored due to regulation. Reflectivity is the issue.

Scott Murdoch, Landscape Architect, Murdoch De Greef Inc., presented the Landscape Plan and spoke regarding site topography, storm water management (rain gardens), green roof, and the overall planting plan.

- 1m walls with cascading rain garden effect along Skinner Street.
- Arbours/trellises will be used to define space.
- Fine gravel in the plaza space (will create a hard surface with weathering)
- Green roof areas will include low growing planting medium.
- The use of incorporated raingardens were explained regarding their operation and outflow.
- Planting plan: trees mostly non-native, a mix of native landscaping within the raingardens.
- Planting material is adapted to wet winters/dry summers.

Panel discussions took place regarding the following items:

- The architectural design and it's reconciling to the complexities of the site and streetscape.
- The frontage/facades of the Chapel Street commercial rental units.
- The architectural design and how it reflects Nanaimo or west coast living – Is there a way to add public to reference local history or associate the project to Nanaimo?
- The parking area ventilation methods.
- The traffic management plan (109 residential units).
- It was mentioned that it would be nice to have a clear sense of the colour of the building – colour of the glass, etc.
- The possibility of enlarging the public space for broader use by residents and the neighbourhood.
- The incorporation of rain gardens and storm water management.

It was moved and seconded that Development Permit No. DP1117 be accepted as presented with support for the proposed variances. The following recommendations were provided:

- Confirm glazing colour with Staff; and,
- Consider ways to increase the area of the proposed public space at the north end of the property.

The motion carried unanimously.

Charles Kierulf entered the Boardroom at 6:00 p.m.

(c) Development Permit Application No. DP1119 - 4800 Uplands Drive/6035 Linley Valley Drive

Lauren Wright, Planner, Current Planning Section, introduced the project, an apartment building complex comprised of three four-storey buildings consisting of 251 rental units.

Troy Harper, Architect, Harper Architecture and Design Inc., presented the project and spoke regarding site context, site and building layout, and the overall parking plan.

- Both underground and surface parking is available.
- Exterior materials include Hardie panel, stone, cultured stone. A variety of colours will be used. Cultured stone will be used mostly on lower level entries.
- There is a variation of shed roofs – some of the bedrooms will be staggered allowing balconies to be staggered.
- A mechanical room will be located in the parkade level. There will be no rooftop mechanical.

Cara MacDonald, Landscape Architect of MacDonald Gray Consultants, presented the Landscape Plan and spoke regarding the overall building plan, onsite pedestrian circulation, the natural play area, ground level unit access and proposed yard space where reasonable.

- Existing vegetation will be retained in established natural areas.
- Storm water management overviewed (not yet finalized).
- Proposing soil depth over the parkade for planting installation.
- The plant palette is a mix of native and non-native species.
- There are proposed plantings to cascade over the retaining wall.
- Concrete split rail fence feature around the rain garden – guard between entrance and Uplands Drive.

Drew Beiderwieden, Physical Engineer of Newcastle Engineering Ltd., explained the proposed storm water management plan.

Panel discussions took place regarding the following items:

- The proposed oversized retaining. It was suggested that a conceptual streetscape would be helpful to clearly illustrate the impact the retaining wall would have on the existing streetscape along this section of Uplands Drive. Concerns were also raised over maintenance of the wall.

- Review the design of the retaining wall along Uplands Drive to better address the steep slope guidelines.
- The proposed linear design of both buildings and ways to break the massing both externally and internally (long hallways).
- Consideration could be given to better fit the building to the site's topography. Currently, over-simplification of building form.
- Consider adding articulation to improve the buildings' overall aesthetic.
- The entrance way detail should be improved and highlighted.
- A concern was raised over the quality and integrity of the building elevations provided.
- It was suggested that the landscape plan clearly indicate how storm water relates to the landscaping.
- The possibility of adding a community garden to the landscape concept.
- The outdoor amenity space and its suggested uses.

It was moved and seconded that Development Permit Application No. DP1119 be denied as presented.

The motion carried unanimously.

The applicant was asked to return to the Design Panel at a later date.

(d) Development Permit Application No. DP1122 - 4745 Ledgerwood Road

Lauren Wright, Planner, Current Planning, introduced the project and spoke regarding the R8 – Medium Density Residential zoning, and explained the project which is comprised of 120 residential units. There are 2 buildings (4-storey and 5-storey forms). A Community Club Room is proposed for Building 2. A retaining wall height variance has been requested. The property is a steep slope site, and a portion of the development lies within the Nanaimo Parkway.

Joyce Troost, Architect of Joyce Reid Troost Architect, presented the project and spoke regarding site context, architectural features, building layout and the proposed retaining wall height variance.

- A major design consideration is to accommodate the site slope, and maximize the views of Mount Benson.
- This multi-family development introduces 120 residential units and generates its own community.
- The main concept behind the project is the use of the access lane and site organization. Site access was explained.
- Parking – 1 car/unit based on an existing covenant.
- The access point for Building 2 is along the access lane.
- The 2nd level of units is sitting below Ledgerwood Road.
- The parkade is sandwiched between the two buildings wrapping over and around it.
- The retaining wall is holding up the lane and the parkade; the proposed height variance is due to the natural grade.
- Using bold architectural walls to create a pattern or replication of the interior – creating natural light from multiple walls and angles, providing shadow lines.

Landscape Plan:

- Site amenities include, club room and office, community garden, and a natural play space for families.
- The natural area is proposed to be refurbished.
- A large area is being created for water retention.

Panel discussions took place regarding the following Items:

- How well the project responds to the slope.
- A concern was raised over the main entry location of Building 1 and its proximity and accessibility to parking.
- The proposed retaining wall design.
- A concern was raised over the down-land view from the site.


It was moved and seconded that Development Permit No. DP1122 be accepted as presented with support for the variances. The following recommendations were provided:

- Consider keeping the lane as one way to assist in creating privacy for the patios and a pedestrian feel for the site.
- Look at screening the property below, possibly by retaining the fir trees.
- Consider reducing the articulation of the upper roofline.
- Consider more spacious parking areas.
- Consider ways to improve wayfinding to the main entrances to both buildings.

The motion carried unanimously.

5. ADJOURNMENT:

It was moved and seconded at 8:10 p.m. that the meeting terminate. The motion carried unanimously.



CHAIR

CERTIFIED CORRECT:



CORPORATE OFFICER

MINUTES
OPEN DESIGN ADVISORY PANEL MEETING
SERVICE AND RESOURCE CENTRE BOARDROOM,
411 DUNSMUIR STREET, NANAIMO, BC
THURSDAY, 2018-NOV-22 AT 5:00 P.M.

PRESENT: Members: Gur Minhas, Chair
 Dan Appell
 Frank Basciano
 Martin Hagarty (vacated 6:00 p.m.)
 Charles Kierulf (vacated 6:00 p.m.)
 Kevin Krastel
 Will Melville

 Staff: Lainya Rowett, Manager, Current Planning
 Madeleine Koch, Planner
 Peggi Humphreys, Recording Secretary

 Other Councillor E. Hemmens (vacated 6:16 p.m.)

1. CALL THE OPEN DESIGN ADVISORY PANEL MEETING TO ORDER:

The Open Design Advisory Panel Meeting was called to order at 5:00 p.m.

2. ADOPTION OF AGENDA:

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

3. PRESENTATIONS:

(a) Development Permit Application No. DP1118 – 6010 Hammond Bay Road

Madeleine Koch, Planner, Current Planning, introduced the development of a four-storey, 53-unit, multi-family residential building. No variances have been requested.

Brent Murdoch, Architect, Murdoch + Company Architecture, presented the project with input from property owner, Jon Dietrich. The project is a large building consisting of market condominiums.

- The parking is located underground with some exterior stalls.
- Sightlines allow for the completion of Clayburn Place and infrastructure growth on Hammond Bay Road.
- The building has been designed to step down to reduce massing and mitigate a “big block” appearance.
- Terraced landscaping will soften property edges to create a better street image.

- Attempting to create a positive community feeling with a garden entrance, benches, semi public/private courtyard space.
- Notched out corners of the roof will hold rooftop gardens and a gathering, social place for residents.
- The building design uses layered, natural patterns and darker, saturated colours to create a feeling of looking through a forest.
- An urban style courtyard has opportunity to capture stormwater, along with trayed, green roof.
- There will not be any rooftop equipment.
- Less noticeable soffit lighting under decks will be used; strategic mounted lights added to pathways.
- Bike racks are located near the main entrance and storage units are located in the underground parking area.

Panel discussions took place regarding the following items:

- Privacy and CPTED (Crime Prevention through Environmental Design) issues were addressed re: the significant main entrance, walkway elevations, hedges, and patio door entrances.
- It was suggested the grading between the parkade edge and adjacent properties be softened with landscaping.
- The possibility that small setbacks right next to low density residential properties may cause residents to feel disconnected from the neighbourhood.
- The grade of the northwest corner of Clayburn Place, and the possibility that pedestrians may feel as if they are facing a dead end in this area.
- A pedestrian walkway through the site (may be used by cyclists as well) would be an advantage for the neighbourhood.
- The exposed concrete around the Clayburn Place entry wall.
- Concerns were raised over the building's impact on, and the relationship with the surrounding community.

It was moved and seconded that Development Permit Application No. DP1118 be accepted as presented. The following recommendations were provided:

- Consider providing screening should rooftop units be included in the design.
- Consider providing gates for the units fronting Hammond Bay Road.
- Consider adding some sort of framework or element to rooftop patios for future use.
- Look at ways to enhance the west edge walkway in order to be more inviting and user friendly for the general public.
- Consider ways to improve the transition from the southwest side of the building (from Hammond Bay Road to Clayburn Place) and follow the natural lay of the land.
- Look at ways to screen the concrete face on the parkade side with either landscaping or stone façade.
- If any additional room can be gained on the east side it should be accommodated for.

The motion carried unanimously.

(b) Development Permit Application No. DP1124 – 6550 Island Highway North

Madeleine Koch, Planner, Current Planning, introduced the project which proposes an upgrade to the façade of an existing restaurant. Proposed improvements are: a covered entry addition, improved accessibility features and a pedestrian walkway connection to Hammond Bay Road.

Charles Kierulf and Martin Hagarty, architect representative members of the Design Advisory Panel, advised that the proposal was not certified by an architect, therefore, in compliance with their professional organization's standards, they were unable to comment on this project.

Martin Hagarty and Charles Kierulf vacated the Board Room at 6:00 p.m.

Richard Finnegan, Director, Finn & Associates Design Limited, presented the project:

- The proposed upgrades are intended to modernize the appearance and increase the visibility of the building.
- The proposed entrance changes will reduce overcrowding in the lobby and provide a wheelchair access ramp.
- A raised walkway is proposed to connect the restaurant to the intersection.
- Planters will be replaced with year round landscaping (grasses and trees).

Panel discussions took place regarding the following items:

- Improving pedestrian access will require approval from the Ministry of Transportation.
- It was suggested that simple grasses and cherry trees may be effective in this space – a landscape architect should be consulted.
- The importance of pedestrian circulation regarding nearby residential growth and connecting with the pedestrian infrastructure currently planned for properties surrounding the intersection.
- The existing gable style on the residential side of the building does not harmonize with the modern look of the proposed inverted roof at the front.
- The façade on the front only does not wrap around the side of the building.

Councillor Hemmens vacated the Board Room at 6:16 p.m.

It was moved and seconded that Development Permit Application No. DP1124 be accepted as presented. The following recommendations were provided:


- Secure the services of a qualified professional(s) to review the site design, pedestrian circulation, and landscape plans.
- Consider enhancing the pedestrian experience from the intersection to the front entrance.
- Engage the Ministry of Transportation to gain accessible pedestrian access, if feasible, from the intersection.
- Look at enhancing the parapets with either texture or articulation, and continue the facades to add depth around the edges of the façade corners.

- Look at revisiting the side gable to echo the front entrance styling of the rest of the building.

The motion carried unanimously.

4. ADJOURNMENT:

It was moved and seconded at 6:29 p.m. that the meeting terminate. The motion carried unanimously.



