



AGENDA
FINANCE AND AUDIT COMMITTEE MEETING

June 26, 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> | 5 - 10 |
| Minutes of the Finance and Audit Committee Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC on Wednesday, 2019-MAY-15, at 9:00 a.m. | |
| 5. PRESENTATIONS: | |
| a. <u>2020 - 2024 Financial Plan Development Workshop</u> | 11 - 30 |
| To be introduced by Laura Mercer, Acting Director, Financial Services. | |
| 6. DELEGATIONS: | |

7. REPORTS:

a. Unitarian Emergency Shelter Funding Request

31 - 36

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

Purpose: To present the Finance and Audit Committee with an update on the Extreme Weather Shelter operations during 2019/2020 and respond to a request from the First Unitarian Fellowship of Nanaimo for \$20,000 to extend shelter hours in order to provide additional programming, services and supports for homeless clients at the Unitarian Shelter until 2020-MAR-31.

Delegation:

1. Lois Peterson, Executive Director, Nanaimo Unitarian Shelter, requesting funds to extend hours of service and expand supports.

Recommendation: That the Finance and Audit Committee recommend that Council approve an allocation of \$20,000 from the Housing Legacy Reserve to the First Unitarian Fellowship of Nanaimo to extend shelter hours in order to provide additional programming, services and supports at the Unitarian Shelter until 2020-MAR-31.

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

37 - 43

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:

1. rescind the following motion:

“It was moved and seconded 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 the Nanaimo Earth Day Social Enterprise Start-up;” and,

2. 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 \$2,850 to assist in funding Nanaimo Earth Day Social Enterprise.

- c. 911 Funding 44 - 45
- To be introduced by Karen Fry, Fire Chief.
- Purpose: To secure the funding to perform a required 911 Firewall upgrade to replace the demarcation point where Telus services meet the City of Nanaimo services for Fire Communication (FireComm).*
- Recommendation: That the Finance and Audit Committee recommend that Council approve the 911 Firewall upgrade and allocate \$30,000 from the E911 Reserve.
- d. Green Fleet Strategy 46 - 49
- To be introduced by Bill Sims, Director, Engineering and Public Works.
- Purpose: To advise the Finance and Audit Committee of the City's green fleet initiatives to date and to obtain Council's support to create a City Green Fleet Strategy and join the E3 Fleet program.*
- Recommendation: That the Finance and Audit Committee recommend that Council direct Staff to join the E3 Fleet program and complete the Green Fleet Performance Review in 2019.
- e. Union of BC Municipalities Funding Program for Flood Risk Assessment, Mapping and Mitigation Planning 50 - 51
- To be introduced by Bill Sims, Director, Engineering and Public Works.
- Purpose: To advise the Finance and Audit Committee of the successful grant application for the South Fork and Jump Creek Dams Inundation Mapping Study under the Union of BC Municipalities Funding Program for Flood Risk Assessment, Mapping and Mitigation Planning and seek approval to change the scope and timing of the project.*
- Recommendation: That the Finance and Audit Committee recommend that Council approve adding \$100,000 to 2019 and \$200,000 to 2020 for the South Fork and Jump Creek Dams Inundation Mapping Study to be funded from a grant contribution of \$150,000 and \$150,000 from Water Reserves.
- f. Esplanade Watermain Replacement Project 52 - 53
- To be introduced by Bill Sims, Director, Engineering and Public Works.
- Purpose: To advise Council of a budget transfer in order to cover the additional costs associated with the construction of the Esplanade Watermain Replacement Project.*
- Recommendation: That the report titled, "Esplanade Watermain Replacement Project", dated 2019-JUN-19, be received for information.

