

**MINUTES**  
**FINANCE AND AUDIT COMMITTEE MEETING**  
**BOARD ROOM, SERVICE AND RESOURCE CENTRE**  
**411 DUNSMUIR STREET, NANAIMO, BC**  
**WEDNESDAY, 2019-MAR-20, AT 9:00 A.M.**

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Present: Mayor L. Krog, Chair  
Councillor S. D. Armstrong  
Councillor D. Bonner  
Councillor T. Brown (arrived 10:15 a.m.)  
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, Parks and Recreation (arrived 9:09 a.m.)  
B. Sims, Director, Engineering and Public Works  
L. Mercer, A/Director, Financial Services  
W. Fulla, Manager, Business, Asset & Financial Planning  
B. Wardill, A/Manager, Revenue Services  
J. Holm, Subdivision Approval Manager/Approval Officer  
L. Bhopalsingh, Manager, Community & Cultural Planning (vacated 10:10 a.m.)  
D. Johnston, A/Manager, Arenas  
A. Manhas, Economic Development Officer (vacated 9:30 a.m.)  
S. Newlands, Parks Project Coordinator  
S. Gurrie, City Clerk  
J. Vanderhoef, Recording Secretary

1. CALL THE FINANCE AND AUDIT COMMITTEE MEETING TO ORDER:

The Finance and Audit Committee Meeting was called to order at 8:58 a.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Agenda Item 6(a) - Delegation from John Hankins, CEO, Mid-Island Business Initiative - Add - Correspondence from Mid-Island Business Initiative and Letters of Support from Local Organizations.
- (b) Agenda Item 7(k) - Gallows Point Dock and Ramp Repairs - Add Delegation from Gary Weikum and David Carter, Protection Island Neighbourhood Association.
- (c) Remove – Agenda Item 7(n) - Purchase of New Bylaw Department Fleet Vehicle.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, Nanaimo, BC, on Wednesday, 2019-FEB-20 at 9:00 p.m. be adopted as circulated. The motion carried unanimously.

5. DELEGATIONS:

It was moved and seconded that the Finance and Audit Committee permit John Hankins, CEO, Mid-Island Business Initiative, to speak for ten minutes.

The motion was defeated.

Opposed: *Councillors Armstrong, Hemmens, Maartman and Thorpe*

- (a) Delegation from John Hankins, CEO, Mid-Island Business Initiative, regarding Economic Development Activities and the forward plan for the Mid-Island Business Initiative

John Hankins, CEO, Mid-Island Business Initiative, spoke regarding the Mid-Island Business Initiative's work in the community and requested that Council invest \$48,000 towards the Mid-Island Business Initiative over the next six months.

R. Harding entered the Boardroom at 9:09 a.m.

Committee discussion took place regarding:

- Potential conflicts with the *Community Charter*
- Deliverables provided within the six months: Tech Stack survey going out to local technology companies, recreate Okanagan's "Hitchhikers Guide to Tech", school programs with School District 68 and Vancouver Island University, and growing the local technology talent pool
- What is a Tech Stack survey: looking for details regarding the base programming that organizations use to develop their software
- Input from the City's Economic Development Department
- Partnerships with other organizations throughout the City
- Receiving a report from Staff
- Supporting the technology sector in Nanaimo
- Timeframe for Staff to prepare a report before the next Finance and Audit Committee meeting
- Completing the Strategic Plan before putting money into other aspects
- Mid-Island Business Initiative fills a gap in the local economy
- Following a good governance model
- Staff's workload

It was moved and seconded that the Finance and Audit Committee direct Staff to prepare a report regarding the request from Mid-Island Business Initiative for a \$48,000 investment over the next six months. The motion carried.

Opposed: Councillor Bonner

A. Manhas vacated the Boardroom at 9:30 a.m.

6. REPORTS:

(a) 2019 Budget Carryforwards

Introduced by Laura Mercer, Acting Director of Financial Services.