CHAIR

CERTIFIED CORRECT:

01 

CORPORATE OFFICER

DATE OF MEETING January 14, 2018

AUTHORED BY SHEILA GURRIE, CITY CLERK AND CORPORATE OFFICER

SUBJECT 2019 ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES RESOLUTIONS

OVERVIEW

Purpose of Report

To present for Council's consideration, resolutions for submission to the Association of Vancouver Island and Coastal Communities for consideration at the 2019 Annual General Meeting and Convention.

Recommendation

That Council provide direction regarding the following resolutions:

a. Development Cost Charges

WHEREAS the Local Government Act currently restricts the imposition of Development Cost Charges to areas of sewage, water, drainage, highway facilities and park land;

AND WHEREAS new development creates capital cost burdens on municipalities in other areas, such as emergency services, solid waste management, and recreational and cultural facilities;

THEREFORE BE IT RESOLVED that Association of Vancouver Island and Coastal Communities and Union of BC Municipalities request the provincial government amend the Local Government Act to allow for the imposition of Development Cost Charges in areas other than sewage, water, drainage, highway facilities and park land.

b. Property Taxation:

WHEREAS Section 193 of the Community Charter restricts a municipality from imposing fees or taxes except as expressly authorized under the Community Charter or another Act;

AND WHEREAS urban sprawl creates higher infrastructure costs, transportation costs, and other expenses borne by society;

AND WHEREAS municipalities attempt to control urban sprawl whilst encouraging healthier lifestyles and alternative modes of transportation;

THEREFORE BE IT RESOLVED that the provincial government amend the Community Charter to allow municipalities to adjust their property tax rates by setting density brackets in their jurisdiction, to use at their discretion, as an incentive to

reduce urban sprawl and as a method of assigning infrastructure and maintenance costs more accurately amongst end users.

BACKGROUND

The Association of Vancouver Island and Coastal Communities (AVICC) 2019 Annual General Meeting and Convention is held from 2019-APR-12 to 14 in Powell River. As part of the Annual General Meeting, AVICC invites its members to submit resolutions on subjects of provincial or AVICC-wide interest that fall within local government jurisdiction. Resolutions endorsed at the AVICC Annual General Meeting are automatically forwarded to the Union of British Columbia Municipalities (UBCM) for discussion and consideration at the UBCM Annual General Meeting. The deadline for receipt of resolutions is 2019-FEB-07.

At the Special Council Meeting held 2018-DEC-10, Council directed Staff to prepare draft resolutions for Council consideration on these topics:

1. Development Cost Charges

It was moved and seconded that Council direct Staff to prepare a motion for submission to the Association of Vancouver Island and Coastal Communities regarding Development Cost Charges for additional items such as fire halls, recreation centres, expanded facilities, expanded park considerations and cultural facilities to be considered by the provincial government and the appropriate legislation.

Staff have prepared the following resolution for submission:

WHEREAS the Local Government Act currently restricts the imposition of Development Cost Charges to areas of sewage, water, drainage, highway facilities and park land;

AND WHEREAS new development creates capital cost burdens on municipalities in other areas, such as emergency services, solid waste management, and recreational and cultural facilities;

THEREFORE BE IT RESOLVED that Association of Vancouver Island and Coastal Communities and Union of BC Municipalities request the provincial government amend the Local Government Act to allow for the imposition of Development Cost Charges in areas other than sewage, water, drainage, highway facilities and park land.

2. Property Taxation

It was moved and seconded that Council direct Staff to prepare a motion for submission to the Association of Vancouver Island and Coastal Communities regarding property taxation being reviewed to permit taxation based on population density, in addition to other taxation methods, as an additional tool for municipalities to enforce at their discretion.

Staff have prepared the following resolution for submission:

WHEREAS Section 193 of the Community Charter restricts a municipality from imposing fees or taxes except as expressly authorized under the Community Charter or another Act;

AND WHEREAS urban sprawl creates higher infrastructure costs, transportation costs, and other expenses borne by society;

AND WHEREAS municipalities attempt to control urban sprawl whilst encouraging healthier lifestyles and alternative modes of transportation;

THEREFORE BE IT RESOLVED that the provincial government amend the Community Charter to allow municipalities to adjust their property tax rates by setting density brackets in their jurisdiction, to use at their discretion, as an incentive to reduce urban sprawl and as a method of assigning infrastructure and maintenance costs more accurately amongst end users.

DISCUSSION

1. Development Cost Charges

The *Local Government Act* allows local governments to impose Development Cost Charges (DCCs) for the purposes of providing funds to assist in the capital cost of projects required to support new growth, including:

- a) providing, constructing, altering or expanding sewage, water, drainage and highway facilities; and,
- b) providing and improving park land.

While the legislation places no restrictions on the standards or elements associated with the majority of the categories, parks DCCs are specifically restricted and limited to the capital cost associated with:

- i) Acquiring park; or,
- ii) Providing fencing, landscaping, drainage and irrigation, restrooms, changing rooms and playground and playing field equipment on park land.

The Province provides further guidance through the DCC Best Practices Guide which includes the following interpretation of what is deemed to be an eligible park DCC project:

- “Landscaping includes the construction of playing fields (levelling ground, planting grass and other plant material) but does not include the construction of parking lots or access roads.
- Irrigation includes sprinkler systems.
- Playground and playing field equipment includes items normally classified as equipment such as swings and slides, but does not include buildings or structures such as dugouts, bleachers, or field houses. The term also does not

include the construction of tennis or basketball courts, baseball diamonds, tracks or the installation of lighting systems.”

- *DCC Best Practices Guide*

As part of the most recent City of Nanaimo DCC bylaw review artificial turf playfields were included in the original list of proposed park DCC projects. Upon review of the draft bylaw the Province (Ministry of Municipal Affairs and Housing) deemed the artificial fields as ineligible projects and required them to be removed from the DCC project list.

The City complied with the requirement and removed the proposed artificial turf fields from the project list prior to the adoption of the associated revised DCC bylaw. In response to this issue Council did pass the following motion:

"WHEREAS The Province, through the Local Government Act, (Section-566(2)(b)) allows communities to collect Development Cost Charges for investments in limited park improvements;

AND WHEREAS The Province through the Ministry of Municipal Affairs and Housing has interpreted the legislation so as to allow some forms of park and playfield improvements and not others;

THEREFORE BE IT RESOLVED that the Association of Vancouver Island Coastal Communities request the Province amend the Local Government Act in order to allow local government's greater flexibility in determining and funding park and playfield improvements that are required by community growth."

The motion was a late item for Association of Vancouver Island Coastal Communities (AVICC) and as a result was forwarded directly to Union of BC Municipalities (UBCM). Although the City of Nanaimo motion was ultimately not considered at the 2018 UBCM convention there was an almost identical motion from West Kelowna which was considered and endorsed. The West Kelowna motion, along with other recent UBCM resolutions regarding DCCs and the financing of growth are included as Attachment A.

2. Property Taxation

The *Community Charter* allows municipalities to impose property value taxes on properties within their defined jurisdictions.

Property value tax is the principal source of revenue for most local governments. It is a tax levied on the value of land and improvements (i.e. building and fixtures). Municipalities may levy property value taxes for their own needs, and can levy taxes on behalf of other public authorities (for example, boards and hospitals).

Municipalities generally have broad authority to set tax rates. While tax rates may not vary within a property class (all Residential (Class 1) properties are taxed at the same rate), tax rates may vary between different property classes (the Residential (Class 1) tax rate may vary from the Business (Class 6) tax rate). Setting different tax rates for different property classes is referred to as a variable rate taxation system.

Municipalities levy property value taxes based on the tax revenue needs set out in their annual budget (financial plan). Property value taxes are calculated by applying a set tax rate against the assessed value of a property.

Municipal tax rates are annually set by the municipal council, and the assessed values are set independently by BC Assessment.

Once a municipality has determined the total amount of proper value tax to raise, it must then determine how to apportion that tax burden over the nine property classes. A guiding principle for determining the apportionment would be the Statement of Objectives and Policies for Taxation required as part of the annual municipal budgeting process.

Once the tax apportionment to each property class is determined, the municipality will then set a tax rate for each class sufficient to raise the necessary tax revenue to meet its annual budgetary needs.

The current language in the *Community Charter* does not allow for variations in the classes to allow municipalities to adjust their property tax rates as an incentive to reduce urban sprawl and as a method of assigning infrastructure and maintenance costs more accurately amongst end users.

Other municipalities have submitted UBCM resolutions in the past but none have been acted upon as of yet (see Attachment B). The most recent resolution relating to taxes (2018) had the following comment from the UBCM Resolutions Committee:

The Resolutions Committee advises that the UBCM membership has consistently defeated resolutions seeking to split the residential assessment class in order to apply different tax rates to different types of residential property. Members considered, but did not endorse resolutions 2016-B105, 2008-B126 (Executive endorsed), 2003-B79, 2002-B41 and 1995-B37 on this topic.

The Committee notes that past resolutions have requested all manner of special treatment by creating new classes and sub-classes of property.

However, the Committee notes that in 2016 members endorsed B104, which asked the provincial government to create a new tax class for brownfield sites so that local governments can tax these sites accordingly.

OPTIONS

1. That Council provide direction regarding the following resolutions:
 - a. Development Cost Charges

WHEREAS the Local Government Act currently restricts the imposition of Development Cost Charges to areas of sewage, water, drainage, highway facilities and park land;

AND WHEREAS new development creates capital cost burdens on municipalities in other areas, such as emergency services, solid waste management, and recreational and cultural facilities;

THEREFORE BE IT RESOLVED that Association of Vancouver Island and Coastal Communities and Union of BC Municipalities request the provincial government amend the Local Government Act to allow for the imposition of Development Cost Charges in areas other than sewage, water, drainage, highway facilities and park land.

b. Property Taxation

WHEREAS Section 193 of the *Community Charter* restricts a municipality from imposing fees or taxes except as expressly authorized under the *Community Charter* or another Act;

AND WHEREAS urban sprawl creates higher infrastructure costs, transportation costs, and other expenses borne by society;

AND WHEREAS municipalities attempt to control urban sprawl whilst encouraging healthier lifestyles and alternative modes of transportation;

THEREFORE BE IT RESOLVED that the provincial government amend the Community Charter to allow municipalities to adjust their property tax rates by setting density brackets in their jurisdiction, to use at their discretion, as an incentive to reduce urban sprawl and as a method of assigning infrastructure and maintenance costs more accurately amongst end users.

SUMMARY POINTS

- The AVICC 2019 Annual General Meeting and Convention is held from 2019-APR-12 to 2019-APR-14 in Powell River, British Columbia.
- AVICC invites its members to submit resolutions on subjects of provincial or AVICC-wide interest that fall within local government jurisdiction.
- Staff have provided draft resolutions for Council's consideration.

ATTACHMENTS

Attachment A: Recent UBCM resolutions related to Development Cost Charges and financing of growth.

Attachment B: Recent UBCM resolutions related to property taxation. |

Submitted by:

Sheila Gurrie
City Clerk and Corporate Officer

Concurrence by:

Laura Mercer
A/Director, Financial
Services

Dale Lindsay
Director of Community
Development

Attachment A

Recent UBCM resolutions related to Development Cost Charges and financing of growth.

Year -2003

Number - B19

Resolution Title

Development Cost Charges for Park Development

Sponsor

Maple Ridge

Resolution Text

WHEREAS local government should be able to pay the capital costs for the development of parks required as a result of residential growth and development through the use of the Development Cost Charges (DCC) Reserve Fund;

AND WHEREAS section 935.3(b) of the *Local Government Act* provides only for payment of capital costs for:

- (i) acquiring park land or reclaiming land as park land, or
- (ii) providing fencing, landscaping, drainage and irrigation, trails, restrooms, changing rooms and playground and playing field equipment on park land, subject to the restriction that the capital cost must relate directly or indirectly to the development in respect of which the charge was collected:

THEREFORE BE IT RESOLVED that the provincial government be requested to expand Section 935.3(b)(ii) of the *Local Government Act* to include sports courts, tennis courts, lacrosse boxes, skate board facilities, field lighting and on-site parking facilities as allowable DCC park land improvement purposes.