8. OTHER BUSINESS:

- a. Correspondence from Innovative Young Indigenous Leaders Symposium,
dated 2019-JUN-14, requesting support by funding a lunch for 60 participants
and volunteers for a total cost of \$1,319.18

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9. QUESTION PERIOD:

10. ADJOURNMENT:

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

Present: Councillor T. Brown, Chair
Councillor S. D. Armstrong
Councillor D. Bonner
Councillor B. Geselbracht (vacated 9:12 a.m., returned 9:20 a.m.)
Councillor E. Hemmens
Councillor Z. Maartman
Councillor I. W. Thorpe
Councillor J. Turley

Absent: Mayor L. Krog

Staff: J. Rudolph, Chief Administrative Officer
R. J. Harding, Director, Parks and Recreation (vacated 9:30 a.m.)
D. Lindsay, Director, Community Development (arrived 9:32 a.m., vacated 9:44 a.m.)
L. Mercer, A/Director, Financial Services
W. Fulla, Manager, Business, Asset & Financial Planning
P. Rosen, Senior Manager Engineering (vacated 9:34 a.m.)
S. Newlands, Parks Project Coordinator (arrived 9:12 a.m., vacated 9:21 a.m.)
D. Blackwood, Client Support Specialist (vacated 9:06 a.m.)
S. Snelgrove, Deputy Corporate Officer
J. Vanderhoef, Recording Secretary

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

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

2. ADOPTION OF AGENDA:

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

3. ADOPTION OF MINUTES:

It was moved and seconded that the following minutes be adopted as circulated:

- 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.

- 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.

The motion carried unanimously.

4. REPORTS:

- (a) Arbot 2 Neighbourhood Park Improvement Request Under the Partners in Parks (PIP) Program

Richard Harding, Director, Parks and Recreation, provided an overview of the Partners in Parks program and noted that a delegation was scheduled to make a presentation; however, they were not present.

D. Blackwood vacated the boardroom at 9:06 a.m.

Committee discussion took place regarding the following:

- Estimated budget for this project and sharing of costs
- Various groups providing different strengths such as funding initiatives or access to equipment
- In the past the City was moving away from creating more parks, but now neighbourhood parks are bringing people together and are increasing community activities
- Budget of \$100,000 annually for the Partners in Parks program, based on first come first served

It was moved and seconded 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.

The motion carried unanimously.

S. Newlands entered the boardroom at 9:12 a.m.

Councillor Geselbracht vacated the boardroom at 9:12 a.m. declaring a conflict of interest as his partner sits on the Mid-Island Youth & Community Development Cooperative Board.

(b) Community Program Development Grant - Mid-Island Youth and Community Development Cooperative

Richard Harding, Director, Parks and Recreation, spoke regarding the intention of development grants to help organizations get projects started and build momentum.

Committee discussion took place regarding the following:

- Previous years financial statements show breaking even, does the group need money to host this year
- Requesting clarification from Staff regarding financials
- Is this a social enterprise or a not for profit
- Supports Nanaimo social and health networks and aligns with Council's strategic plan
- Level of accountability for any group who receives or requests funding
- Process for reporting back after events

It was moved and seconded 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. The motion carried.

Opposed: Councillor Turley

By unanimous consent the Finance and Audit Committee requested that Staff provide clarification regarding the financial documents for the Mid-Island Youth and Community Development Cooperative, prior to the above motion being considered by Council.

Councillor Geselbracht returned to the boardroom at 9:20 a.m.

S. Newlands vacated the boardroom at 9:21 a.m.

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

Introduced by Laura Mercer, Acting Director, Financial Services.

It was moved and seconded that the report titled "Quarterly Purchasing Report (Single and Sole Source), Instances of Non-Compliance Purchases and Purchases in Excess of \$250,000", dated 2019-MAY-15, be received for information. The motion carried unanimously.

(d) Budget Transfer Policy

Introduced by Laura Mercer, Acting Director, Financial Services.

Committee discussion took place regarding the following:

- Differences between the proposed updated policy and the original policy
- Council approval has been removed on most things and authority has been given to Directors in an attempt to streamline approvals and be more efficient

- Any significant political issues or items of importance will still come to Council for approval

It was moved and seconded that the report titled “Budget Transfer Policy”, dated 2019-MAY-15, be received for information. The motion carried unanimously.

(e) Travel Policy

Introduced by Laura Mercer, Acting Director, Financial Services.