Bill Sims, Director of Engineering and Public Works, spoke regarding:

- Large total being carried forward under Engineering and Public Works Department
- Project cycles do not follow budget cycles
- Delays due to weather and contractors
- Constraints due to past Staff capacity has created a backlog of projects
- Projects that are in progress will have the entire amount carried forward

Committee discussion took place regarding:

- Ways to relieve capacity issues and get caught up on projects
- Will projects be prioritized
- Amount of carryforwards increasing and alternative options to complete projects

Jake Rudolph, Chief Administrative Officer, spoke regarding the option to bring in contractors to deal with the capacity issues and work through the backlog of projects.

Committee discussion continued regarding:

- Status of Nicol Street Upgrade
- Anticipate carryforward numbers will be lower next year

It was moved and seconded that the 2018 Budget Carryforwards report, dated 2019-MAR-20, be received for information. The motion carried unanimously.

(b) Nanaimo Volunteer & Information Centre Society Other Grant Funding Request

Introduced by Laura Mercer, Acting Director of Financial Services.

It was moved and seconded that the Finance and Audit Committee recommend that Council award an Other Grant to the Nanaimo Volunteer & Information Centre Society (OG-01) in the amount of \$1,551.46 to cover the cost of the rental of Beban Park Auditorium on 2019-APR-11 for their 2019 Volunteer Appreciation Luncheon and that Council continue to cover this annual cost for the duration of this Council's term. The motion carried unanimously.

(c) Community Action Team Funding Extension

Introduced by Jeremy Holm, Subdivision Approval Manager and Approval Officer, and Lisa Bhopalsingh, Manager, Community & Cultural Planning.

Committee discussion took place regarding:

- Who will be responsible for tracking the spending of this money
- Plan for how this money will be spent

It was moved and seconded that the Finance and Audit Committee recommend that Council approve the provision of additional funding from the Overdose Emergency Response Centre for Nanaimo's Community Action Team to support Indigenous community members. The motion carried unanimously.

(d) Seniors Connect Funding Extension

Introduced by Jeremy Holm, Subdivision Approval Manager and Approval Officer, and Lisa Bhopalsingh, Manager, Community & Cultural Planning.

Councillor Bonner vacated the Boardroom at 9:52 a.m. declaring a conflict of interest as he conducts business with people who receive funding from the Seniors Connect Funding program.

It was moved and seconded that the Finance and Audit Committee recommend that Council continue to receive funding from Employment and Social Development Canada under the New Horizons for Seniors program to continue existing Seniors Connect projects until 2019-DEC-31. The motion carried unanimously.

Councillor Bonner returned to the Boardroom at 9:55 a.m.

(e) Cultural Facility Multi-Year Lease Agreements

Introduced by Jeremy Holm, Subdivision Approval Manager and Approval Officer, and Lisa Bhopalsingh, Manager, Community & Cultural Planning.

Councillor Turley vacated the Boardroom at 9:58 a.m. declaring a conflict of interest as his wife is a member of the Symphony Board.

Committee discussion took place regarding:

- How applications are reviewed: Staff are looking for direction from Council on whether they should continue to review each application under a customized approach or apply a consistent approach
- Clarification that this is for City owned buildings
- How are organizations selected for co-management situations
- Were there missed opportunities for funding in that past due to lease agreements
- Is there any potential downfall to the City: Council and the organizations have exit clauses in their agreements
- Multiple sports organizations that have leases with the City

It was moved and seconded that the Finance & Audit Committee recommend that Council direct Staff to utilize a 10 year term of occupancy, with the option to renew for 10 additional years at the City's discretion, as the standard for future co-management and lease agreements related to City-owned cultural facilities such as the Port Theatre, Nanaimo Museum, Vancouver Island Military Museum, Nanaimo Art Gallery, and Harbour City Theatre buildings. The motion carried unanimously.

Councillor Hemmens vacated the Boardroom at 10:07 a.m.  
Councillor Turley returned to the Boardroom at 10:07 a.m.

(f) Harbour City Theatre (25 Victoria Road) - Asset Management Update

Introduced by Jeremy Holm, Subdivision Approval Manager and Approval Officer, and Lisa Bhopalsingh, Manager, Community & Cultural Planning.