Provincial Response

MINISTRY OF COMMUNITY, ABORIGINAL AND WOMEN'S SERVICES. In 1995 a legislative change was made to give local governments increased flexibility to use development cost charge receipts for defined aspects of parkland development. More extensive changes to development finance legislation will require further work with local governments and the development industry. Extending DCC's to these types of services increases the possibility of future increases to charge levels which may in turn increase housing prices and reduce housing affordability. At this time there is no consensus among local governments and the development community on the advisability of extending DCC's to a wider range of services as part of parkland development. As a result no legislative changes in this regard are currently planned. Consultation with stakeholders through the Development Finance Review Committee will continue.

Year -2007

Number - B37

Resolution Title

Development Cost Charges

Sponsor

View Royal

Resolution Text

WHEREAS the *Local Government Act* currently restricts the imposition of Development Cost Charges to areas of sewage, water, drainage, highway facilities and park land;

AND WHEREAS new development creates capital cost burdens on municipalities in other areas, such as emergency services and transportation (other than highways):

THEREFORE BE IT RESOLVED that the Union of BC Municipalities lobby the provincial government to amend the *Local Government Act* to allow for the imposition of Development Cost Charges in areas other than sewage, water, drainage, highway facilities and park land.

Provincial Response

MINISTRY OF COMMUNITY SERVICES. The suggestion that Development Cost Charges (DCC) be used to fund more services has been reviewed by the Development Finance Review Committee (DFRC), which provides technical advice to the Ministry of Community Services (Ministry). The DFRC is chaired by the Ministry and includes representatives from local government, the Province, the development community, building and real estate industries and the planning profession. There is a reasonable degree of consensus among DFRC members that DCCs are appropriate where new development requires key infrastructure (sewer, water, drainage, roads and parks) for the development to proceed. DCCs are based on the principle of “user pay” – that infrastructure should be paid by those who use and benefit from it. In contrast, protective services are more appropriately paid for by the greater community, since the benefits of these services are shared by all property owners.

Year -2010

Number -B23

Resolution Title

Development Cost Charges & Synthetic Turf Fields

Sponsor

Delta

Resolution Text

WHEREAS under Section 935.3(b)(ii) of the *Local Government Act* it states that Parks Development Cost Charges (DCCs) can be used to pay the capital costs of providing fencing, landscaping, drainage and irrigation, trails, rest-rooms, changing rooms and playground and playing field equipment on park land;

AND WHEREAS this section does not include the ability for municipalities to use parks DCCs to pay the capital costs of synthetic turf fields, but BC municipalities are using synthetic turf for recreational soccer pitches and baseball fields because it is more durable, less affected by wet and cold weather, and unlike natural turf, can be used year-round:

THEREFORE BE IT RESOLVED that the provincial government amend Section 935.3(b)(ii) of the *Local Government Act* to include synthetic turf fields.

Provincial Response

Ministry of Community, Sport & Cultural Development Cost Charges (DCCs) are based on the principle of 'user pay'; the cost of infrastructure should be paid by those who utilize and benefit from it. Along with assisting with the provision of core infrastructure, DCCs are also used for parkland acquisition and basic improvements, as urban green space is an important piece of building livable and healthy communities. The parkland provisions are designed to ensure that this green space is available for public use. Upgrading these facilities beyond basic improvements provides a benefit to the wider community, and thus the cost of such improvements should be shared by all property owners. Widening the scope of Section 935.3(b)(ii) has been reviewed in the past by the Development Finance Review Committee (DFRC), which is chaired by the Ministry and includes representatives from local government, the Province, and the development community. There was consensus that expanding the parkland dedication provisions to a wider range of services would not be pursued.

Year -2011

Number - B35

Resolution Title

Development Cost Charges for Solid Waste Infrastructure

Sponsor

North Okanagan RD

Resolution Text

WHEREAS the *Local Government Act* (Sections 932–937) allows local governments to collect development cost charges from developers, for local government parks, water, sewage, drainage and highways but not for solid waste infrastructure;

AND WHEREAS the costs to expand local government solid waste infrastructure capacity or upgrade facilities to accommodate population growth are substantial and can be assessed;

AND WHEREAS there is precedence for this type of funding, specifically, there are several jurisdictions in the United States of America that allow local governments to use a form of development cost charges to help fund solid waste management infrastructure:

THEREFORE BE IT RESOLVED that the provincial government amend the *Local Government Act* to authorize collection of development cost charges by local governments for solid waste infrastructure.

Provincial Response

Ministry of Community, Sport & Cultural Development Policy proposals regarding development cost charges are usually vetted through the Development Finance Review Committee (DFRC). The DFRC is a committee made up of representatives from the ministry, local government and the development community. Historically, development cost charges have been limited to specific types of capital (i.e. water, sewer, storm water, roads and parks). Expanding this definition to include solid waste management would be a significant change in policy scope. As such, it would be incumbent on local government to present a logical and well-supported proposal for such a change. DFRC would be willing to examine such a proposal taking into account the complexity of determining the following: • eligibility of capital costs, • suitability of levying development cost charge to recover such costs, • methodology for apportioning such costs between existing and new development, and • materiality of potential cost impacts on development. Based on a thorough examination of this proposal, the DFRC would make a recommendation to the Province based on the merits of this proposal. The Province would take into account the recommendations of the DFRC plus an examination of broader provincial interests before making a final decision on the merits of the proposal. Ministry staff are available for advice and to discuss the information necessary to bring forward this proposal to the DFRC for consideration.

Year - 2012

Number - B9

Resolution Title

Capital Costs of Fire Suppression

Sponsor

Sunshine Coast RD

Resolution Text

WHEREAS development can result in capital funding burdens for local governments for purposes other than sewage, water, drainage, highway facilities and parkland;

AND WHEREAS a number of resolutions have been previously endorsed by UBCM members requesting that the use of development cost charges be expanded to include costs related to increased demand on protective, cultural and recreation services:

THEREFORE BE IT RESOLVED that the Ministry of Community, Sport and Cultural Development be urged to reconsider their position and amend section 933 of the *Local Government Act* to allow development cost charges to be imposed to assist local governments in funding the capital costs of fire halls and fire suppression equipment and other purposes deemed appropriate by the local government that are required as a result of increased development.

Provincial Response

Ministry of Community, Sport and Cultural Development The suggestion that Development Cost Charges (DCC) be used to fund more services beyond key infrastructure (sewer, water, drainage, roads and parks) must be reviewed by the Development Finance Review Committee (DFRC), which provides technical advice to the Ministry of Community, Sport, and Cultural Development (Ministry). The DFRC is chaired by the Ministry and includes representatives from local governments, the Province, the development community, building and real estate industries and the planning profession. More information is necessary in order for the Ministry to take forward a proposal to expand the definition of allowable DCC expenditures to DFRC. Things to consider include, but are not limited to, demonstrating the direct costs of fire suppression and how the augmented capacity can be tied directly to new development. Ministry staff are available for advice and to discuss the information necessary to bring forward to DFRC for consideration/discussion.

Year -2015

Number - B21

Resolution Title

Broaden the Allowable Uses of Parkland Development Cost Charges

Sponsor

Delta

Resolution Text

WHEREAS the BC government has determined that Parkland Development Cost Charges (“DCCs”) cannot be used to fund sport-related park infrastructure such as synthetic turf fields, swimming pools and arenas;

AND WHEREAS municipalities can use Parkland DCCs to provide fencing, landscaping, drainage and irrigation, trails, rest-rooms, changing rooms and playground and playing field equipment;

AND WHEREAS there is tangible evidence that new development directly impacts the demand for sport-related park infrastructure through increased attendance at municipal recreation facilities and increased demand for playing time on municipal sports fields:

THEREFORE BE IT RESOLVED that the BC government be requested to approve an amendment to Section 935(3)(b)(ii) of the *Local Government Act* to include sport-related park infrastructure as an applicable Parkland DCC capital cost.

Provincial Response

Ministry of Community, Sport & Cultural Development As the Province has mentioned in previous responses to similar UBCM resolutions, widening the scope of Parkland development Cost Charges (DCCs) to include major sport infrastructure (like pools, all-season fields, arenas, and gyms) has been reviewed by the Development Finance Review Committee (DFRC). After this detailed review, all parties on the DFRC (Province, local government and developers) unanimously agreed not to expand the scope of the parkland acquisition DCC. The DFRC came to this conclusion based on the principle of 'user pay'. The cost of a core service should be paid by those who benefit from it. New community parks primarily service new development. Thus, the purpose of the Parkland DCC is to acquire land for community parks and provide basic improvements (like fencing, trails and playground equipment). Whereas, major athletic infrastructure (like an arena) benefits the entire community and therefore should be paid by the entire community through the existing tax base. Determining a reasonably accurate “benefit factor” (i.e. cost allocation between new and existing development) for such athletic infrastructure would be very difficult and highly subjective. This may result in prohibitively high DCCs, which could discourage new development. Thus, the Province supports the decision of the DFRC and is not prepared to revisit at this time.

Year - 2016

Number - SR1

Resolution Title

Local Government Development Finance System

Sponsor

UBCM Executive

Resolution Text

WHEREAS the development finance system has not changed significantly since the introduction of development cost charges by the Province in the late 1970s, despite the fact that BC communities are challenged to meet unprecedented demands for hard infrastructure and soft infrastructure amenities essential to support development as part of a sustainable, livable and complete community;

AND WHEREAS local governments support the concept that development should pay for its share of the infrastructure and amenities, it is imperative that the principles of transparency, consistency, fairness and certainty provide the foundation of the development finance system so that all parties (local governments, development industry, the Province, general public) benefit by clearly understanding how growth and development are financed:

THEREFORE BE IT RESOLVED that UBCM:

- reiterate support for the principle that growth should pay for its share of the infrastructure and amenities to support it, not property taxpayers;
- continue to dispel the myth that development cost charges and other local government processes are driving the high cost of housing;
- advocate for a local government development finance system that addresses transparency, consistency, fairness and certainty to the benefit of the development industry, local governments and the public;
- advocate for a local government development finance system that provides flexible tools and reflects real and current challenges in building sustainable livable and complete communities, in keeping with previously endorsed UBCM resolutions; and,
- continue to work collaboratively through the Province's Development Finance Review Committee to seek changes to the existing development finance system that will address the present challenges facing local governments.

Provincial Response

MINISTRY OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT. The Province fully supports the principle that new development pay a portion of growth related infrastructure costs, and that the method for determining these costs be transparent, consistent, equitable, and reasonably flexible for all parties. Thus, the Province provides local governments with a wide range of statutory development financing tools such as Development Cost Charges, Parkland Acquisition Fees, Latecomer Agreements, Development Works Agreements, and others. Through the Development Finance Review Committee, the Province will continue to work collaboratively on issues of development finance with local governments and the broader development community.

Year-2018

Number – B21

Resolution Title

Parkland DCC Reserve Expenditure Expansion

Sponsor

West Kelowna

Resolution Text

WHEREAS the *Local Government Act* legislates the manner in which local governments may collect, hold and use development cost charges (DCCs) for the capital costs of parkland;

AND WHEREAS the *Local Government Act* permits the use of DCC money for landscaping on parkland, allowing for the construction of playing fields including such items as levelling ground, planting grass and other plant material, the legislation does not contemplate different forms of playing field surfaces such as manufactured surfaces and artificial turf which promotes water conservation, is environmentally friendly, and requires less maintenance:

THEREFORE BE IT RESOLVED that UBCM request the Ministry of Municipal Affairs and Housing to broaden the allowable uses of development cost charge reserve funds to include alternate recreation and field surfaces.

UBCM Resolutions Committee comments:

The Resolutions Committee notes that the UBCM membership has endorsed resolution 2010-B23 which called on the provincial government to amend Section 935.3(b)(ii) of the *Local Government Act* (now Part 14-Division 19) to include synthetic turf fields. The UBCM membership also endorsed 2016-SR1 whereby it was resolved that UBCM continue to work collaboratively through the Province's Development Finance Review Committee to seek changes to the existing development finance system that will address the present challenges facing local governments.

In response to 2010-B23, the provincial government identified that development cost charges (DCCs) are based on the principle of 'user pay' – the cost of the infrastructure should be paid by those who utilize and benefit from it. The Province stated that upgrading these facilities beyond basic improvements provides a benefit to the wider community, and should be shared by all property owners. In response to 2016-SR1, it was stated that the Province will continue to work collaboratively on issues of development finance with local governments and the broader development community.

The UBCM Resolutions Committee notes that there are new and emerging challenges in providing services needed to accommodate development and growth. Alternative and/or innovative ways to address the development-related demands on infrastructure and service requirements should and are now being considered. As an example, water conservation infrastructure has recently been considered as a DCC capital expense in lieu of traditional

drinking water DCC infrastructure to increase development related demand. Similarly, improvements like artificial turf (and lights) can have the same outcome as the creation of an additional park by increasing the usability (more hours per day and longer season) while having the further benefits of reduced operation, maintenance and water conservation.

Provincial Response – awaiting Provincial responses to 2018 resolutions.

Attachment B

Recent UBCM resolutions related to property taxation.

Year - 2003

Number – B75

Resolution Title

Sources of Revenue Generation

Sponsor

Houston

Resolution Text

WHEREAS the provincial government has created, consulted and announced its intention to provide new legislative powers to local governments in the Community Charter Act;

AND WHEREAS said legislation is intended to allow local governments additional considerations to obtain funding, through revenue generation by use of various taxation schemes;

AND WHEREAS funding sources are a continuing concern for many local governments which are trying to support their communities in a sustainable manner;

AND WHEREAS the provincial government has recently, through an imposed 3.5 cent per litre fuel tax increase, lessened such a revenue consideration, as the Community Charter Act was to provide:

THEREFORE BE IT RESOLVED that the Union of BC Municipalities request that the provincial government stop imposing any further revenue schemes which could become the domain of local governments.

AND BE IT FURTHER RESOLVED that the provincial government deliver on its commitment to provide new revenue sources to local government, as raised during the Community Charter development process.

Provincial Response

Legislation in recent years has made existing local government revenue tools including taxes, charges and fees more flexible. The provincial government continues to review revenue sources for municipalities. Plus, the government remains committed to sharing traffic Fine Revenue with municipalities.

The federal government has recently provided a GST rebate to municipalities and has indicated its intention to enter into discussions with both provincial and local governments

on sharing of gas tax revenues. The provincial government welcomes this federal initiative.

Of particular interest to northern British Columbia is the creation of the Northern Development Initiative and its associated legacy fund of \$135 million as a result of the BC Rail Investment Partnership. This fund will assist in a wide range of development initiatives for Northern communities.

Year - 2003

Number – B79

Resolution Title

Strata vs Fee Simple Residential Tax Rates

Sponsor

Parksville

Resolution Text

WHEREAS local governments face varying demands for levels and types of service across their jurisdictions;

AND WHEREAS the BC Assessment Authority regulations provide for only one municipal residential taxation classification;

AND WHEREAS strata developments are forced to pay taxes at the same rate as do fee simple properties, despite being responsible for operations, maintenance and replacement of their infrastructure:

THEREFORE BE IT RESOLVED that the Union of BC Municipalities, in conjunction with the Province of British Columbia, undertake a comprehensive study, including feasibility and potential impact to changes in the assessment regulations, to allow local governments to set a variety of tax rates within the same classification.

Provincial Response

ON MOTION, was NOT ENDORSED

Year - 2008

Number – B18

Resolution Title

Varying Tax Rates

Sponsor

Lake Cowichan

Resolution Text

WHEREAS the Community Charter allows for the establishment of different tax rates for raising municipal revenue from each property class;

AND WHEREAS there is no legislative provision to allow municipalities to impose separate tax rates for each of land and improvements;

AND WHEREAS the current system of property taxation provides little or no incentive for property owners to make significant improvements to their property or provide municipalities the opportunity to reduce the impact of sudden fluctuations in property values by adjusting the tax rates for either land or improvements:

THEREFORE BE IT RESOLVED that the Province amend Section 197 of the Community Charter to allow municipalities to have the flexibility of levying separate tax rates for each of land and improvements for each property class.

Provincial Response

While the variable tax rate system does not currently allow municipalities to set differing property tax rates for Land and Improvements, there are other mechanisms available through the Community Charter and Regulations. Section 216 of the Community Charter, Local Service Taxes, allows costs to be recovered through taxes imposed on land, on improvements, or on both.

Municipalities may also use tools such as the revitalization tax exemption provisions found in section 226 of the Community Charter, or assessment averaging and phasing as described in the Assessment Averaging and Phasing Regulation, B.C. Reg. 370/2003, to encourage property owners to make significant improvements to their property.

Year - 2008

Number – B126

Resolution Title

New Tax Classification

Sponsor

Kaslo

Resolution Text

WHEREAS small rural municipalities are experiencing significant impacts from resort style development; with decreasing availability and affordability of residential property; and, through increased costs on permanent residents through greater infrastructure and service demands;

AND WHEREAS these small rural municipalities have very limited resources to directly offset these financial impacts directly through revenue generation or taxation:

THEREFORE BE IT RESOLVED that the BC government create a new tax classification: Residential Property – Occupied by Permanent or Full-Time Resident(s).

Provincial Response

ON MOTION, was REFERRED to the UBCM EXECUTIVE

Year - 2010

Number – B75

Resolution Title

Local Government Revenue

Sponsor

Prince Rupert

Resolution Text

WHEREAS BC local governments are facing insurmountable infrastructure deficits, in terms of maintaining their current and aging infrastructure, such as water and waste water systems; transportation systems; transit, solid-waste management, as well as community, recreational, cultural and social infrastructure;

AND WHEREAS local governments' current ability to generate revenue through property taxes, user fees and grants is woefully inadequate to meet the demands being placed on them, which require a reliable and dedicated source of revenue that grows with the economy and can significantly reduce the need for ongoing and unsustainable increases to property taxes, user fees and, water and sewer rates:

THEREFORE BE IT RESOLVED that UBCM call on the federal government to share revenue with BC local governments equivalent to 1% of the HST on an annual basis to help them fund important services and infrastructure to their citizens, as the local government deems is in the best interest of the community.

Provincial Response

ON MOTION, was ENDORSED and REFERRED to FCM

Year - 2011

Number – B24

Resolution Title

Varying Tax Rates

Sponsor

Lake Cowichan

Resolution Text

WHEREAS there is no legislative provision to allow municipalities to impose separate tax rates for each of land and improvements to encourage property owners to make significant improvements to their properties or to reduce the impact of sudden fluctuations in property values;

AND WHEREAS the current legislative mechanisms such as the revitalization tax exemption or the assessment averaging provisions provided under the Community Charter and Assessment Averaging & Phasing Regulation, B.C. Reg. 370/2003, respectively, have not been proven to be useful tools for mitigating the impact of uneven assessment changes on taxation:

THEREFORE BE IT RESOLVED that the Province be lobbied to amend Section 197 of the Community Charter to allow municipalities to have the flexibility of levying separate tax rates for each of land and improvements for each property class.

Provincial Response

Although the variable tax rate system does not currently contain legislative authority to allow municipalities to set differing property tax rates for land and improvements, there are other mechanisms available through the *Community Charter* and Regulations. Section 216 of the *Community Charter*, Local Service Taxes, allows costs to be recovered through taxes imposed on land, on improvements, or on both. Municipalities can use local

service taxes as part of their taxation structure to meet their specific community needs such as to encourage property owners to make significant improvements to their property, or reduce the impact of sudden fluctuations in property values.

Revitalization Tax Exemption provisions were amended in 2007 to broaden their application. Only in the last few years have municipalities actually started to take advantage of this tool which can be used for a wide variety of purposes including providing tax relief for property owners who make significant improvements to their properties.

Year - 2016

Number – B105

Resolution Title

Varied Tax Rates for the Residential Class

Sponsor

Langley City

Resolution Text

Whereas the Province of British Columbia through the BC Assessment Act – Prescribed Classes of Property Regulation B.C. Reg. 438/81 specifies that there is one assessment class for all types of residential properties and the Community Charter outlines that a municipal bylaw to establish the property value taxes each year under section 197(3) specifies there is a single rate for each property class;

And whereas the assessed value of the multifamily strata units are remaining constant and the single family residential properties are increasing at an accelerated rate causing a greater share of the property value taxes generated in the residential class to be borne by the single family residential properties:

Therefore be it resolved that the Province of British Columbia amend the BC Assessment Act and the Community Charter to allow the residential class to be split into two distinct residential classes so that a different rate may be applied to each type of residential property to more equitably share the tax burden between the single family residential properties and the multifamily residential strata properties.

Provincial Response

Not Endorsed

The Resolutions Committee notes that the UBCM membership has consistently defeated resolutions seeking to split the residential assessment class in order to apply different tax rates

to different types of residential property. Members considered but did not endorse resolutions 2003-B79, 2002-B41, 1995-B37 and 1988-A16 on this topic.

The Committee understands the rationale for the resolution, but would suggest that the potential impact is far-reaching and could trigger a proliferation of classes and sub-classes. Past resolutions have requested all manner of special treatment by creating new classes and sub-classes of property.

Year - 2018

Number – B114

Resolution Title

New Municipal Tax Classes

Sponsor

West Vancouver

Resolution Text

Whereas many municipalities in BC are facing a very significant and well-documented housing affordability issue with property prices significantly higher than local residents' ability to pay and in many cases the highest average housing prices in the country;

And whereas currently, municipalities have only nine tax classes that can be used to set property taxes to achieve municipal goals:

Class 1 – Residential;

Class 2 – Utilities;

Class 3 – Supportive Housing;

Class 4 – Major Industry;

Class 5 – Light Industry;

Class 6 – Business Other;

Class 7 – Managed Forest Land;

Class 8 – Recreational Property; Non-Profit Organization; and

Class 9 – Farm;

And whereas there have been minor amendments, the basic structure of this property tax class system has not been substantially amended since the 1980's;

And whereas with the creation of new tax classes each municipality could set different tax rates for each class based on their individual needs and circumstances. As an example, different residential classes could be created to address vacant houses, non-residents ownership, etc:

Therefore be it resolved that the provincial government amend the Community Charter to allow municipalities to create additional tax classes so they can each accomplish their own community goals.

Provincial Response

No Recommendation

The Resolutions Committee advises that the UBCM membership has consistently defeated resolutions seeking to split the residential assessment class in order to apply different tax rates to different types of residential property. Members considered, but did not endorse resolutions 2016-B105, 2008-B126 (Executive endorsed), 2003-B79, 2002-B41 and 1995-B37 on this topic.

The Committee notes that past resolutions have requested all manner of special treatment by creating new classes and sub-classes of property.

However, the Committee notes that in 2016 members endorsed B104, which asked the provincial government to create a new tax class for brownfield sites so that local governments can tax these sites accordingly.

DATE OF MEETING January 14, 2019

AUTHORED BY WENDY FULLA, MANAGER, BUSINESS, ASSET AND FINANCIAL PLANNING

SUBJECT **PORT THEATRE COMMUNITY PERFORMING ARTS CENTRE FUNDING**

OVERVIEW

Purpose of Report

To introduce "Port Theatre Borrowing Bylaw 2019 No. 7282", for first, second and third readings and to obtain a Council resolution to fund \$100,000 of the City's commitment for the project from the Strategic Infrastructure Reserve.

Recommendation

1. That "Port Theatre Borrowing Bylaw 2019 No. 7282" (To authorize the borrowing of up to \$4,500,000 for the construction of the Port Theatre Community Performing Arts Centre), pass first reading;
2. That "Port Theatre Borrowing Bylaw 2019 No. 7282" pass second reading; and
3. That "Port Theatre Borrowing Bylaw 2019 No. 7282" pass third reading.
4. That Council approve funding \$100,000 of the City's commitment of the Port Theatre Performing Arts Centre funding from the Strategic Infrastructure Reserve.

BACKGROUND

At the 2018-DEC-17 Council meeting, Council passed a resolution selecting the Port Theatre Community Performing Arts Centre for application under the Community, Culture and Recreation Stream of the Investing in Canada Infrastructure Program.

The recommended project budget is \$21.2 million including a risk-based contingency. Funding for the project will be a grant application for \$15.5 million, \$4.6 million from the City, and the Port Theatre Society will fund up to \$2.0 million on their line of credit (secured by the City).

Funding for the City's \$4.6 million commitment to the project will be funded by \$4.5 million of short-term capital borrowing under section 178 of the *Community Charter* with repayment over five years and \$100,000 from Council's Strategic Infrastructure Reserve.

Under section 178 of the *Community Charter*, the City is permitted to borrow up to \$50 multiplied by our population, without the assent of the electors for any purpose of a capital nature. The City's current limit under section 178 is \$4,525,200 (\$50 x 90,504 (2016 B.C. Census)).

Upon a successful grant application, inspector approval and adoption of the "Port Theatre Borrowing Bylaw 2019 No. 2782" would be required before the City proceeded with the

borrowing. If the City's grant application is unsuccessful, "Port Theatre Borrowing Bylaw No. 2782" will be rescinded.

OPTIONS

1.
 1. That "Port Theatre Borrowing Bylaw 2019 No. 7282" (To authorize the borrowing of up to \$4,500,000 for the construction of the Port Theatre Community Performing Arts Centre), pass first reading;
 2. That "Port Theatre Borrowing Bylaw 2019 No. 7282" pass second reading; and
 3. That "Port Theatre Borrowing Bylaw 2019 No. 7282" pass third reading.
 4. That Council approve funding \$100,000 of the City's commitment from the Strategic Infrastructure Reserve.
 - a. **Budget Implication:** The 2019 – 2023 Financial Plan will be amended to add the project if the grant application is successful. Debt-servicing costs will be funded from general taxation and will result in a property tax increase of approximately 1.0% spread over a three-year period.
 - b. **Strategic Priorities Implication:** The City's 2016 – 2019 Strategic Plan Update identifies Cultural Vitality as a pillar of sustainability.
2. That Council table the report and request more information from Staff.

SUMMARY POINTS

- Council committed \$4.6 million in 2014 and renewed their commitment in 2016 to assist the Port Theatre in construction of a Community Performing Arts Centre.
- The City will be submitting a grant application for \$15.5 million to the Investing in Canada Infrastructure Program.
- The City's funding of \$4.6 million will be a combination of \$4.5 million in short-term capital borrowing and \$100,000 from Council's Strategic Infrastructure Reserve.

ATTACHMENTS

Attachment 1 – "Port Theatre Borrowing Bylaw 2019 No. 7282"

Submitted by:

Wendy Fulla
Manager, Business, Asset and Financial
Planning

Concurrence by:

Laura Mercer
Acting Director of Financial Services

CITY OF NANAIMO

BYLAW NO. 7282

A BYLAW TO AUTHORIZE THE BORROWING OF UP TO \$4,500,000 FOR THE
CONSTRUCTION OF THE PORT THEATRE COMMUNITY PERFORMING ARTS CENTRE

WHEREAS, under the provisions of section 178 of the *Community Charter*, the Council may contract a debt for any purpose of a capital nature, such debt not to exceed at any time a total amount equal to fifty dollars (\$50.00) multiplied by the population of the municipality and may, by bylaw, without the assent of the electors, contract the debt by borrowing and make provision for the repayment of the debt and interest thereon;

AND WHEREAS the amount of the existing obligations of the municipality authorized under said section 178 at the date hereof is \$0;

AND WHEREAS the Council deems it necessary to borrow up to \$4,500,000 for the purpose of construction of the Port Theatre Community Performing Arts Centre;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained:

NOW THEREFORE, the Council of the City of Nanaimo in open meeting assembled, enacts as follows:

1. The Council is hereby authorized and empowered to borrow upon the credit of the City of Nanaimo the sum of up to \$4,500,000 at such times as the same may be required for the purpose of construction of the Port Theatre Community Performing Arts Centre and to pay interest thereon.
2. There shall be raised and levied during the currency of the obligation hereby created by a rate sufficient therefore over and above all other rates upon all land and improvements subject to taxation for general municipal purposes in the municipality for the repayment of the principal, together with the payment of interest thereon.
3. The Mayor and the officer assigned the responsibility of financial administration are hereby authorized to do all necessary acts and things to carry out the intent of this bylaw.
4. This bylaw shall take effect on the date of its adoption by Council.
5. This bylaw may be cited as "Port Theatre Borrowing Bylaw 2019 No. 7282".

PASSED FIRST READING: _____

PASSED SECOND READING: _____

PASSED THIRD READING: _____

RECEIVED THE APPROVAL OF THE INSPECTOR OF MUNICIPALITIES

this ___ day of _____, 20__.

ADOPTED: _____

MAYOR

CORPORATE OFFICER

Staff Report for Decision

DATE OF MEETING JANUARY 14, 2019

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 Council approve the 2019 Culture & Heritage Grant (Operating and Projects funding) recommendations of \$338,887 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 Children’s Book Festival	\$3,000
Literacy Central Vancouver Island	Literary Cabaret	\$2,800
Mid Island Youth & Community Development Cooperative	FOOD ART FUN	\$1,222
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).

At the 2018-DEC-12 Special Council Meeting, Council received the 2019 Culture & Heritage Grant Recommendation report for information.

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, the organization must employ professional artists, pay industry standard artist fees and have paid administrative staff. Applicants must have received at least one annual grant through the City of Nanaimo's Culture & Heritage Funding Program. The organization must have an ongoing arts, culture and heritage mandate (irrespective of this funding program); 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.

A stable and predictable funding environment enables professional groups to better plan for their organizational development and secure their future programming needs. 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

These requests represent approximately 50% to 57% of the overall annual Culture & Heritage Grant program budget over the next three years, starting in 2019.

OPTIONS

1. That Council approve the 2019 Culture & Heritage Grant (Operating and Projects funding) recommendations of \$338,887 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>	

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 Children's Book Festival	\$3,000
Literacy Central Vancouver Island	Literary Cabaret	\$2,800
Mid Island Youth & Community Development Cooperative	FOOD ART FUN	\$1,222
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 Council 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. Staff are recommending \$338,887 be allocated.
- Five organizations have applied for three-year funding (2019/2020/2021). Criteria for three-year funding is attached (Attachment C).

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	\$313,180

* 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% *	\$1,222	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	\$25,707	



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	% of Total	ACTUAL BUDGET	% of Total
		ENTER YEAR:		ENTER YEAR:	
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

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.

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(TYPE YOUR ORGANIZATION NAME HERE)					
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4100	EARNED REVENUE				
4105	Production admissions and box office from subscriptions / admissions membership or group admissions				
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Use the line below to record notes or for additional information					
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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)	\$	-		\$ -

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.

DATE OF MEETING JANUARY 14, 2019

AUTHORED BY JOHN HORN, SOCIAL PLANNER

SUBJECT UBCM COMMUNITY CHILD CARE PLANNING PROGRAM GRANT

OVERVIEW

Purpose of Report

To obtain Council's endorsement of a collaborative application to the Union of BC Municipalities for funding under the *Community Child Care Planning Program* grant stream.

Recommendation

That Council support an application to the Union of BC Municipalities for funding under the *Community Child Care Planning Program* on behalf of a collaborative group comprised of the City of Nanaimo and one or more local governments in the region, and that the City of Nanaimo provide overall grant management for the collaborative.

BACKGROUND

The Province of British Columbia is investing \$1 billion in child care over the next three years. As part of this the BC Ministry of Children and Family Development has allocated \$2.85 million for the *Community Child Care Planning Program*. Under this program administered by the Union of BC Municipalities (UBCM), local governments can apply for a maximum of \$25,000 in funding to create a child care space creation action plan.

Collaborative projects are allowed and encouraged. Funding requests from two or more eligible applicants (municipalities, regional districts, etc.) can be submitted as a single application with one entity identified as the primary applicant. The maximum funding available would be based on the number of eligible applicants included in the application; therefore, if five local governments apply together the total funding award would potentially be \$125,000.

The primary applicant for a collaborative project is required to provide a resolution from Council indicating support for the activities proposed in the funding application and a willingness to provide overall grant management. All the partnering applicants are required to submit a Council or Board resolution that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

The activities proposed under this funding application include:

- developing an inventory of existing child care spaces;
- conducting a community engagement process;
- identifying space creation targets over the next ten years; and,
- identifying actions that can be taken to meet those space creation targets.

The information gathered through this planning process may be used to support future investments in the development of child care spaces funded by the Government of British Columbia in our community.

The City of Nanaimo is currently in discussions with other local governments in the region to confirm support for a collaborative approach. The key rationale for a collaborative approach is that child care needs within the region cross municipal and rural electoral area boundaries given that parents in the region may live, work, access schools and recreation across these boundaries. For example, parents who work or access educational services in Nanaimo may live outside of the City boundaries in other municipalities or surrounding rural areas where child care options may be limited and/ less convenient to access depending on their schedules. Understanding the linkages between neighbouring municipalities and rural areas is key to effective planning for child care needs and demands within the City of Nanaimo and surrounding areas.

Pooling funding together through a collaborative approach would also allow for more effective use of resources than if each community individually applied for funding and contracted to develop an action plan. In recognition of the capacity challenges facing potential partners, Nanaimo is willing to be the primary applicant for a joint application with one or more local government partners within the region. While First Nations Governments (Snuneymuxw, Snaw-Naw-As, and Qualicum) and School Districts (68 and 69) are not eligible for this funding opportunity, they are recognized as being key participants in the development of a collaborative child care planning process.

If a collaborative application with one or more eligible partners is successful, the money will be used to conduct a child care space action planning process for all areas named in the application. The expectation would be that each area involved in the planning process would have a detailed child care action plan specific to their community as one output of that process.

The *Community Child Care Planning Program* application guide and application form are included as Attachment A to this report.

OPTIONS

1. That Council support an application to the Union of BC Municipalities for funding under the *Community Child Care Planning Program* on behalf of a collaborative group comprised of the City of Nanaimo and one or more local governments in the region, and that the City of Nanaimo provide overall grant management for the collaborative.
 - **Budget Implication:** The City of Nanaimo would be expected to contribute staff time and in-kind resources, but the bulk of the work would be contracted to a consultant via a Request for Proposal (RFP) process. There are anticipated economies of scale and efficiencies through a collaborative approach.
 - **Strategic Priorities Implication:** Furthers the social inclusion and economic development goals of the community.
 - **Engagement Implication:** The planning process contemplated in this application includes a significant amount of community and stakeholder engagement.

2. That Council provide alternate direction.

SUMMARY POINTS

- The Province of British Columbia is accepting applications from local governments for funding to create an inventory of existing child care spaces, identify child care space creation targets over the next ten years, and identify actions that can be taken to meet those space creation targets.
- The City of Nanaimo is currently in discussions with other local governments within the areas covered by School Districts 68 and 69 within the region to determine support for a collaborative approach.
- The City of Nanaimo is willing to be the lead applicant for a collaborative approach and as such would be responsible for submitting the application and receiving and managing grant monies allocated under this funding program.
- The City of Nanaimo would contribute staff time to this project, and a consultant would be engaged to do the majority of the work.

ATTACHMENTS

Attachment A: UBCM 2019 Community Child Care Planning Program and Application Guide and Application Form

Submitted by:

Lisa Bhopalsingh
Manager, Community and Cultural Planning

Concurrence by:

Dale Lindsay
Director, Community Development

Community Child Care Planning Program

2019 Program & Application Guide

1. Introduction

In order to better meet the child care needs of families, the Province of British Columbia recently announced expanded investment in the child care sector totalling \$1 billion over three years. This includes \$237 million to improve access to child care, including funding the creation of 22,000 new licensed child care spaces. Strong planning at the community level will ensure that this investment creates child care spaces in areas with the greatest need.

The BC Ministry of Children and Family Development is earmarking \$2.85 million for the Community Child Care Planning Program. Under the program, eligible projects can receive up to \$25,000. The program is administered by the Union of BC Municipalities (UBCM).

In addition to the provincial investments outlined above, the Community Child Care Space Creation Program, funded under the Canada-British Columbia Early Learning and Child Care Agreement and administered by UBCM, will provide approximately \$13 million to fund the creation of new licensed child care spaces in local government-owned facilities. Please see the Community Child Care Space Creation Program guide for details.

Community Child Care Planning Program

The Community Child Care Planning Program will provide funding for local governments to engage in child care planning activities in order to develop a community child care space creation action plan.

Through partnerships and engagement, all funded projects will collect information regarding the child care needs of the community; create an inventory of existing child care spaces; identify space creation targets over the next 10 years; and identify actions that can be taken to meet those space creation targets.

The information gathered through these plans will be shared with the BC Ministry of Children and Family Development, and may inform future investments in child care space creation that the Government of British Columbia may provide your community through programs such as the [Child Care BC New Spaces Fund](#). Please note that completion of a community child care space creation action plan does not guarantee future space creation funding.

2. Eligible Applicants

Local governments, including municipalities and regional districts, in BC are eligible to apply. Eligible applicants can submit one application per intake, including collaborative projects.

3. Collaborative Projects Among Multiple Local Governments

Funding requests from two or more eligible applicants for collaborative projects may be submitted as a single application for eligible projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application.

The primary applicant submitting the application for a collaborative project is required to submit a resolution as outlined in Section 8 of this guide. All partnering applicants are required to submit a Council or Board resolution that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

4. Eligible Projects & Guiding Principles

Eligible projects include the completion of a community child care space inventory (using the required Excel template) and the development of a community child care space creation action plan. These planning activities should result in local governments collecting information regarding the child care needs of the community and identifying short-term, medium-term, and long-term actions that can be taken to improve access to child care in the community through the creation of new child care spaces.

Eligible projects will demonstrate a commitment to the following guiding principles:

- **Community Driven** — Community solutions are based on local priorities and plans, and address the unique needs of the community
- **Catalysts for Action** — Funded activities enable local governments and community partners to create new child care spaces and improve access to affordable, quality child care in their community
- **Coordinated** — Activities of different levels of government (including local governments, school districts, Métis Nation BC, and neighbouring First Nations) and community partners (including organizations providing child care to underserved communities) encourage collaboration, avoid duplication among programs and projects, and facilitate the co-location of child care services with other child and family services
- **Sustainable Results** — Will result in an actionable plan, supported with sufficient resources, that will improve access to affordable, quality child care over time

In addition, to qualify for funding, projects must be:

- A new project or new project component (applications for retroactive projects are not eligible to receive funding under this program)
- Capable of completion by the applicant within one year from the date of grant approval

5. Requirements for Funding

As part of the approval agreement, all approved applicants are required to adhere to the following requirements:

- Comply with all applicable privacy legislation

Updated September 2018

- Recipients of the Community Child Care Planning Program are not authorized under the Freedom of Information and Protection of Privacy Act (FOIPPA) to collect, use, or disclose personal information while conducting funded activities. [Personal information](#) is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference. To ensure that personal information is not inadvertently collected, funding recipients must ensure any information collected cannot be used to identify individuals. For instance, when collecting information from stakeholders, any information that is collected and distributed should be composed of aggregate/ summative data collected from a sufficiently large sample to ensure no individual(s) can be identified. In these cases, the information should be collected and presented in a manner such that a person should not be able to extrapolate or guess who the information is concerning.

Refer to Appendix 1 for important information on all requirements for funding.
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6. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible costs are direct costs that are approved by the Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Under the Community Child Care Planning Grant program, eligible activities must be cost-effective and may include:

- Completion of a community child care space inventory (using the required Excel template)
- Development/update of a community child care space creation action plan, including the required content outlined in Appendix 2
- Data collection (e.g. research, community consultations, workshops) and analysis
- Community engagement activities

The following expenditures are also eligible provided they relate directly to the eligible activities identified above:

- Consultant costs
- Incremental applicant staff and administration costs
- Public information costs (e.g. meetings related to the project, translation costs)

Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application by the Evaluation Committee is not eligible for grant funding. This includes:

- Capital projects, including renovations or upgrades to buildings

- Development of architectural, engineering, or other design drawings for the construction or renovation of facilities providing child care
- Ongoing or regular planning activities
- Regular maintenance, operational or administrative expenses, as well as overhead costs such as rent, office supplies, and communications services such as telephone and the internet
- Fundraising, lobbying, or sponsorship campaigns
- Legal, audit, or interest fees
- Project components already completed

7. Grant Maximum

The Community Child Care Planning Program can contribute a maximum of 100% of the cost of eligible activities – to a maximum of \$25,000.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

8. Application Requirements & Process

Application Deadline

The application deadline is January 18, 2019.

Applicants will be advised of the status of their application within 90 days of the application deadline.

Required Application Contents

- Completed Application Form
- Local government Council or Board resolution, indicating support for the current proposed activities and willingness to provide overall grant management
- Detailed budget that indicates the proposed expenditures and aligns with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified.
- For collaborative projects only: Each partnering applicant must submit a Council or Board resolution indicating support for the primary applicant to apply for, receive and manage the grant funding on their behalf.

Submission of Applications

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Review of Applications

UBCM will perform a preliminary review of applications to ensure that the required application elements (identified above) have been submitted and basic eligibility criteria have been met. Only complete application packages will be considered for funding.

Following this, all eligible applications will be reviewed and scored by the Evaluation Committee, which will include representatives from the Ministry of Children and Family Development. Scoring considerations and criteria include the following:

- Alignment with the objectives and guiding principles of the Community Child Care Planning Program
- Organizational capacity
- Anticipated results
- Partnerships and demonstrated community support
- Engagement and inclusivity
- Cost-effectiveness of the project, including in-kind or cash contributions to the project from the eligible applicant, community partners or other grant funding

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

The Evaluation Committee will also consider the location of each application in order to ensure a balanced representation of projects across the province, and funding decisions will be made on a provincial priority basis.

All application materials will be shared with the Province of BC
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9. Grant Management & Applicant Responsibilities

Please note that grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision & Payments

All applicants will receive written notice of funding decisions, which will include the terms and conditions of any grant that is awarded.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Grants are awarded in two payments: 75% at the approval of the project and 25% when the project is complete and UBCM has received the required final report and a financial summary.

Changes to Approved Projects

Approved grants are specific to the project identified in the application, and grant funds are not transferable to other projects. Approval from the Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- A revised application package, including an updated, signed application form and an updated Council or Board resolution
- Written rationale for the proposed changes to activities and/or expenditures.

The revised application package will then be reviewed by the Evaluation Committee.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within one year of approval and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed six months.

10. Final Report Requirements & Process

Applicants are required to submit an electronic copy of the complete final report package, including the following:

- Completed Final Report Form
- Completed community child care space inventory (using the required Excel template)
- Completed community child care space creation action plan, including the required content outlined in Appendix 2
- Financial summary
- Optional: photos of the project, media clippings and or any reports or documents developed or amended with grant funding.

Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lqps@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Review of Final Reports

UBCM will review final reports to ensure that all of the required report elements (identified above) have been submitted.

Following this, all complete final reports and deliverables will be submitted to the Ministry of Children and Family Development for review before final payment of the grant is issued.

All final report materials will be shared with the Province of BC

The Community Child Care Planning Program is funded by the Province of BC. Under Section 85 of the *Financial Administration Act*, all information collected by UBCM on behalf of the Province in relation to disbursement of the funding is provided to the Province. All information will be stored and retained in accordance with Ministry of Children and Family Development records management policies and procedures. This information could be subject to Freedom of Information requests.

11. Additional Information

For enquiries about the application process or general enquiries about the program, please contact:

Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8

E-mail: lgps@ubcm.ca

Phone: (250) 952-9177

In addition, the following resources are available:

- Regional Health Authorities are responsible for child care licensing in BC, and for the health and safety inspection of licensed facilities. For more information, please [contact your regional Health Authority](#).
- For information on the child care spaces licensed by your regional health authority, you may consult the following resources:
 - [Fraser Health Authority](#)
 - [Vancouver Island Health Authority](#)
 - [Vancouver Coastal Health Authority](#)
 - [Interior Health Authority](#)
 - [Northern Health Authority](#)
- [BC School Districts](#) are responsible for K-12 capital planning in their districts.
- [BC Child Care Resource and Referral Centres \(CCRRs\)](#): CCRRs offer quality child care and community referrals, resources and support to child care providers and families in every community across the Province of British Columbia.

Appendix 1: Requirements of Funding

As outlined in Section 5, approved applicants are required to develop, undertake and complete their approved project in accordance with the following requirements:

1. The funding is to be used solely for the purpose of the approved project and for the expenses itemized in the project budget
2. Any unused funds or funds expended on ineligible costs and activities must be returned to UBCM within 30 days following the project end date
3. All expenditures must meet eligibility requirements as defined in the Community Child Care Planning Program & Application Guide
4. All project activities may commence on the date that the application was submitted and must be completed within one year of project approval
5. The final report is required to be submitted to UBCM within 30 days of project completion
6. The approved applicants are required to comply with all applicable privacy legislation. Without limiting the foregoing, the approved applicant and their child care operator(s) must ensure that any personal information they collect, use or disclose about an identifiable individual as part of the approved project is disclosed only in Canada and only in accordance with the following legislation, as applicable: *Freedom of Information and Protection of Privacy Act*, the *Child Family and Community Service Act*, the *Community Care and Assisted Living Act*, the *Personal Information Protection Act* or other applicable legislation.

Appendix 2: Required Content for Community Child Care Space Creation Action Plans

In order to be eligible for funding, community child care space creation action plans **must** include the required process elements and required content outlined below.

The information gathered through these plans will be shared with the BC Ministry of Children and Family Development, and may inform future investments in child care space creation that the Government of British Columbia may provide your community through programs such as the Child Care BC New Spaces Fund. Please note that completion of a community child care space creation action plan does not guarantee future space creation funding.

Updated September 2018

Recipients of the Community Child Care Planning Program are not authorized under the Freedom of Information and Protection of Privacy Act (FOIPPA) to collect, use, or disclose personal information while conducting funded activities. [Personal information](#) is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference. To ensure that personal information is not inadvertently collected, funding recipients must ensure any information collected cannot be used to identify individuals. For instance, when collecting information from stakeholders, any information that is collected and distributed should be composed of aggregate/summative data collected from a sufficiently large sample to ensure no individual(s) can be identified. In these cases, the information should be collected and presented in a manner such that a person should not be able to extrapolate or guess who the information is concerning.

Required Process

The completion of the action plan requires (but is not limited to) the following:

- Completing the required community child care space inventory (using the required Excel template) to record details regarding the child care facilities and spaces in your plan area. Recommended resources include:
 - The following resources from BC Stats:
 - [Sub-provincial Population Estimates](#): Population estimates sorted by region, year, sex, and age.
 - [Population Estimates for Municipalities, Regional Districts, and Development Regions, 2011-2017](#)
 - [P.E.O.P.L.E. household projections](#): Each year BC Stats prepares an updated set of sub-provincial household projections after the population projection for the current year has been created using P.E.O.P.L.E. (Population Extrapolation for Organization Planning with Less Error).
 - Custom detailed regional population projections by age are available for purchase. For details please contact the demographic analysis section: 250-216-2291
 - [Statistics Canada Age \(in Single Years\) data tables](#)
 - [Regional Health Authorities](#) are responsible for child care licensing in BC. For information on licensed child care facilities in your area, please consult your Health Authority.

- The Ministry of Children and Family Development collects data on the licensed child care facilities that receive ministry operating funding. To review this data, you may:
 - Refer to the [BC Child Care Map](#); or,
 - Download child care facility location data from the [BC Data Catalogue](#) (search “Child Care Map”).
 - Note that “Multi-Age Child Care Programs” may be separated as “Family Multi-Age” and “Group Multi-Age” in these sources of data; simply combine these two categories for a full list of Multi-Age Child Care Programs.
 - Note that the Child Care Map and child care facility location data do not provide complete lists of licensed child care facilities in BC, as they only detail licensed child care facilities in receipt of government operating funding. Cross-reference any information with information from your Health Authority to gather a complete list of all child care facilities
- Engaging with local child care stakeholders, particularly parents and child care providers (including Indigenous providers).
 - Recipients are also encouraged to engage with their local school district(s), other local governments, local First Nations, Métis Nation BC, and local Indigenous organizations.
 - Community engagement activities must include at least one of the following:
 - A survey targeting child care providers in the community
 - A survey targeting parents in the community and/or parents from a neighbouring community accessing child care in the plan area;
 - A community town hall or open house on child care issues
 - Visits to local child care centres
 - Community engagement activities must gather information regarding the needs of under-served populations in child care—including children with extra support needs, Indigenous children and families, low-income children and families, young parents under the age of 25, children and families from minority culture and language groups, immigrant and refugee children and families, and francophone children and families.
- Developing (or updating) an action plan, including the required content outlined below

Required Content for the Action Plan

Using the results of the inventory and community engagement process, the completion of the action plan requires (but is not necessarily limited to) the following content:

Current State of Child Care in Community

- The child care space utilization rate in your [Service Delivery Area](#)¹. Information on utilization rates is available from the [Ministry of Children and Family Development](#).

¹ Utilization rates are an indicator of the degree to which families may be able to access a child care space. Generally, higher utilization rates correlate with lower accessibility. Utilization rates above 80 percent indicate

- Child care utilization patterns and concerns that stakeholders indicate regarding:
 - How many families use child care in your community, and how many use [licensed versus license-not-required](#) care;
 - Whether there is a sufficient number of spaces to meet demand;
 - Whether spaces are in convenient locations for families, including whether these spaces are located close to parents' home, work, or school;
 - Whether enough spaces are co-located with organizations offering other services benefiting children and families (such as those offered through schools, post-secondary institutions, libraries, recreation facilities, and family support programs) and/or facilitating a seamless transition for children between such programs, and what kinds of services families would like child care to be co-located with; and
 - Whether child care is offered at convenient times for families, including whether there is a sufficient number of "flexible" child care spaces offered outside of regular business hours.
- Information on the programs and services that currently exist in your community to meet the child care needs of underserved populations and/or provide additional support services as required.
 - Underserved populations include, but may not be limited to, children who have extra support needs, Indigenous (First Nations, Métis, or Inuit) children and families, low-income families, young parents under the age of 25, children and families from minority cultures and language groups, immigrant and refugee children and families, and francophone families.
 - In completing this required content, you may wish to consider whether there are any of the following organizations, programs, or services in your community:
 - Supported Child Development Programs;
 - [Aboriginal Supported Child Development Programs](#);
 - Cultural safety training for child care staff;
 - Child care offered by Indigenous providers;
 - Child care offering minority language and/or culture programming;
 - Child care offering Francophone programming;
 - Programs to assist low-income families with child care fees;
 - [Young Parent Programs](#); and/or
 - Social "wrap-around" supports for children and families offered in conjunction with child care (such as meal assistance, health supports, housing supports, counselling, transportation supports, and referrals).

difficulty finding a child care space and utilization rates of approximately 90 percent would indicate that a region has poor accessibility where provider waitlists are likely commonplace.

While lower utilization rates indicate improved accessibility, local conditions may differ to that in the region overall; families may still encounter challenges finding care to meet their individual preferences and needs. It is important to engage with community stakeholders to learn more about some of the factors influencing the utilization rate in your area.

- Description of the programs and services that are most needed in your community to meet the child care needs of underserved populations and/or provide additional support services as required.

Interpreting Trends

- Identification and interpretation of trends related to the number, location, and care types of licensed child care facilities and spaces in your community, including:
 - Whether the number and type of licensed spaces in your community is sufficient to meet the needs of your ages 0-12 population, and what age groups are in most need of more child care spaces;
 - Whether licensed facilities are located in areas of high need, including high density areas and areas where parents attend work and school;
 - What locations in your community present the highest unmet demand for licensed child care spaces;
 - Whether there are a sufficient number of “flexible” licensed child care spaces offered outside of regular business hours;
 - Whether there are a sufficient number of licensed child care spaces and services providing child care for underserved populations; and
 - Whether there are a sufficient number of care facilities that are co-located with other organizations offering services benefiting children and families to meet the community’s needs.

Plan, Bylaw, and Policy Review

- Review of local plans, policies, and bylaws. This review may include only your local government’s documents, but it is recommended that it extend to other local governments as well (e.g. a review of policies in a municipality’s regional district and/or in adjacent municipalities).
- Analysis of local plans, policies, and bylaws to identify any aspects that may create barriers to the creation of licensed child care spaces in your community, and what actions can be taken to eliminate these barriers and encourage the creation of child care spaces and growth of services

Action Plan Targets and Goals

- Identify short-term (one to two years), medium-term (two to five years), and long-term (five to ten years) space creation targets that will meet the licensed child care space needs identified above. Considerations must include, but are not limited to:
 - The number of licensed child care spaces that are required to meet the identified need.
 - The child care age groups and license types that are most in demand, and how many licensed spaces in each age group and license type are needed to meet this demand.
 - Where new spaces need to be located to best meet families’ needs. Consider any opportunities for co-locating child care facilities with organizations offering other

services and programs benefiting children and their families, such as schools, post-secondary institutions, libraries, recreation facilities, and family support programs. If possible, include an estimate of the number of spaces that can be co-located with each type of facility.

- The number of new spaces that need to be flexible (i.e. offered outside of regular business hours).
- The number of spaces that can be created using public assets.
- Identify short-term (one to two years), medium-term (two to five years), and long-term (five to ten years) actions that the local government and community will take to meet licensed space creation targets and improve access to child care services within the community. Considerations must include, but are not limited to:
 - What actions your local government will take to meet the targets identified above. Please be specific; you may wish to categorize what actions will be taken in each neighbourhood.
 - Specifically, how your local government will meet the targets identified for flexible child care.
 - Specifically, how your local government will ensure that the new child care spaces in your community meet the needs of underserved populations in child care, including children who have extra support needs, Indigenous (First Nations, Métis, or Inuit) children and families, low-income families, young parents under the age of 25, children and families from minority cultures and language groups, immigrant and refugee children and families, and francophone families.
 - Which organization(s) will be responsible for leading the creation of which child care spaces in which years.
 - Which public assets can be leveraged to expand publically-owned child care in your community.
 - What community partners your local government will work with to meet the identified targets.
 - How your local government will increase the number of child care spaces co-located with organizations offering other services benefiting children and their families, and which community partners will you work with to increase the number of co-located spaces.
 - What plans, policies, and bylaws your local government will amend or create to reduce barriers to child care space creation.
 - What internal resources and capacity your local government will require in order to implement this plan (e.g. staff resources, funding, time, etc.).
 - What supports your local government will require from external organizations, including the BC Government, to achieve your space creation targets.
 - How your local government will continue to engage with stakeholders, including parents and child care providers, in meeting your space creation targets.

Optional Considerations for Further Planning

Please note that recipients of the Community Child Care Planning Grant are encouraged but not required to identify the following in their child care planning:

- Child care human resources available in the community (i.e. number of early childhood educators and other child care facility staff).
- How your community may help to increase the number of early childhood educators and child care facility staff serving the community in coming years
- Trends related to the affordability of child care in your community
- Trends related to the quality of child care in your community
- Existing children and family services in your community, in addition to child care and how these services can be expanded in the coming years.

Community Child Care Planning Program 2019 Application Form

Please complete and return the application form by January 18, 2019. All questions are required to be answered by typing directly in this form. If you have any questions, contact lgps@ubcm.ca or (250) 952-9177.

SECTION 1: Applicant Information	AP- <i>(for administrative use only)</i>
Local Government:	Complete Mailing Address:
Contact Person:	Position:
Phone:	E-mail:

*Contact person must be an authorized representative of the applicant

SECTION 2: <u>For Collaborative Projects Only</u>
1. Identification of Partnering Applicants. For all collaborative projects, please list all of the partnering applicants included in this application. Refer to Section 3 in the Program & Application Guide for more information.

SECTION 3: Project Summary
2. Name of the Project:
3. Project Cost & Grant Request: Total Project Cost: Total Grant Request: Have you applied for or received funding for this project from other sources?
4. Project Summary. Provide a summary of your project in 150 words or less.

SECTION 4: Detailed Project Information
5. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Refer to Section 4 of the Program & Application Guide for eligibility.
6. Program Objectives & Guiding Principles. How will the proposed planning activities meet the objectives and guiding principles of the 2019 Community Child Care Planning program?
7. Intended Outcomes, Deliverables & Impacts on Local Government. What will your project achieve? What will be the specific deliverables? List any policies, practices, plans or local government documents that will be developed or amended as a result of your project.
8. Organizational Capacity. How is your organization equipped to achieve the intended outcomes, deliverables and impacts on local government identified above? Describe the relevant resources at your disposal (staff, financial, informational, experiential, etc.).
9. Partnerships & Community Support. List all confirmed partners (e.g. child care providers, school districts, community groups, First Nations, Métis Nation BC, organizations working with underserved communities etc.) in addition to those identified in Question 1 that will directly participate in the proposed planning activities and the specific role they will play. Attach letters of support if available.
<p>10. Community Engagement. Recipients of a Community Child Care Planning Grant must engage with child care stakeholders in their community, particularly parents and child care providers (including Indigenous providers). Recipients are also encouraged to engage with their local school district(s), other local governments, local First Nations, Métis Nation BC, and local Indigenous organizations. Please see Appendix 1 of the Program and Application Guide for more information.</p> <p>A. Which community stakeholders do you plan to engage in the proposed planning activities, and how?</p> <p>B. How will this engagement gather information regarding the needs of underserved populations in child care— including children who have extra support needs, Indigenous (First Nations, Métis, or Inuit) children and families, low-income families, young parents under the age of 25, children and families from minority cultures and language groups, immigrant and refugee children and families, and francophone families?</p>
11. Evaluation. How will you evaluate the success of the project? Will performance measures and/or benchmarks be used to measure outcomes, and if so, what are they? How will this information be used?

12. Additional Information. Please share any other information you think may help support your submission.

SECTION 4: Required Attachments

Please submit the following with your application:

- ☐ Council/Board Resolution – Indicating local government support for the proposed project and a willingness to provide overall grant management
- ☐ Detailed budget
- ☐ **For collaborative projects only:** Council or Board that clearly states the partnering organization's support for the proposed project and clearly outlines the role they will play

Submit the completed Application Form and all required attachments as an e-mail attachment to lgps@ubcm.ca and note "2019 Child Care Planning" in the subject line. Submit your application as either a Word or PDF file(s). If you submit by e-mail, hardcopies and/or additional copies of the application are not required.

SECTION 5: Signature. Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province of BC.

I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the approved project is within the applicant's jurisdiction (or appropriate approvals are in place).

Name:

Title:

Signature:

Date:

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

DATE OF MEETING January 14, 2019

AUTHORED BY MIKE STRAIN, SENIOR PROJECT MANAGER

SUBJECT SEVENTH STREET PUMP STATION AND FORCE MAIN PROJECT

OVERVIEW

Purpose of Report

To seek approval to increase the budget for the Seventh Street Pump Station and Force Main project by \$600,000.

Recommendation

That Council direct Staff to increase the budget for DCC SS45 Chase River Pump Station and Force main by \$350,000 and increase the budget for Seventh Street Watermain: Park to Douglas by \$250,000.

BACKGROUND

Constructed in 1960, the Chase River Trunk Sewer is 3400 metres in length; it starts at Seventh Street and Stirling Avenue and runs to the Regional District of Nanaimo Chase River Pump Station near the corner of Highway 1 and Haliburton Street. In 2014, the Chase River Sanitary Sewer Master Plan was completed, this study found nearly 2400 metres (about 70%) of the sewer is operating at capacity and in some sections there is a risk of the sewer surcharging and overflowing during a wet weather event.

Conventional replacement of the sewer would be challenging as there are some sections of the sewer which are between 7 to 10 metres deep, and some of those deep sections are under residential neighbourhoods or environmentally sensitive areas.

An extensive options analysis was completed to determine the best approach to address the capacity issues. Constructing a pump station which diverts the flow from the Chase River Trunk Sewer was found to be the option which is the most cost effective, the least disruptive to the existing neighbourhoods and has the lowest potential environmental impact.

Construction of the new sanitary sewer pump station and force main is planned to begin in the first quarter of 2019 and be completed by the end of 2019. The new pump station will be installed at the intersection of Park Avenue and Seventh Street, and will divert flow from the Chase River Trunk Sewer through a new force main between the new pump station and the Regional District of Nanaimo's Trunk Sewer at the corner of Woodhouse Road and Eaton Street. Additional work includes the replacement of watermain in the project area.

DISCUSSION

In December 2018, updated project cost information was received:

- The project was tendered, closing on December 13th, 2018. Five bids were submitted and the lowest bidder was Milestone Equipment Contracting Inc. at \$5,315,266.50, plus GST.
- A quote of \$460,229 was also received for Consultant Construction Services including Project Management, Contract Administration, Engineering support, Commissioning and Inspection.

With the above information, the project cost projection was updated and the expected cost to complete the project is \$6,753,383. The current available budget is \$6,152,937; therefore, an additional \$600,000 will be required to complete the project.

The project was reviewed to determine if reducing or removing scope would lower the additional funds required. The nature of the infrastructure in this project is basic and required for the functionality of the sewer system. Significant reductions in scope cannot be achieved without seriously compromising the system.

The additional funding for the project will be \$250,000 from the Water Asset Management Reserve, and \$350,000 of internal borrowing from the Drainage DCC Reserve to be repaid from sewer operations.

OPTIONS

1. Option 1 – Council direct Staff to increase the budget for DCC SS45 Chase River Pump Station and Force Main by \$350,000 and increase the budget for Seventh Street Watermain: Park to Douglas by \$250,000.

- **Budget Implication:** The final 2019-2023 Financial Plan will be amended to increase project budgets with funding to be from:
 - i. \$350,000 of internal borrowing from the Drainage DCC Reserve with repayment from sewer operations
 - ii. \$250,000 of funding from Water Asset Management Reserve

As per best practices, an internal borrowing resolution for Council approval will be brought forward with the final 2019 – 2013 Financial Plan.

- **Other Implications:**
 - i. The Pump Station is required to divert flows away from the existing Chase River Trunk Sewer Main to relieve capacity and allow for further development in the catchment area.
 - ii. The project tender closed on December 13th, 2018, and the tender award must occur within 90 days of the project closing, or the low bidder may withdraw their bid.

2. Option 2 – That Council direct Staff to cancel the tender and defer the project.

- **Budget Implication:** By deferring the project, current competitive bid pricing would be lost. It is likely that a future tender would be a higher cost.

- **Other Implications:** Given that the existing Chase River Trunk Sewer Main is operating at capacity, deferring the project may require limitation of development or growth in the catchment, until the project is completed. |

SUMMARY POINTS

- | An additional \$600,000 is required to complete the Seventh Street Pump Station and Force Main project. The Drainage DCC Reserve will provide \$350,000 and \$250,000 will come from the Water Assessment Management Reserve.
- The Final 2019-2023 Financial Plan will be amended for this change.
- Construction of the Seventh Street Pump Station and Force Main is planned to begin in the first quarter of 2019. |

Submitted by:

Mike Strain
Senior Project Manager

Concurrence by:

Poul Rosen
Senior Manager, Engineering

CITY OF NANAIMO

BYLAW NO. 7279

A BYLAW TO CONFIRM AND ADOPT THE FINANCIAL PLAN

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

1. Title

This Bylaw may be cited as “Financial Plan Bylaw 2018 No. 7279”.

2. Schedule “A” attached hereto and forming part of this Bylaw is hereby adopted and is the Financial Plan for the City of Nanaimo for the period 2019-JAN-01 to 2023-DEC-31.
3. The various items of expenditure set forth in Schedule “A” are hereby authorized.
4. Schedule “B” attached hereto and forming part of this Bylaw is hereby adopted and is the Statement of Revenue Objectives & Policies for the City of Nanaimo for the period 2019-JAN-01 to 2023-DEC-31.
5. The Financial Plan may be amended in the following manner:
 - (a) Funds may be reallocated in accordance with the City of Nanaimo's management policy on budget transfers.
 - (b) The Chief Financial Officer may transfer unexpended appropriations to Reserve Funds or Reserve Accounts for future expenditures.

PASSED FIRST READING: 2018-DEC-17
PASSED SECOND READING: 2018-DEC-17
PASSED THIRD READING: 2018-DEC-17
ADOPTED _____

MAYOR

CORPORATE OFFICER

Schedule A
City of Nanaimo
2019 - 2023 Financial Plan

	2019	2020	2021	2022	2023
Revenues:					
Revenue from Property Value Taxes	110,116,606	115,256,815	119,822,585	124,226,289	127,387,103
Revenue from Parcel Taxes	41,594	42,010	42,430	-	-
Revenue from Fees & Charges	48,453,132	50,588,874	53,786,523	55,640,784	57,206,835
Revenue from Other Sources	26,245,549	27,281,842	26,047,704	26,328,628	26,712,777
	-	-	-	-	-
	184,856,881	193,169,541	199,699,242	206,195,701	211,306,715
Expenses:					
General Operating Expenditures	127,316,417	129,886,240	132,241,085	135,686,290	138,866,610
Sanitary Sewer Operating Expenditure:	4,668,953	4,723,515	4,722,343	4,831,648	4,980,614
Waterworks Operating Expenditures	10,053,525	10,339,256	10,267,998	10,552,249	10,425,066
Interest Payment on Municipal Debt	1,929,648	2,220,356	2,388,367	2,631,952	2,854,355
Amortization	23,968,948	24,255,413	25,778,714	26,547,906	26,661,496
Annual Surplus/Deficit	16,919,390	21,744,761	24,300,735	25,945,656	27,518,574
Add back:					
Amortization	23,968,948	24,255,413	25,778,714	26,547,906	26,661,496
Capital Expenditures					
General Capital Expenditures	32,499,397	31,457,141	34,071,772	37,611,715	26,894,083
Sanitary Sewer Capital Expenditures	3,899,729	7,399,100	5,842,346	7,017,961	3,605,000
Waterworks Capital Expenditures	12,516,631	11,687,000	14,240,160	8,907,350	9,106,950
Proceeds from Municipal Borrowing	(11,674,056)	(10,550,000)	(8,540,269)	(8,958,863)	(3,675,000)
Principal Payment on Municipal Debt	4,517,776	5,181,138	5,085,505	5,565,483	5,625,766
Transfers between Funds:					
Transfers to/(from) Accumulated Surplus	(871,139)	825,795	(620,065)	2,349,916	12,623,271
Financial Plan Balance	-	-	-	-	-

Schedule B

City of Nanaimo Statement of Revenue Objectives & Policies

1. Proportion of revenue by source

Property taxes

- The City of Nanaimo will attempt to keep the proportional share of revenue from property taxes at a level similar to the average of comparable municipalities.
- Where new sources of revenue are made available to the City from senior governments, wherever possible these revenues will be used to reduce dependency on property taxation revenue.

Parcel taxes

- Parcel taxes will be used whenever Council determines that they are more appropriate than property taxes.

Fees & Charges

- Wherever possible, fees & charges will be used to assign costs to those who benefit from the service provided. The proportion of the costs recovered by fees and charges will vary with the nature of the service provided.

Proceeds of borrowing

- Borrowing will be considered when determining the funding sources of large capital projects that provide benefits to taxpayers over a long period of time (20 years or more).
- Council will consider a policy to identify an appropriate level of debt for the community.

Other sources of revenue

- The City will continue to seek other sources of revenue in order to reduce reliance on property taxes.
- The City will consider hydroelectric power generation where practical and environmentally supportable.

2. Distribution of property taxes among the classes

- The City of Nanaimo will maintain the percentage of property taxes received from residential taxpayers at a level comparable to the average of similar municipalities.
- The City will attempt, over time, to reduce the commercial tax rate to the average of all BC municipalities.
- Between 2009 and 2013, the light and major industrial tax rates were reduced to the same level as the commercial tax rate.

3. Permissive Tax Exemptions

- The City of Nanaimo believes that Permissive Tax Exemptions are an appropriate way to recognize the value of the services provided to the community by non-profit organizations.
- Permissive Tax Exemption requests will be reviewed by the Grants Advisory Committee based on policies and guidelines approved by Council. The Committee will make recommendations to Council.
- Permissive Tax Exemptions will be reviewed at least every three years to ensure that the organization and property still meets the criteria established by Council.

4. Revitalization Tax Exemptions

- The City of Nanaimo believes that Revitalization Tax Exemptions are an appropriate tool to assist the City in realizing its strategic objectives.
- The City can exempt municipal taxes for up to ten years for projects undertaken by landowners, where the project meets defined objectives of a City strategy.
- Recipients of exemptions must enter into a Revitalization Tax Exemption Agreement with the City.
- Every Revitalization Tax Exemption must be approved by Council.

4500.055

"Zoning Amendment Bylaw 2014 No. 4500.055" (RA324 – To rezone 4015 and part of 4001 Corunna Avenue from Single Dwelling Residential [R1] to Residential Corridor [COR1] in order to construct an office building)

Passed two readings 2014-JAN-13. Public Hearing 2014-FEB-06. Passed third reading 2014-FEB-06. Ministry of Transportation approval 2014-MAR-04.

4500.119

Zoning Amendment Bylaw 2018 No. 4500.119" (RA386-To rezone 40 Maki Road from Single Dwelling Residential-R1 to Highway Industrial-I1).

Passed two readings 2018-MAY-07. Ministry of Transportation and Infrastructure approval received 2018-MAY-15. Public Hearing held 2018-JUN-07. Passed third reading 2018-JUN-07. Ministry of Transportation approval 2018-JUN-13.

4500.130

"Zoning Amendment Bylaw 2018 No. 4500.130" (To rezone portions of the subject properties at 5400 Dewar Road, 5351 Redmond Road and the adjacent Redmond Road right-of-way from Single Dwelling Residential [R1] to Steep Slope Residential [R10] and Parks, Recreation and Culture One [PRC-1])

Passed two readings 2018-DEC-17. Public Hearing held 2019-JAN-03. Passed third reading 2019-JAN-03.

6500.038

"Official Community Plan Amendment Bylaw 2018 No. 6500.038" (OCP87 – To re-designate 40 Maki Road on the Future Land Use Plan (Map 1) from 'Neighbourhood' to 'Light Industrial'; and to re-designate 40 Maki Road on the Chase River Neighbourhood Plan Land Use schedule A from 'Low-Medium Density Residential' to 'Service Industrial Enterprise Area').

Passed two readings 2018-MAY-07. Passed second reading amended 2018-MAY-28. Public Hearing held 2018-JUN-07. Passed third reading 2018-JUN-07.

7183

"Trapping Bylaw 2013 No. 7183" (To regulate, prohibit and impose requirements respecting body-gripping traps or devices for animals and wildlife).

Passed three readings 2013-NOV-18. Requires Ministry of Forests, Lands and Natural Resource Operations approval prior to adoption.

7275

"Highway Closure and Dedication Removal Bylaw 2018 No. 7275" (To provide for highway closure and dedication removal of a portion of Redmond Road adjacent to adjacent to 5400 Dewar Road and 5351 Redmond Road)

Passed two readings 2018-DEC-17. Notice of Intention to Proceed published in the Nanaimo News Bulletin pursuant to Section 94 of *Community Charter* on the 20th of December, 2018 and the 27th day of December, 2018. Passed third reading 2019-JAN-03. Requires Ministry of Transportation approval prior to adoption.

7268

"Smoking Regulation Bylaw 2018 No. 7268" (To regulate smoking in the City of Nanaimo).

Passed three readings 2018-AUG-13. Deposited with the Ministry of Health Services
2018-AUG-14.

7279

"Financial Plan Bylaw 2018 No. 7279" (To confirm and adopt the 2019 - 2023 Financial Plan)

Passed three readings 2018-DEC-17.