Committee discussion took place regarding the following:

- Provincial and Federal policies relating to alcohol
- Removing alcohol from the policy
- When a receipt is required for reimbursement
- Alcohol purchases would be against the policy as presented
- Accountability being presumed in policy
- Optics of alcohol purchases being made on a purchasing card

R. Harding vacated the boardroom at 9:30 a.m.

- Removing non-alcoholic beverages from section 5.5 of the proposed updated policy

D. Lindsay entered the boardroom at 9:32 a.m.

P. Rosen vacated the boardroom at 9:34 a.m.

- Addressing two issues: per diem allowances and the purchase of alcohol
- Removing non-alcoholic beverages from the per diem

It was moved and seconded that the report titled “Travel Guidelines Policy Update”, dated 2019-MAY-15, be received for information.

Committee discussion continued regarding the following:

- Purchasing a glass of wine or beer with dinner versus purchasing an entire bottle of alcohol
- Purchasing card policy is clear that any alcohol purchases must be reimbursed to the City of Nanaimo
- Per diem is intended to make the process easier and does not require receipts
- Public perception of spending money on alcohol with a purchasing card
- Per diem does not track specifics of purchases
- Confusing the travel policy with purchasing policy guidelines
- Previous issues with alcohol appearing on purchasing card invoice
- Definition of ineligible expenses in the updated policy lists alcohol

D. Lindsay vacated the boardroom at 9:44 a.m.

- Entitled to \$85 per day according to per diem
- Removing non-alcoholic beverages from section 5.5 Meals/Per Diem Allowance
- Per diem is the only item that does not require a receipt all other items require a receipt
- Adding a footnote to pre diem stating trust in the discretion of people using the per diem
- Clarify that ineligible expenses relate to any receipts submitted

It was moved and seconded that the report titled “Travel Guidelines Policy Update”, dated 2019-MAY-15, be received for information and be amended to remove alcohol from the Travel Guidelines Policy. The motion was defeated.

Opposed: *Councillors Bonner, Brown, Geselbracht, Hemmens, Maartman, Thorpe, Turley*

It was moved and seconded that the report titled “Travel Guidelines Policy Update”, dated 2019-MAY-15, be received for information and be amended to provide clarification under the definition of ineligible expenses to include the wording “when receipts are submitted”. The motion carried unanimously.

Councillor Armstrong requested that Jake Rudolph, Chief Administrative Officer, speak with Superintendent Miller about the issues around alcohol in a policy and get clarification on what is required and bring it back to Council.

It was moved and seconded that the report titled “Travel Guidelines Policy Update”, dated 2019-MAY-15, be received for information and be amended to remove the third bullet “Non-alcoholic beverages” in section 5.5 Meals/Per Diem Allowance of the Travel Guidelines Policy. The motion carried unanimously.

The vote was taken on the original motion, as amended, as follows:

It was moved and seconded that:

- the report titled “Travel Guidelines Policy Update”, dated 2019-MAY-15, be received for information;
- that further clarification be provided under the definition of ineligible expenses to include the wording “when receipts are submitted”; and,
- that the third bullet “Non-alcoholic beverages” in section 5.5 Meals/Per Diem Allowance be removed from the Travel Guidelines Policy.

The motion carried.

Opposed: *Councillor Armstrong*

5. QUESTION PERIOD:

There were no members of the public in attendance to ask questions.

6. ADJOURNMENT:

It was moved and seconded at 9:54 a.m. that the meeting terminate. The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

CORPORATE OFFICER

2020 – 2024 Financial Plan Development



June 19, 2019

Purpose of Workshop

- Overview of Financial Planning Process
- Timeline
- Review Starting Point
- Council Direction for 2020 – 2024 Financial Plan

Financial Planning Process

Planning Framework

The City's integrated planning framework is comprised of separate but complementary planning processes.

These processes support alignment and integration of resources and activities to achieve the strategic goals and priorities set by Council.



Three Main Components

| Operating Budgets | Projects | Business Cases |
|--|---|--|
| <ul style="list-style-type: none">• Sometimes referred to as 'base' budgets• Five year plans• Modified 'zero based' budgeting• Identify the annual budgets required to carry out the day to day delivery of City services/functions | <ul style="list-style-type: none">• Projects are classified as either operating or capital per City's Capital Expenditure Policy• Ten year plans• Informed by the City's asset management and 20 Year Infrastructure Plans• Identify budgets required to complete infrastructure renewal, increase infrastructure capacity required due to growth and implement Council's strategic priorities | <ul style="list-style-type: none">• Prepared by departments with support from Financial Planning• Support requests for new resources, new services or changes in current service delivery models• Must clearly articulate business issue, specific options and related impact on services and include both capital investment and annual operating costs• Must be endorsed by department's Director |

Operating Budgets

- Focus planning and decisions on maintaining current service levels
 - Modified zero-based budgeting
 - Support department's business plan
 - Managers work with Financial Planning staff to develop their budgets based on work plans
 - Service delivery changes require a business case
 - i.e. Automation, In-House Parking

Projects

- Next planning cycle has started
 - 10+ year planning horizon
 - Condition assessment programs
 - Current maintenance information
 - Current asset age/other information
 - Updating scope of work, timing and cost estimates
 - Identifying new projects
 - Business case and cost/benefit analysis where appropriate

Business Cases

Process, Purpose and Value

- Financial Planning
 - Works with managers/consultants
 - Format and financial analysis
- Internal Management
 - Articulate business issue(s), impact on service level, risks, options, benefits, costs
 - Complete, accurate, fact based
 - Support informed recommendations/decision making
- Council
 - Support informed decision making

Key Points

- Develop budget principles
 - Business plans must align with Strategic Plan
 - Base budgets are prepared to maintain existing service levels
 - New, enhanced or changes in service levels require a business case
- Project planning framework
 - Within existing funding strategies
 - Strategic projects/initiatives
 - Renewal, new/upgrades required for growth
- Financial Planning support
 - Department works with managers, prepare/review supporting information (i.e. schedules, work plans) and data input
 - Business cases

Timeline

Proposed Timeline and Process

- February – May

- Updating of 10 year project plans for upcoming budget cycle

- June

- Financial Planning prepares budget software and tools for departments for operating budgets
 - Council provides direction on their priorities and expectations for Financial Plan
 - Draft 10 Year Project Plans completed

- July

- Operating Budget Development
 - Prepare operating plans – i.e. work plans, schedules
 - Financial Planning staff work with managers and review with Directors

Proposed Timeline and Process

● August

- Draft Operating Budgets Completed
- Departmental Business Plans
- Business Cases Completed

● September - October

- Financial Planning
 - Updates/reviews budgets for completeness and accuracy
 - Prepare summary reports and analysis
 - Prepare Budget in Brief
 - Business cases reviewed by Senior Management

● October

- Senior Management review

Proposed Timeline and Process

- November/Early December
 - Review Draft Financial Plan with Council
 - 2020 Departmental Business Plans presentations
 - 2020 – 2024 Project Highlights presentation
 - Seek further direction from Council
- December
 - Public Consultation - E Town Hall
 - Council adopts 2020 User Rates Bylaws – Garage, Water and Sewer
 - First three (3) readings of Provisional 2020 – 2024 Financial Plan Bylaw
- January 2020
 - Council adopts Provisional 2020 – 2024 Financial Plan Bylaw

Proposed Timeline and Process

- March/April 2020
 - Presentation to Finance and Audit Committee on Changes from Provisional to Final 2020 – 2024 Financial Plan Bylaw includes:
 - Direction from Council
 - Updates to estimates
 - Other changes
 - Council adopts Property Tax Bylaw and Amended 2020 – 2024 Financial Plan Bylaw

Budget Starting Point

Projected Property Tax Increase

| | 2019 | 2020 | 2021 | 2022 | 2023 |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|
| General Asset Management Reserve | 1.0% | 1.0% | 1.0% | 1.0% | 0.0% |
| General Property Tax Increase | 4.0% | 2.6% | 1.9% | 1.8% | 1.4% |
| 2019 - 2023 Financial Plan | 5.0% | 3.6% | 2.9% | 2.8% | 1.4% |

The approved annual 1% property tax increase for contribution to the General Asset Management Reserve currently ends in 2022

Does not include debt servicing for Port Theatre Expansion if grant application is successful

Projected User Fees

| | 2019 | 2020 | 2021 | 2022 | 2023 |
|----------------------------------|--------|--------|--------|--------|--------|
| Sanitary Sewer User Fee Increase | 4.0% | 4.0% | 4.0% | 4.0% | 0.0% |
| Water User Fee Increase | 7.5% | 7.5% | 5.0% | 5.0% | 5.0% |
| | | | | | |
| | 2019 | 2020 | 2021 | 2022 | 2023 |
| Sanitation User Fees | \$ 170 | \$ 171 | \$ 171 | \$ 176 | \$ 180 |

2020 Key Budget Drivers

2020 Key Budget Drivers

| | |
|--|---------------------|
| Asset Management | \$ 995,000 |
| Project Expenditures | |
| Annual general revenue funding | 409,000 |
| RCMP Contract (budgeted at 93%) | 1,571,000 |
| Strategic Infrastructure Reserve | 400,000 |
| Wages and Benefits, Other Changes | 1,622,000 |
| Net Expenditure Increases | \$ 4,997,000 |
| Less Increased Property Tax Revenues Due to Growth | 1,200,000 |
| Net Impact | \$ 3,797,000 |

Not Currently Included in 2020 Budget

- Port Theatre – \$4.6 Million
 - If grant application is successful
 - Short-term borrowing of \$4.5M and \$100k from Strategic Infrastructure Reserve
 - Approx. 1% impact on taxes – spread over multiple years

Council Direction

Council Direction

- Seeking Direction from Council on
 - Council's expected outcomes
 - Short-term goals and priorities
 - Approach for funding expanded programs i.e. road rehabilitation as discussed at Governance and Priorities Committee
 - Additional increases to project funding from general revenue
 - Reprioritize within existing project plan

DATE OF MEETING June 26, 2019

AUTHORED BY KARIN KRONSTAL, SOCIAL PLANNER

SUBJECT UNITARIAN EMERGENCY SHELTER FUNDING REQUEST

OVERVIEW

Purpose of Report

To present the Finance and Audit Committee with an update on the Extreme Weather Shelter operations during 2019/2020 and respond to a request from the First Unitarian Fellowship of Nanaimo for \$20,000 to extend shelter hours in order to provide additional programming, services and supports for homeless clients at the Unitarian Shelter until 2020-MAR-31.

Recommendation

That the Finance and Audit Committee recommend that Council approve an allocation of \$20,000 from the Housing Legacy Reserve to the First Unitarian Fellowship of Nanaimo to extend shelter hours in order to provide additional programming, services and supports at the Unitarian Shelter until 2020-MAR-31.

BACKGROUND

In 2006, the Province of BC announced funding to support to organizations that provide shelter for homeless people during “extreme weather events” such as snowstorms. The Province defined the operating season for extreme weather as the beginning of November until the end of March. To access the funding, participating communities developed an annual “Extreme Weather Response Plan” to determine when an extreme weather event is imminent or occurring in order to alert the relevant social service agencies of the potential risk to their clients and open the emergency shelter during those nights.

In 2009, the First Unitarian Fellowship of Nanaimo began operating Nanaimo’s Extreme Weather Shelter (the Unitarian Shelter) at its church located at 595 Townsite Road. For each night that the shelter was activated by the declaration of extreme weather status, the Unitarian Shelter invoiced BC Housing and were compensated for costs incurred on that basis. The shelter initially had a capacity of 21 beds, which grew to 24 beds by November 2016; another 6 beds were added in December 2016 at the request of BC Housing to bring the total to 30 beds. The shelter typically opens at 6 p.m. and closes at 7 a.m. on weekdays to avoid conflicts with the operation of a nearby school and the surrounding neighbourhood.

In 2011, the Unitarian Shelter approached the City of Nanaimo for funding additional shelter nights to keep the shelter open on a continuous basis over the winter. Council agreed to fund those nights between November 1 and March 31 which did not meet the criteria for an “extreme weather event” and as such were not eligible for provincial funding. A system was set up whereby the Province was invoiced for “extreme weather nights” and City was invoiced for the remaining nights (referred to as “cold wet winter nights”). Typically, the City has provided up to \$45,000 per season to cover additional nights, and often some portion of this funding was

returned to the City at the end of the season. This system was in place from 2011 to 2018 but was always dependent on an annual request for funding from Council.

In July 2018, the Province of BC partnered with the Unitarian Shelter to re-open earlier in the year and operate on a continuous basis in response to the growing health and housing crisis in our community. This crisis was reflected by development of the 2018 Tent City at 1 Port Drive and the increased presence of those struggling with homelessness in the City. While the initial contract was to provide nightly shelter from July 2018 until March 2019, BC Housing extended the contract to fund continuous nightly shelter until 2020-MAR-31. As a result of BC Housing's contract with the Unitarian, Staff did not need to request that Council allocate up to \$45,000 for "cold wet weather nights" for the 2018/19 winter season and also do not need to ask for a contribution for the upcoming 2019/20 winter season. However, it is possible that additional shelter space beyond that provided by the Unitarian Shelter and currently funded by BC Housing may be needed for winter 2019/20.

In October 2018, the City made a separate contribution towards 2018/19 shelter operations by providing a \$7,800 grant to the Unitarian Shelter for extended hours. The funding for this request came out of the Housing Legacy Reserve. This grant allowed the shelter to open earlier at 5 p.m. every night (rather than the usual 6 p.m. opening time) and to remain open until 8 a.m. on weekends (rather than 7 a.m. as on all other days). The initial rationale was to provide clients with extended access to the shelter facility during the darkest, coldest season and also to minimize impacts on the community from guests congregating elsewhere before the shelter opened. Shelter staff have found the extended hours of operation in the evening provides an opportunity to offer clients additional supports such as literacy services, health/hygiene supports and creative activities.

Since the end of the grant that allowed for extended opening hours until 2019-MAR-31, the Unitarian Shelter has continued to open with extended hours and supports, paying for the associated costs with its own reserves from fundraising. Going forward, the Unitarian Shelter has submitted a funding request for \$20,000 to the City of Nanaimo (Attachment A) in order to continue opening with extended hours beyond those funded through BC Housing until 2020-MAR-31.

DISCUSSION

Currently, BC Housing funds three different types of shelters across the province: Year-round emergency shelters (which may be open with limited hours, such as the Unitarian Shelter, or 24/7); temporary winter shelters (usually operating from November 1 to March 31) and Extreme Weather Shelters (open the winter when an extreme weather alert is declared under the Assistance to Shelter Act).

In 2018 in response to the homelessness crisis, BC Housing funded the continuous operation of the Unitarian Shelter from July to 2019-MAR-31 and then extended the funding again this year to 2020-MAR-31. In effect, the Unitarian Shelter has transitioned from being funded as an Extreme Weather Response Shelter to being a year-round shelter (until at least March 2020) without any contribution required from the City.

The Unitarian Shelter is now hoping to better address the needs of their shelter clients by providing them an opportunity to be off the streets for more hours than BC Housing funds and to receive programming that may be considered more typical of a resource centre.

Shelter occupancy statistics demonstrate a strong need for shelter space throughout the spring and summer months. The most recent occupancy statistics show that the shelter was at near capacity throughout April 2019 (average 28 out of 30 beds occupied) and the operator reports that there have already been at least six nights in May when people were turned away at the door, indicating that May 2019 will be close to 100 percent occupancy. The operator anticipates that there will be a continued strong demand as this will be the second summer the shelter is open.

The City's support of the Unitarian Emergency Shelter has always been with the aim of providing shelter from dangerous weather conditions; however, the increase in summer temperatures and storms makes providing shelter during the summer months nearly as critical as during the winter months that have traditionally been the season for "extreme weather" events. There is also the added value of providing increased outreach opportunities that may help shelter guests move forward with health and personal goals, including finding permanent housing.

Staff continue to look for options and partnerships for a daytime resource centre as directed by Council. Staff have approached BC Housing about providing support for funding a daytime resource centre and also an additional continuous shelter; however, BC Housing is currently prioritizing the resources allocated in Nanaimo towards permanent housing solutions over increasing shelter provision.

With the opening of the Unitarian Shelter as a year-round shelter rather than as an extreme weather shelter, BC Housing is now providing greater financial support to the shelter than was the case over the 2009-2018 period. The City is not being asked to make a financial contribution towards the continuous operation of the shelter on non-emergency nights, as was the case in the past. Staff recommends that the City support the request for extended hours, which will offer an opportunity for shelter clients to access additional supports and service.

Should Council approve this request, the funding could be sourced from the Housing Legacy Reserve which currently has an available balance of \$2,337,689.37, as has been done in previous years to support emergency shelter operations.

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve an allocation of \$20,000 from the Housing Legacy Reserve to the First Unitarian Fellowship of Nanaimo to extend shelter hours in order to provide additional programming, services and supports at the Unitarian Shelter until 2020-MAR-31.
 - **Budget Implication:** The \$20,000 will be funded from the \$165,000 Housing Legacy Reserve allocation.
 - **Strategic Priorities Implication:** Supports Nanaimo's Community Value of Social Equity.
2. That the Finance and Audit Committee recommend that Council provide alternative direction.

SUMMARY POINTS

- The City of Nanaimo has provided financial support for the operation of the Emergency Weather Shelter since 2011.
- The shelter operator, the First Unitarian Fellowship of Nanaimo, is seeking \$20,000 in funding from the City to extend hours of operation in order to provide additional programming, services and supports for homeless clients at the Unitarian Shelter for the remainder of 2019 until 2020-MAR-31.
- The funding for increased hours of operation of the shelter would come from the Housing Legacy Reserve allocation.

ATTACHMENTS

ATTACHMENT A: Request for Funding from the Unitarian Shelter

Submitted by:

Lisa Bhopalsingh
Manager, Community and Cultural Planning

Concurrence by:

Dale Lindsay
Director, Community Development

ATTACHMENT A



March 19, 2019

Funding Request to the City of Nanaimo
Attn. John Horn, Social Planner

Background

For the past eleven years, the City of Nanaimo has supported the Unitarian Shelter, designating up to \$45,000 to fund 'non extreme weather' nights from November 1 – March 31.

In July 2018, BC Housing contracted with the Shelter to provide Emergency Shelter level funding for an additional summer season (July 4, 2018 to March 31, 2019). During that period, thanks to \$7,800 from the City, we were able to extend our hours, involve more volunteers in social interaction activities with our clients, and add services.

BC Housing has now extended the contract to March 31, 2020, providing core funds for every night of operation, not just those deemed 'Extreme Weather'. This means that we will be able to remain open for continuous service for the next year.

To supplement this funding for the next calendar year, and to allow us to extend our hours by at least one hour each evening and morning, we are requesting a grant from the City of Nanaimo for \$20,000. This will help provide for continued opportunities to expand programming and supports to our guests and added social engagement with members of our community, and occasionally pay modest honoraria* to presenters.

During the next year we are considering offering a variety of activities, including:

- Income Tax preparation clinic
- Foot care* and other health and hygiene support
- Urban Art workshop*
- Storytelling*
- Onsite access to Ministry of Social Development and Policy staff re pension entitlement and application.
- Job Search skills and resources
- Writing workshop*

BUDGET

- One hour extension evening and morning x 2 staff members
= 4 hours per day @20ph (staff wages and MERCS)
= 1,440 hours \$29,200
 - Honoraria for activity presenters: 12 x \$100 \$ 2,200
- \$31,400

Revenue

| | | |
|---------------------|-----------------|------------------------|
| This request | \$20,000 | City of Nanaimo |
| | \$11,400 | Shelter reserves |
| | | & fundraising |
| | <u>\$31,400</u> | |

CONCLUSION

The Unitarian Shelter of Nanaimo requests a grant of \$20,000 for the 2018/2019 season (April 1 2018 to March 31 2019) to allow us to extend hours and provide expanded services to our clients, reflecting the City's goal of providing more daytime support to the homeless of our community.

Thank you for considering this request.

Executive Director

Delegation Request

Delegation's Information:

Lois Peterson, Executive Director Nanaimo Unitarian Shelter, has requested an appearance before the Finance and Audit Committee.

City: Nanaimo

Province: BC

Delegation Details:

The requested date is June 19, 2019.

The requested meeting is:
Finance and Audit

Bringing a presentation: No

Details of the Presentation:

The Nanaimo Unitarian Shelter is requesting funds to extend hours of service to allow for expanded supports, services and passive recreational opportunities to our guests.