It was moved and seconded that the report titled "Harbour City Theatre (25 Victoria Road) – Asset Management Update", dated 2019-MAR-20, be received for information. The motion carried unanimously.

Councillor Hemmens returned to the Boardroom at 10:10 a.m.  
Councillor Geselbracht vacated the Boardroom at 10:10 a.m.  
L. Bhopalsingh vacated the Boardroom at 10:10 a.m.

(g) Travel Assistance Grant - Dover Bay Secondary Grade 9 Girls Basketball

Introduced by Richard Harding, Director of Parks and Recreation.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve the request from the Dover Bay Secondary Girls Basketball team for a Travel Assistance Grant in the amount of \$600 for twelve (12) players to attend the Grade 9 Girls Basketball Provincial Championships held from 2019-FEB-28 through 2019-MAR-02 in Port Moody, BC. The motion carried unanimously.

(h) Travel Assistance Grant - Vancouver Island Special Needs Hockey Association

Introduced by Richard Harding, Director of Parks and Recreation.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve the request from the Vancouver Island Special Needs Hockey Association for a Travel Assistance Grant in the amount of \$2,000 for twenty (20) players to attend the Southern California Special Needs Hockey Festival to be held from 2019-APR-26 through 2019-APR-28 in Valencia, California. The motion carried unanimously.

Councillor Geselbracht returned to the Boardroom at 10:12 a.m.

(i) Travel Assistance Grants Approval Process

Introduced by Richard Harding, Director of Parks and Recreation.

Committee discussion took place regarding:

- Empowering Staff
- Advisory Committees reviewing applications
- Does the City advertise these opportunities to all sports groups

Councillor Brown entered the Boardroom at 10:15 a.m.

Jake Rudolph, Chief Administrative Officer, spoke regarding how the Finance and Audit Committee meetings are being adjusted to become a business style meeting.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve a change in the process for approving Travel Assistance Grants by:

- authorizing Staff to approve Travel Assistance Grants as per the criteria; and,
- directing Staff to provide a report to the Finance and Audit Committee with bi-annual updates on the distribution of funds.

The motion carried unanimously.

(j) Bid to Host the 2021 Royal Bank Cup, National Junior A Hockey Championship

Introduced by Richard Harding, Director of Parks and Recreation.

Committee discussion took place regarding a policy for reviewing these kinds of requests.

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

- support the Nanaimo Clippers Junior A Hockey Club bid to host the Royal Bank Cup National Junior A Hockey Championship in 2021; and,
- if the bid is successful, commit up to \$30,000 in the 2021 budget for the event.

The motion carried unanimously.

(k) Gallows Point Dock and Ramp Repairs

Introduced by Richard Harding, Director of Parks and Recreation.

Delegation:

1. Gary Weikum and David Carter, Protection Island Neighbourhood Association, spoke in support of the Staff report regarding Gallows Point dock and ramp repairs.

Committee discussion took place regarding the infrastructure needing replacement due to deterioration.

It was moved and seconded that the report titled "Gallows Point Dock and Ramp Repairs", dated 2019-MAR-20, be received for information. The motion carried unanimously.

(l) Nanaimo Aquatic Centre Score Clock Replacement

Introduced by Richard Harding, Director of Parks and Recreation.

Committee discussion took place regarding the number of lanes that are active during an event.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve adding \$32,000 to the 2019 budget for a LED numeric score clock for the Nanaimo Aquatic Centre, to be funded from the Facility Development Reserve and a \$5,000 private contribution from the Nanaimo Riptides Swim Club. The motion carried unanimously.

(m) Emergency Track Repairs at the Rotary Bowl

Introduced by Richard Harding, Director of Parks and Recreation.

Committee discussion took place regarding:

- Legal ramifications
- Involvement of the Municipal Insurance Association

It was moved and seconded that the Finance and Audit Committee receive the report titled “Emergency Track Repairs at the Rotary Bowl”, dated 2019-MAR-20, for information. The motion carried unanimously.

7. ADJOURNMENT:

It was moved and seconded at 10:33 a.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER