



**AGENDA**  
**FINANCE AND AUDIT COMMITTEE MEETING**

May 15, 2019, 9:00 AM - 12:00 PM  
Board Room, Service and Resource Centre,  
411 Dunsmuir Street, Nanaimo, BC

	Pages
1. CALL THE MEETING OF THE FINANCE AND AUDIT COMMITTEE TO ORDER:	
2. INTRODUCTION OF LATE ITEMS:	
3. ADOPTION OF AGENDA:	
4. ADOPTION OF MINUTES:	
a. <u>Minutes</u>	4 - 8
Minutes of the Finance and Audit Committee Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC on Wednesday, 2019-APR-10 at 9:00 a.m.	
b. <u>Minutes</u>	9 - 10
Minutes of the Finance and Audit Committee Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC on Monday, 2019-APR-15 at 9:00 a.m.	
5. PRESENTATIONS:	
6. DELEGATIONS:	
7. REPORTS:	
a. <u>Arbot 2 Neighbourhood Park Improvement Request Under the Partners in Parks (PIP) Program</u>	11 - 22
To be introduced by Richard Harding, Director, Parks and Recreation.	
<i>Purpose: To provide information on Arbot 2 Park and the request for funding for improvements under the Partners in Parks (PIP) Program.</i>	
<u>Delegation:</u>	
1. Ronald Ingalls and Skyler Sita re: funding request to install equipment	

in park.

Recommendation: That the Finance and Audit Committee recommend that Council:

1. allocate \$25,000 from the 2019 Partners In Parks Program fund for Arbot 2 Neighbourhood Park improvements; and,
2. approve the renaming of Arbot 2 Park to Royal Oak Park.

b. Community Program Development Grant - Mid-Island Youth and Community Development Cooperative 23 - 36

To be introduced by Richard Harding, Director, Parks and Recreation.

*Purpose: To obtain Council approval of a request for a Community Program Development Grant.*

Recommendation: That the Finance and Audit Committee recommend that Council approve the request from the Mid-Island Youth and Community Development Cooperative for a Community Program Development Grant in the amount of \$6,350 to assist in funding Nanaimo Earth Day Social Enterprise Start-up.

c. Quarterly Purchasing Report (Single and Sole Source), Instances of Non-Compliance Purchases and Purchases in Excess of \$250,000 37 - 41

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

*Purpose: To Provide the Finance and Audit Committee with information regarding the City's Procurement Policy.*

Recommendation: That the report titled "Quarterly Purchasing Report (Single and Sole Source), Instances of Non-Compliance Purchases and Purchases in Excess of \$250,000", dated 2019-MAY-15, be received for information.

d. Budget Transfer Policy 42 - 52

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

*Purpose: To advise the Finance and Audit Committee of the revised finance policy 5.1 – 1 Budget Transfers.*

Recommendation: That the report titled "Budget Transfer Policy", dated 2019-MAY-15, be received for information.

e. Travel Guidelines Policy Update 53 - 66

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

*Purpose: To advise the Finance and Audit Committee of the revised Finance Policy 2.3-2 Travel Expense Policy.*

Recommendation: That the report titled "Travel Guidelines Policy Update", dated 2019-MAY-15, be received for information.

8. OTHER BUSINESS:
9. QUESTION PERIOD:
10. ADJOURNMENT:

**MINUTES**  
**FINANCE AND AUDIT COMMITTEE MEETING**  
**BOARD ROOM, SERVICE AND RESOURCE CENTRE**  
**411 DUNSMUIR STREET, NANAIMO, BC**  
**WEDNESDAY, 2019-APR-10, AT 9:00 A.M.**

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Present: Mayor L. Krog, Chair  
Councillor D. Bonner  
Councillor T. Brown  
Councillor B. Geselbracht  
Councillor E. Hemmens  
Councillor J. Turley

Absent: Councillor S. D. Armstrong  
Councillor Z. Maartman  
Councillor I. W. Thorpe

Staff: J. Rudolph, Chief Administrative Officer  
D. Lindsay, Director, Community Development  
B. Corsan, Deputy Director, Community Development (arrived 9:39 a.m.)  
B. Sims, Director, Engineering and Public Works  
L. Mercer, Acting Director, Financial Services  
W. Fulla, Manager, Business, Asset and Financial Planning  
B. Wardill, Acting Manager, Revenue Services  
D. Blackwood, Client Support Specialist (vacated 9:07 a.m.)  
S. Gurrie, City Clerk  
S. Snelgrove, Deputy Corporate Officer  
G. Whitters, Recording Secretary

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

The Finance and Audit Meeting was called to order at 9:01 a.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Agenda Item 6(d) Funding Request from Mid-Island Business Initiative - Add Delegation from Bob Moss, Managing Broker, NAI Commercial.

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 Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC on Wednesday, 2019-MAR-20 at 9:00 a.m. be adopted as circulated. The motion carried unanimously.



5. PRESENTATIONS:

(a) Presentation re: Final 2019-2023 Financial Plan

Introduced by Laura Mercer, Acting Director, Financial Services,

D. Blackwood vacated the Boardroom at 9:07 a.m.

Wendy Fulla, Manager, Business, Asset and Financial Planning, provided Council with a presentation regarding the Final 2019 – 2023 Financial Plan, which included the following information:

- City of Nanaimo 10-year tax increase average is 2.1%
- Tax increases in Nanaimo compared to other municipalities
- Property tax impact for the average home and what services the taxes will cover
- Expected revenue of \$187 million for 2019
- Key changes between the Provisional and Final budget
- Reduced parking revenue from loss of on street parking
- Financial Plan Amendment Bylaw and Property Tax Bylaw for three readings at the Regular Council Meeting 2019-APR-29 and adoption at the Regular Council Meeting on 2019-MAY-06

Committee discussion took place regarding:

- Building permit processing times
- Impact on budget if a new permanent position added (.1% increase)
- Funding of the position for 4 years from surplus
- Serauxmen Stadium lighting
- Bylaw revenue is separate from parking revenues
- Proposed new permit position – calculation on return of investment, business case was previously presented to Council
- Process for updating budget
- Potential dates for Special Finance and Audit Committee meeting

6. REPORTS:

(a) Closed Captioning of Meetings

Introduced by Sheila Gurrie, City Clerk.

Committee discussion took place:

- Quality of sound and volume of microphones
- Money allocated to improve sound quality in the Service and Resource Centre Boardroom
- The number of people that watch Council and Committee meeting videos
- Impact on taxes

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to proceed with the implementation of closed captioning for audio and visual recorded meetings, and allocate \$22,400 for the annual license fee plus one-time implementation and start-up costs of \$2,900, to be funded from general taxation. The motion carried. Opposed: Councillor Turley

B. Corsan entered the Boardroom at 9:39 a.m.

(b) Hosting the Association of Vancouver Island and Coastal Communities Annual Convention

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Introduced by Sheila Gurrie, City Clerk.

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

1. submit an application to host the Association of Vancouver Island and Coastal Communities 2020 Annual Convention; and,
2. that if the application is successful, commit up to \$15,174 in the 2020 budget to host this event at the Vancouver Island Conference Centre, with funding to be allocated from general taxation.

The motion carried unanimously.

(c) Consideration of New Permissive Tax Exemption Applications

Introduced by Laura Mercer, Acting Director, Financial Services.

Committee discussion took place regarding:

- Setting a precedence for cash grants (not common but there is a budget for it)
- Having a committee review these requests
- Nanaimo Brain Injury, Nanaimo 7-10 Club, and John Howard are already receiving Permissive Tax Exemptions (PTE)

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

1. Award a permissive tax exemption for the 2020 tax year to the Nanaimo Brain Injury Society for property it leases at 106 – 285 Prideaux Street;
2. Award a permissive tax exemption for the 2020 tax year to the Let Me Be Me Learning Foundation for property it leases at 200 – 1585 Bowen Road;
3. Award a permissive tax exemption for the 2020 tax year to the Nanaimo 7-10 Club Society for property it leases at 303 – 285 Prideaux Street; and,

4. Award a permissive tax exemption for the 2020 tax year to Nanaimo Region John Howard Society for property it owns at 2353 Rosstown Road.

The motion carried unanimously.

It was moved and seconded that the Finance and Audit Committee recommend that Council award a cash grant for the 2019 property taxes to the Nanaimo Region John Howard Society for property it owns at 2353 Rosstown Road. The motion carried.

Opposed: Councillor Bonner

(d) Funding Request from Mid-Island Business Initiative

Introduced by Jake Rudolph, Chief Administrative Officer.

Delegation:

1. Bob Moss, Chair, Mid-Island Business Initiative (MIBI), spoke regarding:
  - Maintaining and growing high value jobs in Nanaimo
  - Key areas of focus include: retention of existing businesses, supporting growth of existing businesses, research and strategic thinking of competitive advantages and attracting new business
  - MIBI members drafted a strategic plan through two roundtables and consultation with Snuneymuxw First Nation
  - Manufacturing Technology and Entrepreneurship Council's (MTEC) actions to take: increase tech talent pool, work with other partners to create formal and informal events, put Nanaimo on map for investment capital and facilitate the flow of relevant information to current tech companies
  - Funding need is urgent
  - MIBI is supporting MTEC for April, 2019
  - MIBI has been in place since 2017
  - At the end of 6 month period they intend to have a clear, long-term plan outlined

Committee discussion took place regarding:

- Process, urgency and funding options of the request
- Gap in current economic development services
- Absence of strategy
- Signal to business community that Council is prepared to take action
- Competition of attracting business

It was moved and seconded that the Finance and Audit Committee recommend that Council allocate \$48,000 to the Mid-Island Business Initiative for the Manufacturing Technology & Entrepreneurship Council program for the remainder of 2019. The motion carried. Opposed: Councillor Hemmens

7. OTHER BUSINESS:

It was moved and seconded that the Finance and Audit Committee hold a Special Finance and Audit Committee meeting next week (April 15-19, 2019) to discuss the implications of the addition of one permanent position in the Community Development Department and any other budget adjustments. The motion carried unanimously.

8. QUESTION PERIOD:

No one in attendance wished to ask questions.

9. ADJOURNMENT:

It was moved and seconded at 10:14 a.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER

**MINUTES**  
**SPECIAL FINANCE AND AUDIT COMMITTEE MEETING**  
**BOARD ROOM, SERVICE AND RESOURCE CENTRE**  
**411 DUNSMUIR STREET, NANAIMO, BC**  
**MONDAY, 2019-APR-15, AT 9:00 A.M.**

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Present: Mayor L. Krog  
Councillor D. Bonner  
Councillor T. Brown  
Councillor B. Geselbracht  
Councillor E. Hemmens (arrived 9:06 a.m.)  
Councillor Z. Maartman  
Councillor I. W. Thorpe

Absent: Councillor S. D. Armstrong  
Councillor J. Turley

Staff: R. J. Harding, Acting Chief Administrative Officer  
D. Lindsay, Director, Community Development  
B. Sims, Director, Engineering and Public Works  
L. Mercer, Acting Director, Financial Services  
W. Fulla, Manager, Business, Asset and Financial Planning  
B. Wardill, Acting Manager, Revenue Services  
S. Snelgrove, Deputy Corporate Officer  
K. Gerard, Recording Secretary

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

The Special Finance and Audit Committee Meeting was called to order at 9:00 a.m.

2. ADOPTION OF AGENDA:

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

3. PRESENTATIONS:

(a) 2019 – 2023 Financial Plan Update

Laura Mercer, Acting Director, Financial Planning, and Wendy Fulla, Manager, Business, Asset and Financial Planning, provided Council with an update regarding the 2019 – 2023 Financial Plan, which included the following information:

- Three budget changes were discussed at the Finance and Audit Committee meeting held on 2019-APR-10, which included adding:
  - Closed Captioning to Meetings
  - Mid-island Business Initiative Grant
  - FTE – Engineering Development Technician

- The Mid-Island Business Initiative will be funded through the 2019 Council Contingency Fund so it will have no effect on property taxes
- The contribution from the Recreation Facilities/Sports Agreement with the Regional District of Nanaimo was slightly higher than predicted which also assisted in minimizing a property tax increase
- The new position will have an impact of approximately \$48,000 in 2019 and \$92,000 in 2020 and will be funded from property taxation
- Prior to the additional position the increase for the typical home for property taxes was approximately \$100 or a 5.0% change
- Including increases to user fees the typical home will pay approximately \$148 more for property taxes and user fees for an approximate change of 5.3%

Councillor Hemmens entered the Shaw Auditorium at 9:06 a.m.

Council discussion included:

- Balance of funds in the Council Contingency Fund

4. REPORTS:

(a) Potential Additional FTE – Engineering Development Technician

Dale Lindsay, Director, Community Development, stated that the target turnaround time for permits is 2 weeks and the current average is 6 – 8 weeks. The addition of a FTE – Engineering Development Technician would increase productivity and decrease wait times.

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to add an additional FTE (Engineering Development Technician) to the 2019-2023 Financial Plan effective 2019-JUL-01. The motion carried unanimously.

5. ADJOURNMENT:

It was moved and seconded at 9:10 a.m. that the meeting terminate. The motion carried unanimously.

CERTIFIED CORRECT:

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CHAIR

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CORPORATE OFFICER

DATE OF MEETING | MAY 15, 2019 |

AUTHORED BY | KIRSTY MACDONALD, PARKS AND OPEN SPACE PLANNER |

**SUBJECT                      ARBOT 2 NEIGHBOURHOOD PARK IMPROVEMENT REQUEST  
                                     UNDER THE PARTNERS IN PARKS (PIP) PROGRAM**

## **OVERVIEW**

### **Purpose of Report**

To provide information on Arbot 2 Park and the request for funding for improvements under the Partners in Parks (PIP) Program.

### **Recommendation**

That the Finance and Audit Committee recommend that Council:

1. allocate \$25,000 from the 2019 Partners In Parks Program project for Arbot 2 Neighbourhood Park improvements; and,
2. approve the renaming of Arbot 2 Park to Royal Oak Park.

## **BACKGROUND**

Arbot 2 Park is a 0.1-hectare park located off Arbot Road in the Westwood/College Heights neighbourhood of Nanaimo. This park was acquired in 2014 through subdivision and has a primarily treed character. The park is zoned PRC-2, and was designated as such in anticipation of active recreation amenities. The park is situated in a primarily residential area that does not have a lot of active park potential. The Parks, Recreation and Culture Master Plan has identified the Westwood area as a location to acquire future neighbourhood park space.

Many new families have recently moved into the new neighbourhood and requested a local playground, therefore, a Partners in Parks (PIP) start-up meeting was held in December 2018 where support for improvements from park neighbours was indicated. Requested improvements in Phase 1 include a small natural playground, seating, and retention of the natural site characteristics. Since the initial meeting, the neighbourhood has worked under the process of the Partners in Parks (PIP) Program and developed a proposal and site plan for consideration.

The PIP program was initiated by Council in 1982 to develop neighbourhood parks. Each year, the City has funds allocated for the program, and the program has continued to expand in many ways. Funds from the PIP program are approved and allocated on a first-come, first-served basis. Currently, sufficient funds remain to support this request for PIP program park development.

The closest playgrounds to this park are located at the Nanaimo Christian School and Cariboo Park. Both require families crossing major roads to access and a five-minute drive.

If approved, a project account will be set aside for Arbot 2 Park improvements, and all disbursements from the account will be City-controlled. Fundraising proceeds can be added to the City account and the project will not proceed until the fundraising as outlined in the delegation's proposed budget is successful.

The neighbourhood group is also requesting officially changing the name of the park from Arbot 2 Park to Royal Oak Park. The name is consistent with the surrounding neighbourhood and reduces confusion with Arbot 1 Park off of Westwood Road.

Traffic safety concerns have been raised by surrounding residents regarding the sharp downhill curve on Harwell Road that borders the park. Staff are working on addressing these concerns internally with traffic control devices.

## **OPTIONS**

1. That the Finance and Audit Committee recommend that Council:
  - 1) allocate \$25,000 from the 2019 Partners in Parks (PIP) Program fund for Arbot 2 Neighbourhood Park improvements; and,
  - 2) approve the renaming of Arbot 2 Park to Royal Oak Park.
    - **Budget Implication:** If the grant is awarded, the \$25,000 would be funded from the unallocated amount in the 2019 PIP Program project. This would leave \$25,000 in unallocated funds available for the remainder of 2019 for future groups to request.
    - **Policy Implication:** Supporting this community group's proposal is in line with the Parks, Recreation and Culture Master Plan.
    - **Engagement Implication:** Community engagement has been carried out under the PIP process with the neighbourhood.
    - **Strategic Priorities Implication:** The PIP program is consistent with the 2016-2019 Strategic Plan Update which identifies community partnerships as a key method of making Nanaimo a great place to work and play and ensuring access to recreational amenities for community wellness.
2. That the Finance and Audit Committee recommend that Council not allocate \$25,000 from the 2019 PIP Program fund for Arbot 2 Neighbourhood Park improvements.
  - **Budget Implication:** If the grant is not approved, \$50,000 dollars will remain available in the PIP Program project for future groups to request in 2019.
  - **Policy Implication:** Not supporting this community group's proposal goes against priorities identified in the Parks, Recreation and Culture Master Plan.
  - **Engagement Implication:** Community engagement has been carried out under the PIP process with the neighbourhood.



### **SUMMARY POINTS**

- Arbot 2 Park is an undeveloped neighbourhood park in the Westwood/College Heights neighbourhood.
- Ensuring adequate neighbourhood park space in the Westwood neighbourhood was identified as a priority in the Parks, Recreation and Culture Master Plan.
- Residents are requesting improvements to Arbot 2 Park through the Partners in Parks Program and \$25,000 of program funding.
- The neighbourhood is also requesting the park be renamed from Arbot 2 Park to Royal Oak Park to align with the subdivision name and the surrounding neighbourhood and reduce confusion with Arbot 1 Park.

### **ATTACHMENTS**

Attachment A: Arbot 2 Neighbourhood PIP Proposal

Attachment B: Arbot 2 Park Site Plan

#### **Submitted by:**

Kirsty MacDonald  
Parks and Open Space Planner

#### **Concurrence by:**

Richard Harding  
Director of Parks and Recreation

## **Arbot (2) Park - PIP Grant Proposal**

Nanaimo City Council  
Finance and Audit Committee  
c/o 500 Bowen Road  
Nanaimo, BC V9R 1Z7

March 2019

Dear Committee Members,

Please accept this proposal by the residents surrounding Royal Oak Place and Arbot Road, to the Partners in Parks Program (PIP) for funding to develop Arbot (2) Park into a playground and community gathering place. Our committee is requesting \$25,000 from PIP funds to help complete the park space. Our park will include playground equipment for children ages 2 - 12, picnic table(s) and bench(es), split rail fencing, and careful removal and replacement of trees and shrubs to ensure a natural forest environment remains.

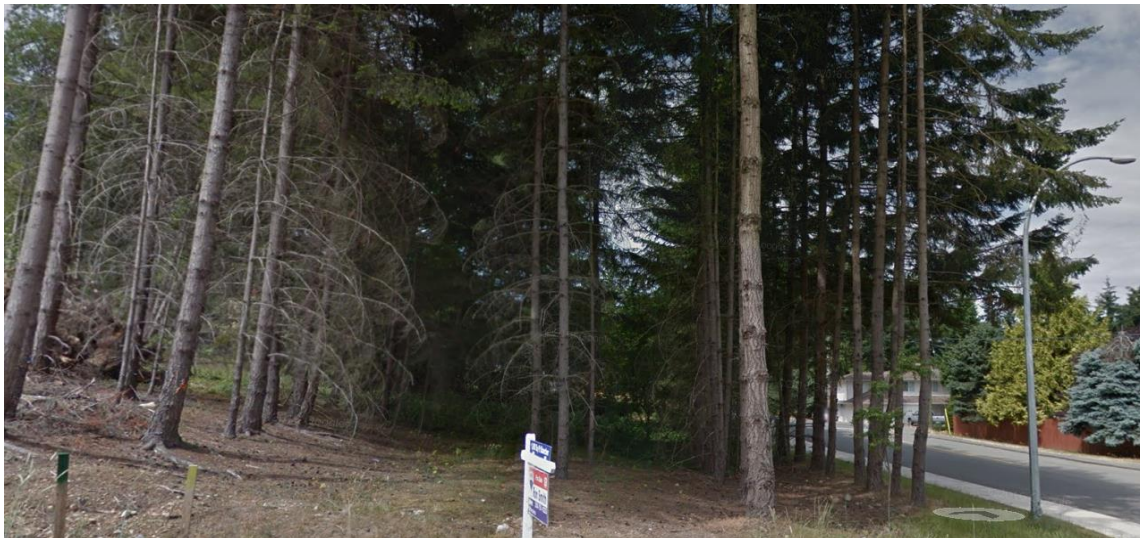
### **Background**

Arbot (2) Park is located beside a new neighbourhood in an already established community in the heart of South Jinglepot area, adjacent to Westwood Lake and College Heights. This community is heavily residential with a small commercial sector consisting of a gas station, convenient store, liquor store, pub and restaurant. In spite of the close proximity to Westwood Lake, one of the cities prime outdoor recreational areas, Royal Oak Place and surrounding streets are lacking an outdoor green space where families and neighbours can easily gather together and play. Aside from the local schools, Nanaimo Christian and Mountain View Elementary which offer playgrounds for use after school and extracurricular hours, the next nearest playgrounds are Cariboo Park, Meadow Creek Community Park, and Rock Ridge Park realistically accessible only by personal vehicle or public transportation. Furthermore, what makes Arbot (2) Park an attractive site for playground development is its close proximity to all the neighbouring communities making this a 5 minute walk in almost every direction, as well as acting as a current bus stop for the previously mentioned schools.

## Current Planning

On November 24th, 2018 the people of Royal Oak Place and adjoining neighbourhoods met at the location of Arbot (2) Park with city representative Kirsty MacDonald and discussed the growing interest in developing said location into a playground. Of these residents there was a lot of support with most of the families in attendance (and some that could not attend but emailed written interest in their place) expressing favour of developing above mentioned Arbot (2) Park. From there a committee was put into place and formal planning commenced. Since the initial meet, a number of meetings and correspondence has occurred between committee members, as well as neighbours.

Arbot (2) Park, located at 310 Arbot Road, is 0.1 hectares of undeveloped green space (see photos below). The space was acquired by the city of Nanaimo in 2014 through a residential subdivision process. It has remained untouched since then to be developed as a neighbourhood green space by the residents through the PIP program as part of the Parks, Recreation, and Culture Master Plan (2005) that recommends adding neighbourhood parks in the Westwood Lake Area to ensure adequate neighbourhood park space.



View of the park from Royal Oak Place

## ATTACHMENT A



**View of the park from Arbot Rd**



**View of the park from Arbot and Harwell Rd**

### **Vision**

Our goal is to create a space for residents to gather. Specifically, create a place where young families can walk safely to a local playground and play in a natural inspired green space, where local school aged children can expel energy while waiting for their school buses. Create a place where preschool aged children can play during the day without interfering with school schedules and where residents of all ages can enjoy a picnic style lunch or a take a few minutes to sit on a bench and enjoy the forest inspired green space on their way to or from collecting mail. We want to keep as much of the native vegetation and trees as possible while still maintaining a safe space for creative play.

Our overall site plan is depicted and will include age appropriate play structure for children ages 2 through 12 designed to blend with the natural environment, a picnic table and a couple of benches, removal of some trees, planting of new trees to replace those that will need to be removed, and other vegetation native to the area. We want to work with existing features of the space, like the perfectly lined row of trees that naturally acts as a pathway leading to a preexisting open section of this green space that would house the playground equipment. Most importantly, we want to keep the authentic forest feel of the space and not encroach on the neighbouring houses privacy.

In addition, although outside of the scope of the park improvements, we would like to work with the City to help improve traffic safety on Harwell Drive through the use of barricades or other safety items.

## **Fundraising Opportunities and Community Contributions**

Our committee is working hard to develop a fundraising strategy focusing on local business and local active developers to partner with us in the PIP program. Members of our community are aware of the commitment, time and finances that is required to ensure the vision of Arbot (2) Park is realized. We are still in the early stages of fundraising, but have a solid plan in place to keep building momentum and secure the necessary funding. To date we have managed to secure the following contributions and fundraising opportunities pending city approval to move forward.

- Mini excavator - PENDING
- Trucking - PENDING
- Pipe layer for surface drainage installation - PENDING
- Concrete - Bedrock
- TD Bank, Bowen location - Applying to head office for grant funds as well as manpower for building playground equipment
- Country Grocer, Bowen location - Hot dog fundraising sale
- Invasive plant removal work party
- Labour for playground site preparation and playground installation
- Labour for border installation
- Volunteer planning time

We are hoping to finalize all our fundraising over the spring and summer of 2019 so that we can commit to install the playground in September or October 2019.



## ATTACHMENT A

### Budget

Here is a proposed budget for our small playground:

Task	Cost (estimate)	Source
Site Clean-Up <ul style="list-style-type: none"> <li>• Canopy limbing of existing fir trees and selective removal if required</li> <li>• Removal of invasive plants (blackberry, daphne, hawthorne, ivy, holly, broom)</li> </ul>	\$2,000	<ul style="list-style-type: none"> <li>• Fundraising contributions with work done by tree service under city direction</li> <li>• Volunteer Fundraising and spring/summer workparties</li> </ul>
Natural character playground equipment and surfacing for 2-12 year olds (compact footprint play structure including rock wall, stepping stones, slides, stair access for younger kids, spinner rocker, net, and possibly using underneath space for younger kids). Similar to Climbing structure similar to the Imp Venture structure but must fit the play zone of about 6 by 22m	\$25,000	PIP funds.
Installation of the playground, drainage system and safety surfacing (site preparation, machinery, concrete, labour, tools)..	\$14,000	Fundraising--PIP is committed to doing this work in the fall of 2019 under the supervision of city and playground rep
Border for playground (2 x 6 and potentially some rock) Materials and labour	\$8,000	Fundraising
Installation of picnic table and/or bench including concrete and installation	\$2,000 to \$3,000	Fundraising contributions
Installation of natural park gateway feature	\$4,800 to \$6,000	Fundraising and volunteer labour. Can be installed after the playground.
<b>Total</b>	\$55,800 to \$58,000	\$25,000 from PIP funds and remaining funds from volunteer fundraising and labour

## **Name Change Request**

At this time we would also like to formally request that park be renamed from Arbot (2) Park to Royal Oak Park. A name that compliments the surrounding community and will not cause confusion with the other Arbot Road off of Westwood Rd.

## **Conclusion**

Thank you for the opportunity to participate in the PIP program and for your careful consideration of our application. The PIP funds play an important role in making our vision come to fruition and we are excited for positive changes this would bring our community. Should you require any further information, please contact the committee at [royaloakpark@gmail.com](mailto:royaloakpark@gmail.com).

Yours sincerely,

The Arbot (2) Park Committee:

Kelsey Kollar  
Colten Redman  
Skyler Goebel  
Cody Goebel  
Kaitlin Orasa  
Ron Ingalls  
Tracy Redman  
Sally Swett  
Elizabeth Butler  
Brett Edwards  
Candice Elizabeth



# ATTACHMENT B

This site plan depicts a Neighbourhood vision to increase the recreational use of Arbot 2 Park.

This is a neighbourhood green space and this site plan has been developed through the City's Partners in Parks (PIP) Program. This site plan is initiated and driven by neighbors. It is a partnership between neighbors and the City of Nanaimo. If there is a community support, this project could be in 2019.

Arbot 2 Park was acquired by the City in 2014 through subdivision and is zoned PRC-2 which allows for playgrounds and other "active" park amenities. The space was reserved for the future recreation needs in the Westwood Lake area and is 0.1 hectares in size.

Improvement ideas generated to date through the PIP process include:

- Appreciation of the green space in the neighbourhood (shade, biodiversity, public space, natural character)
- Desire to install a small natural play structure on site for kids 2-12
- Desire to create a safe place for kids to play, but blend with nature
- Desire to make park an intergenerational rest point for the neighbourhood with seating
- Possible Park renaming

Concerns have also been expressed about:

- Traffic safety on Harwell Rd and potential impacts to the park
- Tree health and maintaining as many as possible existing fir trees
- Removal of some of the invasive plant underbrush (blackberry, daphne, hawthorne, broom etc). Retention of native plants (trees, snowberry, rose, salal etc.).



Arbot 2 Park  
Base Plan & Improvements

Date: 2019-02-22





## Delegation Request

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### **Delegation's Information:**

Ronald Ingalls and Skyler Sita have requested an appearance before Council.

City: Nanaimo

Province: BC

### **Delegation Details:**

The requested date is May 15, 2019.

The requested meeting is:  
Finance and Audit

Bringing a presentation: No

Details of the Presentation:

To request funding to help install equipment in the park at Arbot road and Royal Oak.



This site plan depicts a Neighbourhood vision to increase the recreational use of Arbot 2 Park.

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- Appreciation of the green space in the neighbourhood (shade, biodiversity, public space, natural character)
- Desire to install a small natural play structure on site for kids 2-12
- Desire to create a safe place for kids to play, but blend with nature
- Desire to make park an intergenerational rest point for the neighbourhood with seating
- Possible Park naming

Concerns have also been expressed about:

- Traffic safety on Harwell and potential impacts to the park
- Tree health and maintaining as many as possible existing fir trees on site
- Removal of some of the invasive plant underbrush (blackberry, daphne, hawthorne, broom etc). Retention of native plants (trees, snowberry, rose, salal etc.).
- Concerns about the security of neighbouring homes



**RECEIVED**

**APR 24 2019**

**LEGISLATIVE SERVICES**  
Arbot Road Park 2  
Base Plan & Improvements

Date: 2019-02-22

DATE OF MEETING | MAY 15, 2019 |

AUTHORED BY | DARCIE OSBORNE, MANAGER, RECREATION SERVICES,  
PARKS AND RECREATION |

**SUBJECT**                      **COMMUNITY PROGRAM DEVELOPMENT GRANT – MID-ISLAND  
YOUTH AND COMMUNITY DEVELOPMENT COOPERATIVE**

## **OVERVIEW**

### **Purpose of Report**

To obtain Council approval of a request for a Community Program Development Grant. |

### **Recommendation**

That the Finance and Audit Committee recommend that Council approve the request from the Mid-Island Youth and Community Development Cooperative for a Community Program Development Grant in the amount of \$6,350 to assist in funding Nanaimo Earth Day Social Enterprise Start-up.

## **BACKGROUND**

The intent of the Community Program Development Grant is to assist community groups to develop new or expanded programs that provide increased opportunities for residents to participate and connect with community, and to enhance residents' exposure to a variety of experiences. The grant is intended as seed funding to help get new programs off the ground or to expand existing programs with the hope that the programs become self-sustaining. It is not intended to be long-term operational funding or funding for capital expenditures. A total budget of \$15,000 is available through this fund with applications accepted by November 1 for Spring/Summer programs and May 1 for fall/winter programs, or as funds remain available.

Staff review all Community Program Development Grant applications and forward a recommendation to the Finance and Audit Committee for recommendation to Council.

On 2019-FEB-24, Staff reviewed a Community Program Development Grant application submitted by the Mid-Island Youth and Community Development Cooperative (MYCDC) in the amount of \$6,350 to assist in funding Nanaimo Earth Day Social Enterprise Startup (Attachment A) held on 2019-APR-27 at John Barsby Community School and Harewood Centennial Park. There are multiple community organizations supporting this event.

Staff determined that this application met all of the grant criteria and recommend that the Finance and Audit Committee recommend Council approve the application (Attachment B). The event provides youth opportunities to volunteer and developing new skills. Earth Day has been celebrated in Nanaimo annually with a special event that has been well received by the community. The organizing committee has refreshed the event structure for 2019. The grant funds would be utilized by the MYCDC to enable the event to be more self-sustainable in the future. |

## **OPTIONS**

1. That the Finance and Audit Committee recommend that Council approve the request from the Mid-Island Youth and Community Development Cooperative for a Community Program Development Grant in the amount of \$6,350 to assist in funding Nanaimo Earth Day Social Enterprise Start-up.
  - **Budget Implication:** To date, there has been no funds allocated or pending from the 2019 Community Program Development Grant funds. If the above grant of \$6,350 is approved, \$8,650 will remain available for any additional 2019 Community Program Development Grant requests.
  - **Engagement Implication:** Supports and facilitates the development of Nanaimo's social and health networks.
  - **Strategic Priorities Implication:** Supports the Environmental responsibility through leadership and natural Asset management.
2. That the Finance and Audit Committee recommend that Council deny the Community Program Development Grant application.
  - **Budget Implication:** To date, there has been no funds allocated or pending from the 2019 Community Program Development Grant contingency funds. If the above grant is denied, \$15,000 remain available for any additional 2019 Community Program Development Grant requests.

## **SUMMARY POINTS**

- Funds are allocated yearly in two intakes for Community Program Development Grants.
- The Mid-Island Youth and Community Development Cooperative is requesting funding for the Earth Day celebration held on 2019-APR-27.
- The group applying meets all of the required criteria.
- To date, there has been no funds allocated or pending from the 2019 Community Program Development Grants contingency funds and \$15,000 remains available for 2019 grant requests.

## **ATTACHMENTS**

Attachment A: Application Form for the Community Program Development Grant

Attachment B: Evaluation Form for the Community Program Development Grant

### **Submitted by:**

Darcie Osborne  
Manager, Recreation Services

### **Concurrence by:**

Richard Harding  
Director, Parks and Recreation

# ATTACHMENT A



## COMMUNITY PROGRAM DEVELOPMENT GRANT APPLICATION FORM

### DEADLINE FOR APPLICATIONS

November 8<sup>th</sup> extension (c/o Basia Henoch & Mary Smith email)  
for spring and/or summer programs  
May 1st for fall and/or winter programs

Legal Name of Organization:	<u>Mid-Island Youth &amp; Community Development Cooperative (MyCDC)</u>
Mailing Address:	<u>[REDACTED] Nanaimo, BC</u>
Postal Code:	<u>V9R [REDACTED]</u>
Telephone #1:	<u>[REDACTED]</u>
Telephone #2:	<u>[REDACTED]</u>
Email:	<u>mycdcnanaimo@gmail.com</u>
Contact Person:	<u>Chrys LoScerbo</u>
Position:	<u>Earth Day 2019 Event Coordinator &amp; MyCDC Director</u>
Cooperative Registration Number:	<u>CP-2196</u> (If not registered, please leave blank)
Is your society in good standing with the Registrar:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Fiscal year for grant:	<u>2019</u> to <u>2019</u>
Total grant requested for fiscal year:	<u>\$6,350</u>
Total budget for fiscal year:	<u>\$9,700</u>

Has your organization applied for other City of Nanaimo funding? If so, please list the type and amount of funds requested for next year.

<u>Name of Grant</u>	<u>Amount Requested</u>	<u>Amount Approved</u>
Culture & Heritage – Food Art Fun Event	\$2400	Not yet known (Dec 2018)
Community Program Development	\$2665	\$2665



1. Name of Project or Program: Nanaimo Earth Day Social Enterprise Startup
2. Times and Dates: Saturday April 20, 2019 11am-3pm, Apple & Leaf Drive (Fall 2019)
3. Location: John Barsby Community School
4. Target Market and Age of Participants: Family event – all ages
5. From where will participants come? (Last year's actual numbers if project or program was held previously: New projects or programs please estimate)

<b>Program Highlights</b>	<b>Age Groups</b>	<b>Attendance</b>
Earth Day 2019 – speakers, workshops, market, etc	All ages	1500-2500 (1500 in 2018)
Apple (juice) & leaf Drive (Fall 2019)	13-17yrs - JBSS hub	800
Nursery & compost Production (Fall /19-Spring /20)	student leadership, all ages, community	800
<b>Expected attendance</b>	All ages	3000 total (events combined)

6. Is any other organization providing a similar service? Yes \_\_\_\_\_ No ☒
7. Is this a new program? Yes ☒ (social enterprise) No ☒ (Earth Day event)
8. How long has your organization existed in Nanaimo? \_\_\_\_\_ 4 Years
9. Briefly outline the purpose or mission of your organization:

The Mid-Island Youth Community Development Cooperative (MyCDC) is a non-profit community service cooperative that enhances the health and well-being of communities and youth. Our vision is for a thriving community that is productive, creative and environmentally sustainable. *Our mission is to promote community development and well-being through active participation in community, caring for the land and nurturing a culture of creativity and support!* Our mission is accomplished through the active inclusion of youth, marginalized groups and other community members in projects that contribute to the social, environmental and economic sustainability of their communities. These projects include the development and maintenance of organic market gardens, landscaping informed by the principles and practices of *Permaculture*, the development of sustainable infrastructure, the promotion of local arts and participation on initiatives that find solutions to local social issues.

10. What programs in the past has your organization produced/sponsored?

	<b>Year</b>	<b>Program and Location</b>	<b># Attending</b>
1.	2014-2016	Southend Haliburton Food Forest Installation	600
2.	2016-2018	FOOD ART FUN	850
3.	2017	Beaufort Park Food Forest Installation	200
4.	2017-2018	Bayview Edible Educational Ecosystem	700
5.	2018	John Barsbee Earth Day	1500

# Nanaimo Earth Day 2019 - Social Enterprise startup

## 1. Project Outline (One to two typed pages outlining a summary of your idea)

### Project Description

Celebrating Earth Day through service and awareness has proven to be a successful community activity and educationally empowering way to honour our natural environment and community in Nanaimo. This event is accessible to all and functions as a community collaboration of action-oriented stewardship and experiential learning. Over the years this event has had different models and unfortunately has proven to be unsustainable due to its many costs for such a large public engagement event. MyCDC has the knowledge, passion, leadership and training skills to build a successful start-up social enterprise in partnership with John Barsby to sustain an annual Earth Day event through development and sales of nutrition and health centered products while continuing to foster earth stewardship and positive community growth.

### Nanaimo Earth Day Social Enterprise Startup Vision:

*To sustain the Annual Earth Day event through educational and intrinsic John Barsby partnership activities and sales that foster and further support Nanaimo's community stewardship awareness and participation*

### Objectives:

- To plan and host a successful Earth Day 2019 event that creates opportunities for practical and empowering stewardship activities that people of all ages, abilities and understandings can do together that support and improve Nanaimo citizen's health and the health of our shared environment
  - Event Target: 1500-2500 participants (see 5. Evaluation plan)
- To create progressive and entrepreneurial learning opportunities for John Barsby students throughout the year that foster stewardship and promote healthy living
  - Develop 3 marketable products through JBSS educational activities
- To launch a successful social enterprise that funds the annual Earth Day event through student leadership, community education and participation by sales and fundraising of products
  - Confirm marketability and sales of products to generate \$8500 to go towards Earth Day 2020

### Earth Day 2019 Event

This local event increases awareness about the importance of Earth Day (specifically this year, protecting endangered species) by hosting a community gathering celebration and supporting action oriented workshops in Harewood where all Nanaimo Citizens are welcome. John Barsby Community School and the Harewood covered Lacrosse Box at Centennial Park will be open to the public and serve as a family friendly hub of celebration, community building and learning. The covered Sports Box will provide an ideal outdoor setting for a farmer's market. People using the newly opened Greenway will surely want to stop and pick up some fresh locally grown produce. The Barsby Garden which has been fully reclaimed over the past couple of years is now a thriving place full of learning opportunities. This will be one of the hubs for activities during the day. John Barsby students will provide tours of the garden to highlight how a pollinator friendly environment has been created at this site and benefits not only the garden but the health of the planet. Other outdoor activities will include bike repair and demonstration, honey bee hive observation and visiting with baby goats. Local experts will host hands on soil and seeding activities. There will be something for everyone including hands on art activities and live music.

The greater community will be invited to host workparties at their respective locations such as the Five Acres Farm, Georgia Ave Elementary and Park Avenue Elementary. Volunteers at these sites will be honoured with a free lunch at the Chandler Hall where all Nanaimo Earth Day activities participants are invited to celebrate

together at John Barsby with the afternoon events, speakers, food and activities.

John Barsby will also provide indoor space such as the Chandler Hall where an affordable meal of locally grown foods will be served to the community. Classrooms can be used for workshops on topics such as bee keeping, seed saving, poetry, eco-philosophy and more. The end of April is the ideal time to host an event of this size with such a diversity of activities. With its celebratory atmosphere, Earth Day provides a kick off for the season of outdoor activities such as: cycling, gardening, bee keeping, seed saving, fishing, wild crafting, food foraging, removal of invasive species, nature appreciation, and mindfulness in nature.

## **Project Background**

In years previous, Nanaimo & Area Land Trust, along with the city of Nanaimo, have hosted the Wild Foods Festival as Nanaimo's Earth Day event with great success. Unfortunately this event was unsustainable and in the place of its absence John Barsby hosted an Earth Day event last spring, 2018 which attracted over 1500 people emphasizing this is something that our local community craves. To host an event of this scale and scope requires many resources which were not sustained from last year's event. MyCDC has created community engagement opportunities in Nanaimo for 4 years that focus on empowerment, stewardship, collaboration and community development through Food Forest installations on underutilized public land, local school partnerships for student engagement and participatory learning, biannual (2/year at each location) educational workparties and celebratory art and food festivals (3 years running). We have been approached by John Barsby to assist in the sustaining of the annual Earth Day event to benefit all of Nanaimo. Our MyCDC team has the skills, passion and experience to partner with John Barsby and together lead this social enterprise development project to success. The experience and momentum gained from last year's successful Earth Day event and the desire from the City to continue to foster and provide opportunities for community engagement and local stewardship

## **2. Funding Allocation (For what purpose do you plan to use this City fund?)**

This program development is aimed at sustaining the annual revenue that can maintain the organizational planning and performance of an annual Nanaimo Earth Day event. Last year's expenses were just under \$6,000 and fortunately with in-kind donations, a remarkable amount of volunteer coordination hours, careful budgeting and an ambitious fundraising campaign the costs were covered through funds raised, though with no left over budget for the following year. This year, the \$1,000 Community School Grant received in 2018 will not be available. The school district is able to contribute organizing hours for the Community School Coordinator as well as indoor space for workshops, insurance coverage and use of the cafeteria and kitchen as well as janitorial fees. We require \$6,350 in funding to cover our startup costs to organize and operate another successful Earth Day event in spring 2019 as well as establish the business and marketing operations to launch a profitable social enterprise that can generate an operating budget for an Earth Day 2020 event.

Last years' experience tracked the coordination time required for the Earth Day event planning to be 320hrs (largely comprised of fundraising efforts). By reducing the fundraising component, the coordinator's role can focus purely on the event January-April 2019 and then continue to partner with John Barsby staff and students to focus on event recap, product development, student engagement, training efforts, sales and revenue generation in May 2019 and Sept-Dec 2019 in preparation for the following years Earth Day event. \$3500 of this funding will allow MyCDC to plan and coordinate the Nanaimo Earth Day 2019 event, provide training and support to JBSS Community School Coordinator and Garden Facilitator, as well as provide coordination funds to establish the launch of the new social enterprise methodology to ensure Earth Day 2020 can sustain itself. In addition to coordination and support staff from MyCDC, \$900 will go towards promotion, event set up and volunteer expenses. The remaining \$1600 will cover production and event costs for Earth Day 2019.



### **3. Benefits to Nanaimo (How will your idea benefit Nanaimo?)**

This event showcases activities and resources that enhance the health of people at a personal, community and global level. As a neighbourhood which has had a reputation for being a “rough” and impoverished area, Earth Day is a fun and exciting way to draw people to the centre of Harewood. This will lead to social and economic benefits for John Barsby School, Centennial Park and Harewood in general as well as continue to foster community stewardship values within all of Nanaimo.

### **4. Marketing Plan (How will your program be marketed?)**

By following on the success of last year’s Earth Day event similar or greater numbers of people will be reached this April by using the same marketing strategies as well as improving upon our methodologies and reducing costs that worked so well last year. Our marketing strategies include a website, professionally produced video, active Facebook updates, press releases, newspaper articles, physical posters, interviews on local TV and radio stations with organizers and of course word of mouth.

Earth Day 2018 1min promo video: <https://youtu.be/Glndszg-UtLast 4>

We will utilize the annual Earth Day event as the main driver “brand” for our social enterprise startup which all funds raised from sales of apple juice, leaf mulch compost, and seed/plant sales will fund the continuation of the educational and participatory “Drive” activities themselves and annual Earth Day event.

### **5. Evaluation Plan (How will you evaluate the success of your program?)**

Tracking will be improved upon from last years lesson learned. Gateway entrance, systematic successional activities and designated counters will allow numbers/tallies at drive-events and Earth Day to be more accurate and participatory in the events themselves. For example the apple drive will have numbered stations for people to move through and follow their apples progress as they participate in the process of juicing them. This process allows for a 1-way flow of events which includes participatory weighing, counting and tracking the tallies we need to collect for successful evaluation. Student leaders will be trained and have roles to lead these activities with participants

#### **Earth Day 2019 Targets:**

- 1500-2500 attendees/participants at Earth Day 2019 (1500 in 2018)
- 15 student captains, 75 student volunteers (12 captains, 40 volunteers in 2018)
- 50 Earth Day table hosts (48 in 2018)
- 6 hands-on workshops (4 in 2018)
- 400 Meals served (350 in 2018)
- 5 Speakers (3 in 2018)

#### **Social Enterprise 2019 Targets:**

- 600 Students volunteering (school year participation in: nursery/plant propagations, leaf composting and John Barsby business club collaborations)
- 200 lbs Apples pressed and bottled for sale
- \$1500 in apple juice sales and donations
- 2000 plant propagations created through garden facilitation classes (nursery start up)
- 100 bags of leaves donated for Leaf-drive

#### **Social Enterprise 2020 Targets:**

- 600 Students volunteering (school year participation in: nursery/plant propagations, leaf composting and John Barsby business club collaborations)
- \$3000 in leaf compost sales and donations (spring)
- 5000 total plants, starts and seeds available for sale
- \$4000 in plant and seed start sales and donations (spring)
- Earth Day 2020 event planning involvement with JBSS students

## 6. Budget (See Appendix 1)

## 7. MyCDC Financial Statement (See Appendix 2)

## 8. Staff and Support Team

<b>Name, Organization</b>	<b>Role - Jan-Apr 2019</b>	<b>Role - Earth Day</b>	<b>Fall /19 - Spring /20</b>
<b>Basia Henoeh,</b> John Barsby Community School Coordinator	Social Enterprise Animator (School participations and club liaison), Insurance holder and provider (through JBSCS)	Set up/Take Down, Entrance Team Coordinator,	Social Enterprise Animator(School participations and club liaison), Insurance holder and provider (through JBSCS)
<b>Shannon Witham,</b> John Barsby Garden Facilitator	Nursery sales development	Set up/Take Down, Nursery sales and workshop leader (garden/farm)	Nursery, compost and apple drive Coordinator, Product sales (fundraising) Coordinator (student class participation)
<b>Chrys LoScerbo,</b> MyCDC Director	Earth Day Event Coordinator, S.E. Animator support, Volunteer Manager, Permits,	Set up/Take Down, Volunteer Manager, General Support, Reporting	Institutional Knowledge provider, potential future coordinator (succession planning with JBSCS students)
<b>Michael Gestelbracht,</b> MyCDC Director	Workshop Coordinator, Fundraising	Set up/Take Down, Workshop Coordinator	Institutional Knowledge provider, potential future coordinator (succession planning with JBSCS students)
<b>Larissa Coser,</b> MyCDC Director	Support Staff, Speaker and Music coordinator, Participatory-Art Planner, Social Media	Set up/Take Down, Music & Art Coordinator	Institutional Knowledge provider, potential future coordinator (succession planning with JBSCS students)
<b>Jake Thorburn,</b> MyCDC Director	Market Manager, Fundraising	Set up/Take Down, Market Manager	Institutional Knowledge provider, potential future coordinator (succession planning with JBSCS)

			students)
<b>Deb Beck,</b> Recreation Coordinator, Parks and Rec City of Nanaimo	Recreation Resources Coordinator	Table Display, Recreation Resources Coordinator	Recreation Resources Coordinator
<b>Jonathan Behnke,</b> MyCDC Director	Graphic Design, Social Media support	Set up/Take Down, Photographer	Institutional Knowledge provider, potential future coordinator (succession planning with JBCS
<b>Other Community Partners include:</b> Nanaimo Foodshare, Five Acre Farm, and NALT			

## 8. Photos of Earth Day event 2018



Market and vendor displays inside at John Barsby Secondary School's Earth Day 2018 (SD68 website)

# EARTH DAY 2018

SATURDAY, APRIL 21ST - 11:00AM - 3:00PM  
JOHN BARSBY COMMUNITY SCHOOL - 550, 7TH STREET, NANAIMO

YOU'RE INVITED TO JOIN US FOR A DAY OF:  
LOCAL VENDORS | FOOD TRUCKS  
HANDS ON ACTIVITIES | COMMUNITY GROUPS  
SPEAKERS | ARTISANS | LIVE MUSIC  
HONEY BEES | BABY GOATS | WORK PARTIES  
& MUCH MORE!

"LET'S CELEBRATE OUR HOME AND OUR COMMUNITY!"  
ADMISSION BY DONATION - EVERYONE WELCOME!



A-buzz about Earth Day. Basia Henoch, community school coordinator; left; Jaimie Smythe; event ambassador; Michael Geselbracht of the Mid-Island Community Development Cooperative and Chris Brown; Earth Day event coordinator are getting everything ready for Earth Day 2018, a celebration of home, community and the environment at John Barsby Secondary School. (CHRIS BUSH/The News Bulletin)

Haden, left, and Steve Moniz feed Givernay Party Doll, a goat, at the Earth Day event at John Barsby Secondary School Saturday. (KARL YU/News Bulletin)



Student clubs, leadership and educational displays Earth Day 2018 (SD68 website)

# Appendix 1: Budget

## Program Revenue

**Name of Activity:** Earth Day 2019

**Sponsored by:** MyCDC/John Barsby

- Please provide your best estimate of the revenues and costs of the project or program for which a grant is requested. Additional headings to better describe your revenues and expenses for your particular activity are permitted. You may use either your own budget form or this one.
- Definitions: Earned revenues are usually generated directly by a project or program and often include income from booth, table, rentals, sales of advertising in a program, admission tickets or on-site cash donations from the public, and the net proceeds of concessions or sales.
- Fundraising revenues are usually generated from sponsorships, in-kind supplies and services, individual donations before or after the event.

YEAR Actual 2018 (Previous Year if applicable)	Revenue Item	YEAR Projected 2019 To be completed for application
	<b><i>Earned Revenue</i></b>	
\$1128	Admission by donation	\$1250
\$540	Cafeteria Food Sales (net)	\$700
\$555	Vendor Fees	\$600
\$230	Product Sales (buttons, candles, raffles)	\$200
<b>\$2,453</b>	<b>Total Earned Revenue</b>	<b>\$2,750</b>
	<b><i>Fundraising Revenue</i></b>	
	Apple (juice) Drive	\$1,500
	Leaf (compost) Drive	\$3,000
	Plant and Seed Start Sales	\$4,000
\$546	Individual Donations	\$500
\$400	Barsby Garden Donations	\$400
\$1046	Cash Sponsorship	\$1000
<b>\$1,992</b>	<b>Total Fundraising Revenue</b>	<b>\$10,400</b>
	<b><i>Operating Funds</i></b>	
\$1000	Community School Grant	
\$500	Barsby Scholarships (2x \$250)	
<b>\$1500</b>	<b>Total Operating Revenue</b>	<b>0</b>
<b>\$5,945</b>	<b>Total Revenues</b>	<b>Line A \$13,150</b>

If you are receiving in-kind support not included above, please identify the source donor and include an estimate of the dollar value:

**Source**

**\$ Value**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Program Expenses

YEAR		YEAR
Actual 2018 (Previous Year if applicable)	Expense Item	Projected 2019 To be completed for application
	<b>Administration &amp; Communication Costs</b>	
\$2500 (320 hrs)	Event Coordinator: including estimated hours worked	\$2500 (140 hrs)
\$250 (13 hrs)	Support persons: including day-of set up worked	\$1000 (12-15 hrs for 3 people)
\$200	Delivery/travel costs	\$100
(in-kind) John Barsby SD68	Insurance Costs	(in-kind) John Barsby SD68
\$ 200	Delivery/travel/gas	\$400
\$100	Volunteer expenses (prep kit)	\$100
	Marketing and publicity	
\$100	CHLY radio	\$100
\$150	Printed posters	\$150
\$47	Online promos, Facebook	\$50
(in-kind) \$4000	Video promo (Arrowsmith Media)	
	Admin costs (10%)	\$800
<b>\$3,347</b>	<b>Total Administration &amp; Communications Cost</b>	<b>\$5200</b>
	<b>Project or Program Costs</b>	
(in-kind) John Barsby SD68	Facility / Venue Rental	(in-kind) John Barsby SD68
\$225	Equipment rental (tents, stage, lights, sound, etc.)	\$250
\$740	Artists, performers, cultural program contributors: fees or honoraria	\$850
	Technical Staff	
\$791	Materials and Supplies	\$500
	Permits	
	Municipal Services	
	Police Costs	
\$280	On Site costs (signs, garbage cans, toilets,	In-kind (John Barsby SD68)
\$62	Performer and on-site volunteer services; (travel, food, t-shirts, etc).	
\$500	Student scholarships (\$250 x 2)	
<b>\$2,598</b>	<b>Total Production &amp; Events</b>	<b>\$1,600</b>
<b>\$5,945</b>	<b>Total Expenses</b> Line B	<b>\$6,800</b>
<b>(0)</b>	<b>Net</b> (Line A minus Line B)	<b>\$6,350</b>



## Appendix 2 - MyCDC Financial Statement

January 1<sup>st</sup>, 2017 to November 1<sup>st</sup>, 2018

	<b>CHECKING ACCOUNT</b>	
11/06/2018	Current Balance	1260
	<b>INCOME</b>	
2017/2018	Memberships (\$1/member)	60
08/13/2017	Food Art Fun Revenue 2017 (includes fundraising)	1295
04/20/2017	Grants (Bayview Edible Educational Ecosystem)	5000
07/06/2018	Nanaimo Urban Forestry (tree reimbursements)- Bayview Project	1800
08/12/2018	Food Art Fun City Grant	2665
08/12/2018	Food Art Fun Revenue 2018	485
	<b>Total Income</b>	11305
	<b>EXPENSES</b>	
08/13/2017	Food Art Fun Expenses 2017	1150
05/31/2018	Bayview Edible Educational Ecosystem	5064.48
08/13/2017	Food Art Fun Expenses	3164
10/23/2017	Website Costs	243
	<b>Total Expenses</b>	9621.48
	<b>Total Net Income</b>	1683.52
	<b>SAVINGS ACCOUNT</b>	
06/01/2018	Current Balance	3410
	<b>Total Amount in Accounts</b>	4670

# ATTACHMENT B

City of Nanaimo  
Department of Parks, Recreation & Environment

## Community Program Development Grant Evaluation

APPLICANT: MYCDC DATE: Feb 25, 2019

CRITERIA	Meets Criteria (√)	Does not meet Criteria (√)	NOTES
A. Provides experiential or educational opportunities	√		Pollinator Garden tours, Bike repair demo, Honey Bee Hive Observation, Hands on soil and seeding activities, John Barsby partnership
B. Definable community benefit	√		Environmental awareness and education
C. Potential for sustainability / long term benefit	√		Mandate is to create sustainable event through event itself
D. Potential to offer short term (youth) employment	√		Youth volunteers and School partnership
E. Does not receive other funds from CON	√		
F. New applicant	√		Refreshed event
G. Program operates within the CON	√		Harewood Centennial Park & John Barsby School
H. New program OR expanded program	√		Expanded and refreshed event
I. Sound organizational structure	√		
J. Applicant is a non-profit organization	√		
K. Budget & financial statements provided	√		

RECOMMENDED FOR FUNDING : \_\_\_\_ Yes \_\_\_\_ AMOUNT: \$6,350.00 \_\_\_\_

OR

NO GRANT RECOMMENDED : \_\_\_\_ DOES NOT MEET CRITERIA: \_\_\_\_

EVALUATOR: Darcie Osborne POSITION: Manager of Recreation Services

g:\grants\communityprogramdevelopmentgrant\applicationcheck list.doc

DATE OF MEETING May 15, 2019

AUTHORED BY JANE RUSHTON, MANAGER, PURCHASING AND STORES

**SUBJECT** **QUARTERLY PURCHASING REPORT (SINGLE AND SOLE SOURCE), INSTANCES OF NON-COMPLIANCE PURCHASES AND PURCHASES IN EXCESS OF \$250,000"**

## **OVERVIEW**

### **Purpose of Report**

To Provide the Finance and Audit Committee with information regarding the City's Procurement Policy.

### **Recommendation**

That the report titled "Quarterly Purchasing Report (Single and Sole Source), Instances of Non-Compliance Purchases and Purchases in Excess of \$250,000", dated 2019-MAY-15 be received for information.

## **DISCUSSION**

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

### **"17 Reporting**

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

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

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

### **Sole Source Purchases**

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

## Single Source Purchases

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

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

### **SUMMARY POINTS**

- The City undertook thirteen (13) Single and Sole Source purchases subject to Procurement Policy (03-1200-01) reporting for a total amount of \$509,846.01 including PST for the period ending 2019-MAR-31.
- The City undertook nine (9) Instances of Purchases Greater than \$250,000.00 subject to Procurement Policy (03-1200-01) reporting for a total amount of \$12,469,028.02 for the period ending 2019-MAR-31.
- No Instances of non-compliance purchases were recorded for the period ending 2019-MAR-31

### **ATTACHMENTS**

- Appendix 1 – Q1 2019 – Sole Source Purchases: >\$25,000<=\$250,000
- Appendix 2 – Q1 2019 – Purchases Greater than \$250,000 Summary |

#### **Submitted by:**

Jane Rushton  
Manager, Purchasing and Stores |

#### **Concurrence by:**

Laura Mercer  
Acting Director, Financial Services |

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Reason/Comment
2368	Parks Operations	Butler Brothers Supplies Ltd	One year of in-field mix supply and delivery to stay consistent with the City's top quality baseball diamonds.	\$8,158.50	To maintain specialized products by the manufacturer. Accumulated spend exceeds \$25k.
2331	Parks and Recreation	CMJ Equipment Ltd	Gas testing within recreation facilities for 2019	\$8,500.00	One with which staff have specialized training and/or expertise. Accumulated spend exceeds \$25k.
2361	Human Resources	Graham Fane	Business Case analysis workshop facilitator	\$7,700.00	One with which staff have specialized training and/or expertise. Accumulated spend exceeds \$25k.
2375	Engineering Projects	Herold Engineering Limited	Engineering Design and Contract Administration services for the Parkade Membrane renewal for Bastion Street (Level 1 & 2) and Harbourfront Parkade (Half of 1 <sup>st</sup> floor)	\$31,500.00	One with which staff have specialized training and/or expertise. Accumulated spend exceeds \$25k.
2285	Engineering and public Works	Herold engineering Limited	Hammond Bay wall design	\$65,100.00	One with which staff have specialized training and/or expertise.
2341	Parks	Midi-Island Fence Products Ltd	Repair damage to Beban park tennis court fence caused by December 20 <sup>th</sup> storm	\$28,500.00	One with which staff have specialized training and/or expertise.
2346	Roads and Traffic	RGH Pacific Emergency Services	Purchase of the only Siren Pre-Emption System as allowable under the City's Approved Products List	\$22,780.30	To ensure compatibility with the existing equipment, or to maintain specialized products by the manufacturer

2349	Engineering and Public Works	Southern Railway of Vancouver Island	Replacement of existing rails to heavy duty to accommodate the Wellcox Access Road	\$185,607.29	Sole source – only one available Contractor of the required services
2122	Real Estate	Newcastle Engineering Ltd	Continuation of the Rutherford Road Engineering	\$11,176.42	Where there is demonstrated value to continue consultant services into the next project phase. Accumulated spend exceeds \$25k
2378	Engineering and Environment	EBB Environmental Consulting	Continuation of the City's Egg Addling multi-year program	\$10,243.50	One with which staff have specialized training and/or expertise. Accumulated spend exceeds \$25k
2371	Parks Operations	Herold Engineering Limited	Ongoing condition monitoring inspection, detailed design and specifications for facility redevelopment/upgrade	\$51,709.00	Demonstrated value to continue consulting services into the next project phase
2256	Engineering	Lanarc 2015 Consultants Ltd	Detailed Design and Tender assistance	\$38,580.00	Where there is demonstrated value to continue consultant services into the next project phase
2319	Engineering	Millennia Research Ltd	Archaeological Impact Assessment as part of the Esplanade Watermain Replacement Project, continued work	\$40,291.00	Where there is demonstrated value to continue consultant services into the next project phase



File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Comment
2278	Construction Department	Copcan Civil Ltd	Esplanade Watermain Replacement	\$364,935.00	Seven Tender Submissions received
1252	Finance Department	Chevron Canada Ltd	Estimated Fuel Purchases for 2019	\$1,000,310.00	Continuation of an awarded contract through the British Columbia Petroleum Products Buying Group
2298	Parks Department	Cimco Refrigeration	Upgrade FCA Ammonia Plant	\$859,052.00	One Tender Submission received
2053	Nanaimo Fire Rescue	S2 Architecture	Fire Station #1 Replacement Design services	\$1,312,700.00	Seven Submissions received and evaluated in accordance with the Request for Proposal criteria
2283	Construction Department	Milestone Equipment Contracting	7 <sup>th</sup> St Pump Station and Forcemain	\$5,846,793.14 (includes contingency)	Five Tender Submissions received
2289	Construction Department	Hazelwood Construction Services Inc	Hammond Bay Road at Ivy Lane Utility Improvements	\$609,751.14 (includes contingency)	Six Tender Submissions received
2165	Parks Department	Vector Corrosion Technologies Ltd	Post Tension Strand Replacement – Bastion Parkade	\$316,400.00	One Tender Submission received
2337	Fleet Department	Rollins Machinery Limited	One (1) Split Stream Garbage Packer	\$437,676.65	One RFP Submissions received
2336	Construction Department	Hazelwood Construction Services Inc	Wellcox Access Road	\$1,721,410.09 (includes contingency)	Four Tender Submissions received

DATE OF MEETING MAY 15, 2019

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

SUBJECT **BUDGET TRANSFER POLICY**

## **OVERVIEW**

### **Purpose of Report**

To advise the Finance and Audit Committee of the revised finance policy 5.1 – 1 Budget Transfers.

### **Recommendation**

That the report titled “Budget Transfer Policy” dated 2019-MAY-15 be received for information.

## **DISCUSSION**

Management of annual approved operating and project budgets is the responsibility of Directors and Managers in each department. Each department’s management of annual budgets is supported by:

- Monthly operating and projects reports prepared by Finance;
- Quarterly operating reports with projections and project reports with status updates prepared by Finance in collaboration with departments;
- Ability to transfer budgets, usually between projects, with appropriate approvals; and,
- Ability to add new budgets with appropriate approvals.

The Director of Finance has the authority to approve budget transfers. Where appropriate the budget transfers are included in future budget bylaw amendments, which are approved by Council. This includes new expenditures that required additional sources of funding or when budgets are transferred between operating and capital funds.

The current budget transfer policy was last updated in November 2010. The updated policy revises approval limits and refines the different types of budget transfers and required approvals. The intent of the policy is to allow departments to manage their budgets efficiency and effectively to achieve their objectives while ensuring proper disclosure to Council for significant changes to project or work plans.

### **SUMMARY POINTS**

- Budget transfers allow departments to effectively manage their annual operating and project budgets.
- The Director of Finance has authority to approve budget transfers.

### **ATTACHMENTS**

Attachment A: 5.1-1 Budget Transfers Updated Version

Attachment B: 5.1-1 Budget Transfers Former Version

Attachment C: Budget Transfer Process Handout for Departments

#### **Submitted by:**

Wendy Fulla  
Manager, Business, Asset and Financial  
Planning

#### **Concurrence by:**

Laura Mercer  
Acting Director, Financial Services

**5.1-1 Budget Transfers**

Issued: May 15, 2019  
 Effective: May 15, 2019  
 Replaces: All previous policies

**POLICY:**

Budgets may be transferred providing the appropriate approvals have been obtained.  
 Approvals required depend on the type and dollar amount of the transfer:

	Manager	Senior Manager/Dept Director	Director of Finance	Information Report to Finance and Audit
<b>Cost Centres</b>				
< \$25,000	✓		✓	
\$25,000 - \$100,000	✓	✓	✓	
> \$100,000	✓	✓	✓	At discretion of Director of Finance
<b>Projects – Capital/Operating</b>				
< \$25,000	✓		✓	
\$25,000 - \$100,000	✓	✓	✓	
> \$100,000	✓	✓	✓	At discretion of Director of Finance
If budget transfer results in cancellation/delay of project	✓	✓	✓	At discretion of Director of Finance
If budget transfer results in > 10% budget increase for project	✓	✓	✓	At discretion of Director of Finance
If budget transfer results in a new project	✓	✓	✓	Yes, if > \$75,000
Where a budget transfer crosses departments, approval will be required by both Senior Managers/Directors and the Director of Finance				

**PURPOSE:**

To provide guidance regarding the types of budget transfers permitted and the approvals required.

**PROCEDURES:**

- 1) Contact Financial Planning to prepare a budget transfer form.
- 2) Obtain appropriate approvals (per above).
- 3) Submit form to Financial Planning for processing.

Refer to budget transfer process document for further information.

**APPROVAL**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Director of Finance  
Title

**5.1-1 Budget Transfers**

Issued: Nov 22, 2010  
 Effective: Nov 22, 2010  
 Replaces: All previous policies

**POLICY:**

Budgets may be transferred providing the appropriate approvals have been obtained.  
 Approvals required depend on the type and dollar amount of the transfer:

	Manager	Dept Head	Director of Finance	Council
<b>Operating</b>				
\$0 - \$20,000	✓			
> \$20,000		✓	✓	
<b>Capital</b>				
<i>Within the same project</i>	✓			
<i>Between existing projects</i>				
\$0 - \$20,000		✓		
> \$20,000		✓	✓	Director of Finance will decide if Council approval required
<i>New Projects</i>		✓	✓	✓
<i>From design 'funding' for capital projects identified in future years of the Five-Year Plan &lt;\$20,000</i>		✓	✓	
<b>Transfers between operating and capital funds &lt;\$5,000</b>	✓		✓	
<b>Transfers between operating and capital funds &gt; \$5,000</b>		✓	✓	
<b>Transfers between Departments</b>	Head of Dept transferring money out			
<b>Transfers between Divisions</b>	Head of Division transferring money out			

## Limitations:

- 1) Budgets approved as part of a higher service level may not be transferred in the year approved.
- 2) Budgets approved for a temporary program change may not be transferred.

**PURPOSE:**

To provide guidance regarding the types of budget transfers permitted and the approvals required.



**DEFINITIONS:**

Transfers between Funds	Refers to transfers between corresponding operating and capital funds. Ex. Sewer Operating to Sewer Capital

**PROCEDURES:**

- 1) Complete a Budget Transfer Form (available from Financial Planning)
- 2) Obtain appropriate approvals (per above)
- 3) Submit form to Financial Planning for processing.

**APPROVAL**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Director of Finance  
Title

## Budget Transfer Process

### Annual Budget Management and Budget Transfers

Management of annual approved operating and project budgets is the responsibility of Directors and Managers in each department. Each department's management of annual budgets are supported by:

- Monthly operating and project reports prepared by Finance for the attention of Directors and their Managers;
- Quarterly operating and project reports prepared by Finance in collaboration with departments for the attention of Council and the senior leadership team;
- Ability to transfer budgets with appropriate approvals, usually between projects; and
- Ability to add new budgets with appropriate approvals, usually for projects.

**Projects must have adequate budget before purchase orders can be awarded and work can begin on a project.**

Below is intended to:

- Provide an overview of the purpose and scope of monthly and quarterly financial reports; and
- Provide guidance regarding budget transfers

A few questions and answers are provided at the end of this document which may be helpful.

The budget transfer processes outlined below will help ensure:

- Consistent treatment of budget transfers;
- Appropriate approval of budget transfers; and
- Appropriate disclosure to Council.

### Monthly Financial Reporting

Monthly reports are prepared by Finance and distributed to Directors and Managers for their review. Operating reports disclose prior year spending, current year budget and current year spending to date.

Managers can identify and investigate where expenditures or revenues are significantly different than planned. Project reports disclose current year budget,

budget transfers and current year spending and commitments.

### **Quarterly Financial Reporting**

Quarterly operating reports are prepared by Finance in collaboration with departmental staff. These reports include current year budget, current spending to date, projected spending for the year and projected budget surplus/deficit. Additional disclosure is also included where projected budget surplus/deficit is significant.

Quarterly project reports are prepared by Finance in collaboration with departmental staff. These reports include current year budget, current spending and commitments to date and current project variance. Additional disclosure is also included that indicates the status of each project; in progress, completed, substantially completed, delayed or cancelled. Where projected budget surplus/deficit is significant an explanation is provided.

These reports provide appropriate disclosure to Council and allow management time to respond to issues.

### **Budget Transfer Form**

Financial Planning will complete the budget transfer form and forward for required approvals. Please provide Financial Planning with reason(s) additional budget is required for a project including supporting documentation. Generally, budget transfers are only permitted from projects that are completed, substantially completed or cancelled.

Signed budget transfer forms should be forwarded to Manager, Business Asset and Financial Planning who will advise when budget transfer has been approved by Director of Finance.

### **Requirement for Finance and Audit Committee Information Reports**

- If a budget transfer results in cancellation/delay of a project >\$25,000 an Information Report may be required for the Finance and Audit Committee, at the discretion of the Director of Finance.
- If a budget transfer (or cumulative budget transfers)
  - results in >\$100,000 increase for a specific

project an Information  
Report may be required for  
the Finance and Audit  
Committee, at the  
discretion of the Director of  
Finance

- or, results in >10% budget  
increase for a specific

project an Information  
Report may be required for  
the Finance and Audit  
Committee, at the  
discretion of the Director of  
Finance

## Questions and Answers

**A new project has been identified and is not included in the approved financial plan. What is required?**

If the budget required for the new project is > \$75,000 a Report to the Finance and Audit Committee is required in addition to the budget transfer form. Please follow up with the Manager, Business Asset and Financial Planning for direction. Reason(s) for new project needs to be disclosed in budget transfer form.

**Projected costs for a planned project are higher than allocated budget. Another project will be cancelled to allow budget to be transferred to the other project. What is required?**

A Report to the Finance and Audit Committee may be required. Contact the Manager, Business Asset and Financial Planning for direction. Reasons(s) for increase and any operational impacts from cancellation of a project will need to be disclosed in budget transfer form.

**Projected costs for a planned project have increased again. A second/third/etc budget transfer is required for this project. What is required?**

If the total budget increases for this project is > \$100,000 a Report to the Finance and Audit Committee may be required. Contact the Manager, Business Asset and Financial Planning for direction. Reason(s) for increase needs to be disclosed in budget transfer form.

**Projected costs for a planned project have increased by >10%. What is required?**

If the total budget increases for this project is > 10% of original budget a Report to the Finance and Audit Committee may be required. Contact the Manager, Business Asset and Financial Planning for direction. Reason(s) for increase needs to be disclosed in budget transfer form.

**Where a budget transfer crosses departments, both Senior Managers/Directors and the Director of Finance will require approval.**

		Approvals Required			Council Information Report Required
		Manager	Senior Manager/Dept Director	Director of Finance	
Cost Centres	< \$25,000	Yes		Yes	
	\$25,000 - \$100,000	Yes	Yes	Yes	
					At discretion of Director of Finance, please contact Manager Business Asset and Financial Planning for direction
	> \$100,000	Yes	Yes	Yes	
Operating Projects	< \$25,000	Yes		Yes	
	\$25,000 - \$100,000	Yes	Yes	Yes	
					At discretion of Director of Finance, please contact Manager Business Asset and Financial Planning for direction
	> \$100,000	Yes	Yes	Yes	
	If budget transfer results in cancellation/delay of project	Yes	Yes	Yes	At discretion of Director of Finance, please contact Manager Business Asset and Financial Planning for direction
	If budget transfer results in > 10% budget increase for a project	Yes	Yes	Yes	At discretion of Director of Finance, please contact Manager Business Asset and Financial Planning for direction
	If budget transfer results in a new project	Yes	Yes	Yes	Yes, if > \$75k
Capital Projects	< \$25,000	Yes		Yes	
	\$25,000 - \$100,000	Yes	Yes	Yes	
					At discretion of Director of Finance, please contact Manager Business Asset and Financial Planning for direction
	> \$100,000	Yes	Yes	Yes	
	If budget transfer results in cancellation/delay of project	Yes	Yes	Yes	At discretion of Director of Finance, please contact Manager Business Asset and Financial Planning for direction
	If budget transfer results in > 10% budget increase for a project	Yes	Yes	Yes	At discretion of Director of Finance, please contact Manager Business Asset and Financial Planning for direction
	If budget transfer results in a new project	Yes	Yes	Yes	Yes, if > \$75k



DATE OF MEETING MAY 15, 2019

AUTHORED BY LAURA MERCER, ACTING DIRECTOR, FINANCIAL SERVICES

SUBJECT TRAVEL GUIDELINES POLICY UPDATE

## **OVERVIEW**

### **Purpose of Report**

To advise the Finance and Audit Committee of the revised Finance Policy 2.3-2 Travel Expense Policy.

### **Recommendation**

That the report titled "Travel Guidelines Policy Update" dated 2019-MAY-15 be received for information.

## **DISCUSSION**

The Finance department has been undergoing a review of policies and updating them where necessary. The Travel Expense Policy (formerly named Travel Guidelines) has been updated to include a detailed description of each allowable travel expense. The policy was last updated in May 2007 and it was lacking detailed descriptions about each type of allowable expenditure.

The purpose of the Travel Expense Policy is to provide employees of the City of Nanaimo with specific guidelines covering travel for City business including performing job duties, attending conferences, conventions, training, workshops, and meetings within and beyond the City boundaries.

## **SUMMARY POINTS**

- The policy was last updated in May 2007.
- Updated policy included a detailed description of each allowable travel expense
- The purpose of the policy is to provide employees with specific guidelines covering travel for City business.

## **ATTACHMENTS**

Attachment A: 2.3-2 Travel Expense Policy Updated Version

Attachment B: 2.3-2 Travel Guidelines Current Version

Submitted by:

Laura Mercer  
Acting Director, Financial Services

**2.3-2 Travel Expense Policy**

Issued: May 16, 2019  
 Effective: May 16, 2019  
 Replaces: All previous policies

**1.0 POLICY PURPOSE**

The purpose of this policy is to provide employees of the City of Nanaimo with specific guidelines covering travel for City business including performing job duties, attending conferences, conventions, training, workshops, and meetings within and beyond the City boundaries. This policy will define and provide parameters for travel related expenses including mileage, accommodations and meals. It will also outline the procedure for submitting for reimbursements, required support information, and the appropriate limit on reimbursement.

The intent of this policy is to compensate employees for expenses that were actually incurred. Employees that submit for compensation for expenses that were not incurred may be subject to income taxation and potentially, discipline up to and including termination.

**2.0 DEFINITIONS**

<b>Accommodations</b>	Commercial lodging or rooms in which an employee would stay and includes hotels, motels, and bed/breakfasts, Airbnb, etc.
<b>Average Exchange Rate</b>	The average rate for the purchase of foreign currency during the time of travel as posted by the City of Nanaimo's financial institution. Applicable rates may be obtained from Accounting Services.
<b>Council</b>	The duly elected officers of the City of Nanaimo.
<b>CAO</b>	Chief Administrative Officer for the City of Nanaimo and his/her duly authorized designee(s).
<b>CFO</b>	Chief Financial Officer of the City of Nanaimo and his/her duly authorized designee(s).
<b>City</b>	The Corporation of the City of Nanaimo located in the province of British Columbia.
<b>City Vehicle</b>	Pertains to a vehicle in the Municipal fleet that is owned or leased by the City of Nanaimo.
<b>Director</b>	Director of a City department, as designated by the CAO, and his/her duly authorized designee(s).

<b>Employee</b>	A person employed for wages or salary.
<b>Expense Review Officer (ERO)</b>	The person responsible for administering this policy, having budgetary control over the general ledger account to be expensed and having authority over employees incurring the expenditures; as defined in Section 3.0 below.
<b>Ineligible Expenses</b>	<p>Expenses that are not eligible for reimbursement include:</p> <ul style="list-style-type: none"> <li>• Alcohol</li> <li>• 1-900 premium-rate telephone calls</li> <li>• Claims for loss of personal effects</li> <li>• Companion/spouse registration fees and expenses</li> <li>• Entertainment</li> <li>• Flight change fees, seat upgrades and cancellation fees (except when done at the request of City)</li> <li>• Gifts</li> <li>• Medical and hospital treatments in excess of City sponsored health care benefits limits</li> <li>• Movies or cable/satellite television fees charged by hotels or airlines</li> <li>• Personal effects (luggage, clothing, magazines, etc.)</li> <li>• Personal memberships</li> <li>• Personal phone calls/download fees</li> <li>• Personal services (shoe shines, valet, spa treatments, hair styling, etc.)</li> <li>• Personal vehicle costs (maintenance, repair costs, towing fees, car washes, etc.)</li> <li>• Sporting events</li> <li>• Side trips including stopover charges and additional accommodation costs for personal or other business reasons</li> <li>• Sightseeing tours</li> <li>• Traffic and parking fines</li> </ul>
<b>Meals</b>	Consists of breakfast, lunch and dinner but excludes snacks.
<b>Mileage</b>	The distance travelled for municipal business in kilometers for which a rate is paid to compensate for fuel, wear and tear and insurance.
<b>Per-Diem</b>	An allowance or payment for expenses; for the purpose of this policy it pertains to the meal allowance rate that the City of Nanaimo pays for meals while the employee is traveling for City business. This only applies if meals are not being provided by the organization or event you are attending.
<b>Personal Vehicle</b>	A vehicle that is owned or in legal custody of a City employee.
<b>Receipt</b>	A slip from the vendor showing details of items purchased, A signed credit card slip does NOT qualify as a receipt.

<b>Rental Vehicle</b>	A vehicle that is rented from an agency or dealership for the purpose of providing a temporary vehicle to a customer.
<b>Staff</b>	An employee of the City of Nanaimo.
<b>Travel Expense Claim</b>	The approved expense claim form that is attached to this policy that is utilized for submitting costs incurred by an employee while traveling.

### **3.0 AUTHORIZED TRAVEL**

#### **3.1 Council**

Council is entitled to receive reimbursement for travel related to expenses as outlined in the “Council Spending and Amenities Policy.”

#### **3.2 Staff**

Staff are entitled to receive reimbursement for expenses while attending the following:

1. Annual conferences of municipal associations of which the governing body is a member;
2. Board or executive committee meetings, committee meetings, associated meetings with federal or provincial ministries, workshops and seminars, provided the staff member is a director, committee or task force member within the sponsoring organization;
3. Annual conferences or board meetings of any organization on which a staff member sits as a director/committee member representing the governing body or is part of a professional association or membership;
4. Out-of-town business as a representative of the City or of a local board or commission provided that prior approval has been obtained;
5. Out-of-town business to meet with peers to discuss best practices; and,
6. Out-of-town training courses if such training is of benefit to the staff member’s position or necessary to retain licensing/designations and that prior approval has been obtained.
7. Registration fees for attendance at a convention, conference, seminal, workshop or annual meeting will be reimbursed in full by the City upon submission of an invoice from the appropriate organization and an official receipt indicating payment.

## **4.0 TRAVEL ADVANCES**

Travel advance requests must be made to the appropriate ERO at least:

- one week prior to departure for domestic travel; and,
- two weeks prior to international travel (where the advance is required to be in foreign funds).

The amount of the travel advance will be based on the estimated expenses associated with each individual circumstance.

Travel Advances resulting in \$*nil* balances (advance = actual travel costs), or amounts owed back to the City, must be reconciled. For amounts owed back to the City, reimbursement must be made within thirty (30) days from the date of return from travel. The City of Nanaimo reimbursement receipt must be attached to the final Travel Expense Claim form showing payment has been made.

Any employee that has an outstanding travel claim that is not submitted to Finance within thirty (30) days of the date of return from travel will not be allowed any further advances for travel or travel expense reimbursement until the outstanding advance has been settled.

## **5.0 TRAVEL ALLOWANCES**

### **5.1 Authorization of Travel Expenses**

The City has the responsibility to authorize and determine when Municipal travel is necessary, and to ensure travel arrangements are consistent with provisions of this policy.

The review and authorization of the Travel Expense Claim forms is done by the “Expense Review Officers” (ERO). Under no circumstances may the ERO authorize expenses incurred on their own behalf.

The following are designated ERO’s for the jurisdictions referred to and shall be responsible for:

- Administering this policy within their particular area;
- Assuring the expense is a legitimate business expense; and funds are available within the approved budget;
- Assuring the purchasing method does not violate the purchasing policy;
- Assuring that appropriate supporting documentation, as outlined in this policy, is attached;
- Assuring the expense has been charged to the correct cost centre and expense code; and,
- Addressing any justifiable exceptions.

<b>Jurisdiction</b>	<b>ERO</b>
Mayor	CAO or designate
Members of City Council	Corporate Officer or designate
CAO	Mayor
CFO	CAO or designate
Department Director	CAO or CFO or designate
Department Manager/Supervisor	Department Director or designate
All other Employees	Department Manager or designate

### Out-of-Province Travel

Out-of-province travel must be pre-approved in writing by the Departmental Director, CAO or CFO **PRIOR** to any expenses being incurred at least one (1) week prior to travel.

### Out-of-Country Travel

Out-of-country travel must be pre-approved in writing by the CAO or CFO **PRIOR** to any expenses being incurred at least two (2) weeks prior to travel.

## **5.2 Corporate Travel Agent**

If the City has contracted the services of a corporate travel agent, all flight bookings (except Seaplane services) must be made through the agent. Hotel bookings must also be made through this service unless a special conference or government room rates are available.

Business Travel Accommodation Listing Link: <http://csa.pss.gov.bc.ca/businesstravel/>

## **5.3 Transportation**

An employee may choose their own method of transportation on the understanding that the most direct route, the most economical and most practical method must be used. The loss of productive time must be minimized.

### **5.3.1 Airfare**

<b>Airfare fees</b>	Equivalent of Economy class will be reimbursed. Receipts are required.
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The cost of additional night(s) accommodation may be reimbursed if it is required in order to take advantage of a discount airfare, provided the cost of the extra accommodation, parking and the additional per diems required is not greater than the saving realized from the discounted airfare including baggage fees but not including seat selection.



Where travel is delayed or cancelled due to circumstances beyond control, effort should be made to notify the approving authority immediately. Any additional expense resulting from the delay or cancellation may require justification and be subject to review.

### **5.3.2 Personal Vehicles**

Personal vehicles may be used by an employee for out-of-town transportation when it is the most economical and practical method of travel.

Mileage at the applicable rate set out at the CRA prescribed automobile allowance rate (<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/tmblllwnrc/rtss-eng.html>) will be paid for an employee that uses their personal vehicle for City business. The payment of mileage by the City is calculated to offset the cost of gas and wear and tear on the vehicle.

Mileage will be calculated by using the vehicle odometer excluding any personal travel or by utilizing a web-based mapping service such as Google Maps.

If more than one employee is attending training, conferences, meetings or workshops, every attempt must be made to carpool and avoid incurring additional mileage charges.

The following mileage rate will be reimbursed:

<b>Private Vehicle Mileage Allowance</b>	\$0.58 per km
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Mileage Restrictions:

- Reimbursement is limited to the equivalent of economy airfare plus related ground transportation.
- Mileage is not paid when the employee receives a transportation allowance.
- Traffic and parking fines will NOT be reimbursed.

### **5.3.3 City Vehicles**

Use of City vehicles where available is encouraged. Fuel will be reimbursed with supporting receipts. Non-employees are not permitted to drive City vehicles but a City employee may be permitted to bring a non-employee on their travel plans with the approval of a Management supervisor.

<b>Fuel Purchases</b>	Cost of the fuel purchases will be reimbursed. Receipts are required.
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**5.3.4 Rental Vehicles**

An employee may use rental vehicles where it is demonstrated that this method of transportation is more economical and practical than the use of taxis, town cars, etc. The most economical size of vehicle must be used, depending on the requirements of the occasion and the number of passengers.

<b>Rental Vehicles</b>	Cost of the rental vehicle, GPS devise and insurance will be reimbursed. Receipts are required.
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**5.3.5 Taxis/Public Transportation**

Employees may be reimbursed for the actual costs of taxicabs, airport shuttles, town cars, buses or equivalents for transportation between the individual's home or workplace and the designated transportation terminal as well as between the transportation terminal and the hotel or other destination point. The most economical option should be chosen. Gratuities of no more than 15% will be reimbursed.

<b>Taxis/Public Transportation</b>	Cost of the taxi/public transportation (shuttle, bus, light rail, Uber, etc.) will be reimbursed. Receipts are required.
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**5.3.6 Ferries**

Employees may be reimbursed for the actual costs of ferry travel between Vancouver Island and the mainland. Ferry reservations will be reimbursed as well.

<b>Ferry Travel</b>	Cost of the ferry reservation and sailing will be reimbursed. Receipts are required.
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**5.3.7 Parking Charges**

When a personal, City or rented vehicle is used for City business receipted parking charges may be reimbursed.

An employee may be reimbursed for the cost of parking their motor vehicle at a transportation terminal while they are out-of-town on business, subject to the submission of appropriate receipts and provided that the cost of parking does not exceed the cost of ground transportation from their home or place of business to the transportation terminal. Loss or damage to the vehicle, while parked, shall not be the responsibility of the City.

An employee may be reimbursed for the cost of parking their motor vehicle overnight while they are out-of-town on business, subject to the submission of appropriate receipts. An employee will be reimbursed for valet parking only if other more affordable options are not available. Loss or damage to the vehicle, while parked, shall not be the responsibility of the City.

<b>Parking Charges</b>	Cost of the parking will be reimbursed. Receipts are required.
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### **5.3.8 Rail**

An employee may be reimbursed for rail transportation where this form of transport is required.

<b>Rail fees</b>	Equivalent of Economy class will be reimbursed. Receipts are required.
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## **5.4 Accommodation**

An employee should make every attempt to book accommodations that are cost effective while still providing safe and clean accommodations that are reasonably close in proximity to the event. Employees are responsible to ensure their own Accommodations are booked with Management approval after considering the following factors:

- Cost;
- Proximity to event;
- Cost of parking; and,
- Other fees – booking charges, resort fees, taxes, etc.

No specific cost limits are imposed on Accommodations, as costs vary considerably depending on location and time of year. Approval is up to Management's discretion.

Employees will not be required to share accommodations with other Employees while traveling for Municipal Business.

Government or Conference rates should be requested whenever possible, whichever is least expensive.

Business costs such as internet, parking (see section 4.2.7) and work related phone calls may be submitted for Management approval.

The following accommodation charges will be reimbursed:

<b>Hotel/Motel/B&amp;B</b>	Cost of the accommodation will be reimbursed. Receipts are required.
<b>Private Residence</b>	An allowance of \$40 per night may be claimed. A receipt is not required.

Accommodation Restrictions:

- An employee will be responsible for all additional expenses incurred as a result of a spouse or companion traveling with them.
- Personal phone calls, movies, and bar service will NOT be reimbursed.
- In the event of travel cancellation, the employee may be held responsible and not be reimbursed for 'no show' charges resulting from failure to cancel a hotel reservation.
- Unless required by the Hotel, valet parking costs are not reimbursed by the City.

## **5.5 Meals / Per Diem Allowance**

Per Diems are provided for meals, which take place when an employee is outside of the City traveling for City business. It is expected that the employee will have their regular meal before departing or upon their return; however, an employee may:

- claim for breakfast when they are required to travel 2 hours or more prior to the beginning of their regularly scheduled work day; and/or,
- claim for dinner when they are unable to return home or to their worksite until at least 2 hours after the end of their regularly scheduled workday.

The per diem allowance is intended to cover the following normal daily expenses:

- Meals
- Gratuities
- Non-alcoholic beverages

Per diems may only be claimed for meals that have actually been purchased by the employee and for which no meal has been, or could have been, provided by the conference, training, sponsor, hotel or another party.

Per diems for travel to the United States will be valued in US dollars. At the time of reimbursement they will be converted into Canadian dollars.

The per diem rate will be paid in Canadian funds. The per diem rates shall be as established by the City from time to time.

A corporate purchasing card should not be used to purchase expenses covered under the per diem allowance.

The City will compensate an employee for the cost of meals as per the following Per Diem:

<b>Breakfast</b>	\$20 per meal No receipts are required unless MORE than the per diem is spent*
<b>Lunch</b>	\$25 per meal No receipts are required unless MORE than the per diem is spent*
<b>Dinner</b>	\$40 per meal No receipts are required unless MORE than the per diem is spent*

\* If more than the per diem is spent, receipts and Director's approval is needed.

Meal / Per Diem Allowance Restrictions:

- Do not claim a per diem when a meal is proved through the function attended.
- Per diems cannot be chosen by the employee in lieu of the offered meal unless the meal is not suitable due to allergy or other diet requirements and/or the training/conference cannot accommodate.
- Intended to cover meal costs as well as other incidentals where receipts are not typically received, ex. newspapers, tips, etc.

## **5.6 Registration Costs**

The City will reimburse an employee for the actual cost of registration for all conventions, seminars or other events they have been authorized to attend. Pre and post-conference entertainment costs (i.e.: wine tours, golf games, etc.) are not covered by the City and any such costs incurred are to be paid for by the employee.

## **6.0 SUBMITTING FOR REIMBURSEMENT**

### **6.1 Travel Expense Claim**

Upon completion of travel, a Travel Expense Claim form must be completed by the employee. The Travel Expense Claim contains the mileage and meal allowance per diem amounts, as well as any out of pocket transportation and accommodation costs that may have been incurred.

Travel Expense Claims must be signed by their respective ERO and submitted to Accounting Services with receipts within thirty (30) days of the date of travel.

Original individual detailed receipts and / or bills are required for accommodation, tuition, course fees, conference fees, fuel purchased and all other costs associated with attending the event with the exception of meals and mileage (which are a per diem and mileage allowance).

Cheques will be issued in accordance with policy 3.1-2 'Cheque Issuance' and be in Canadian funds.

Any funds owed to the City as a result of cash advances or claims for expense of a personal nature not reimbursed by this policy, etc. shall be submitted to the City. A receipt of payment should be attached to the Travel Expense Claim form.

Any question involving the meaning or application of this policy is to be submitted to the Chief Financial Officer (CFO) or designate for clarification.

## **6.2 Foreign Exchange**

All claims shall be reimbursed in Canadian dollars.

The average rate for the purchase of foreign currency during the time of travel as posted by the Bank of Canada (<http://www.bankofcanada.ca/rates/exchange/10-year-converter/>) will be used for reimbursement except in the following circumstances:

- If the employee provides evidence of the rate obtained at the time of travel, such as bank/currency exchange office or ATM receipt; or,
- In cases where a credit card has been use, the rate used on the credit card purchase(s) will be used for those purchases only. A copy of the credit card statement must be submitted.

Applicable rates may be obtained from Accounting Services.

## **7.0 RELEASE OF EXPENSE INFORMATION**

All expense information is considered to be public information and shall be made available, upon request, by Accounting Services. On a quarterly basis, the CFO or designate will submit a report to the City Council, a list of year-to-date expenses incurred for the members of City Council and all City of Nanaimo staff who have earned over \$75,000.

Expense reports and supporting documentation are subjected to the *Freedom of Information and Protection of Privacy Act* and may be disclosed to the public upon submission of a FOIPPA request.

## **APPROVAL**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Director of Finance  
\_\_\_\_\_  
Title

**2.3-2 Travel Guidelines**

Issued: May 23, 2007  
 Effective: May 23, 2007  
 Replaces: All previous policies

**POLICY:**

Staff on City business should travel the most economical way possible while maintaining a normal standard of living.

Out-of-country travel must be pre-approved in writing by the City Manager or General Manager **prior** to any expenses being incurred.

Out-of-province travel must be pre-approved in writing by the Departmental Director, City Manager or General Manager **prior** to any expenses being incurred.

Expenditures should be reasonable and follow the guidelines below:

***Accommodation***

Hotel, motel, etc	Claim actual expenditures. Receipts required. <ul style="list-style-type: none"> <li>• Government rates should be requested whenever possible</li> <li>• If traveling with a spouse, only the single rate for the room will be reimbursed.</li> <li>• Personal phone calls, movies, and bar service will NOT be reimbursed.</li> </ul>
Private Residence	An allowance of \$20 per day may be claimed. A receipt is not required.

***Meals***

Per diem	<table> <tr> <td>Breakfast</td><td>\$15</td></tr> <tr> <td>Lunch</td><td>\$20</td></tr> <tr> <td>Dinner</td><td>\$25</td></tr> </table> <ul style="list-style-type: none"> <li>• Receipts not required unless <i>MORE</i> than per diem is spent.             <ul style="list-style-type: none"> <li>• If more is spent, receipts and Director's approval required.</li> </ul> </li> <li>• Do not claim when meal provided through function attended.</li> <li>• Intended to cover meal costs as well as other incidentals where receipts are not typically received, ex. newspapers, tips, etc.</li> </ul>	Breakfast	\$15	Lunch	\$20	Dinner	\$25
Breakfast	\$15						
Lunch	\$20						
Dinner	\$25						

Continued on the next page.....

**Transportation**

Vehicles	\$0.52 per km <ul style="list-style-type: none"> <li>• Reimbursement is limited to the equivalent of economy airfare plus related ground transportation.</li> <li>• Mileage is not paid when the employee receives a transportation allowance.</li> <li>• Traffic and parking fines will NOT be reimbursed</li> </ul>
Plane, train, etc	Equivalent of Economy class will be reimbursed. Receipt required.

Upon completion of travel, a Travel Claim form must be submitted to Accounting Services with receipts within 7 days. Cheques will be issued in accordance with policy 3.1-2 'Cheque Issuance' and be in Canadian funds.

**PURPOSE:**

To provide guidelines for staff who travel on City of Nanaimo business.

**DEFINITIONS:**

Travel Claim	Form completed whenever staff travel on business for the City – see attached sample.
Receipt	A slip from the vendor showing details of items purchased (NOT the signed credit card slip)
Average Exchange Rate	The average rate for the purchase of US dollars during the time of travel as posted by the City of Nanaimo's financial institution. Applicable rates may be obtained from Accounting Services.

**PROCEDURES:**

1) Complete a Travel Claim form summarizing all expenses related to the trip. Attach receipts as required. The employee who traveled is required to sign the form.

2) Have the Travel Claim form approved by the appropriate person:

In-Province	< \$1,000	Manager
In-Province	> \$1,000	Director or Senior Manager
Out-of-Province		Director or Senior Manager
Out-of-Country		City Manager or General Manager

NOTE: Staff below the level of Director may NOT sign their own Expense Claim forms. Additional approval from a more senior position is required.

**APPROVAL**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Director of Finance  
Title