DATE OF MEETING | JUNE 26, 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:

1. rescind the following motion:

“It was moved and seconded 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 the Nanaimo Earth Day Social Enterprise Start-up;” and,

2. 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 \$2,850 to assist in funding Nanaimo Earth Day Social Enterprise.

BACKGROUND

At the Finance and Audit Committee meeting held 2019-MAY-15, the Committee reviewed an application for a Community Program Development Grant from the Mid-Island Youth and Community Development Cooperative (MYCDC) to assist in funding Nanaimo Earth Day Social Enterprise Start-up. At that meeting, the Committee passed a motion that the Finance and Audit Committee recommend that Council approve the request in the amount of \$6,350.

There was further discussion at that meeting that led to unanimous consent from the Committee for Staff to provide clarification regarding the financial documents of the MYCDC prior to the motion being considered by Council.

Following that meeting, Staff have now been provided with the Actual Budget from the Earth Day event organizing committee. As the Earth Day committee did not have grant funding approval from the City prior to the event, the structure of the event was altered. The specific fundraising activities designed to make the event self-sustainable were eliminated for this year due to the budget restraints. Earth Day festivities were held 2019-APR-27 and the event was well received by the community, ending with a budget deficit of \$2,850.

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. |

OPTIONS

1. That the Finance and Audit Committee:

1. rescind the following motion:

"It was moved and seconded 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 the Nanaimo Earth Day Social Enterprise Start-up"; and,

2. recommend that Council approve funding for the Mid-Island Youth and Community Development Cooperative for a Community Program Development Grant in the amount of \$2,850 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 \$2,850 is approved, \$12,150 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 reaffirm the following motion:

"It was moved and seconded 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.

3. That the Finance and Audit Committee:

1. rescind the following motion:

"It was moved and seconded 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 the Nanaimo Earth Day Social Enterprise Start-up"; and,

2. deny the Community Program Development Grant application from the Mid-Island Youth and Community Development Cooperative.
- **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: Budget Actuals from 2019 Earth Day Event |

Submitted by:

Darcie Osborne
Manager, Recreation Services |

Concurrence by:

Richard Harding
Director, Parks and Recreation |

ATTACHMENT A

| | | | |
|--|-----------------------|---|--------------------|
| Appendix 1: Budget | | | |
| | | | |
| | | | |
| | | | |
| <u>Program Revenue</u> | | | |
| | | | |
| 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 | | YEAR |
| | | | |
| | Projected 2019 | Revenue Item | Actual 2019 |
| | | <i>Earned Revenue</i> | |
| | \$1,250 | Admission by donation | \$1,400 |
| | \$700 | Cafeteria Food Sales (net) | N/A |
| | \$600 | Vendor Fees | \$1,500 |
| | \$200 | Product Sales (buttons, candles, raffles) | N/A |
| | \$2,750 | Total Earned Revenue | \$2,900 |
| | | | |
| | | <i>Fundraising Revenue</i> | |
| | \$1,500 | Apple (juice) Drive | N/A |
| | \$3,000 | Leaf (compost) Drive | N/A |

| | | | | |
|--|-----------------|---------------------------------------|-----------------|----------------|
| | \$4,000 | Plant and Seed Start Sales | | N/A |
| | \$500 | Individual Donations | | |
| | | Rotary | | \$1,000 |
| | | Gabriel's Cafe | | \$1,000 |
| | | Coastal Community Credit Union | | \$500 |
| | | Nanaimo Foundation | | \$300 |
| | | Farm to School BC | | \$100 |
| | | Country Grocer | (in-kind) \$500 | |
| | \$400 | Garden Donations/Chase River Riparian | (in-kind) \$450 | |
| | | Bees Knees Community Café | (in-kind) \$130 | |
| | \$1,000 | Cash Sponsorship | | N/A |
| | \$10,400 | Total Fundraising Revenue | | \$2,900 |
| | | | | |
| | | Operating Funds | | |
| | | Community School Grant | | N/A |
| | | | | |
| | | | | |
| | \$13,150 | Total Operating Revenue | | \$5,800 |
| | | | | |
| | \$13,150 | Total Revenues | Line A | \$5,800 |
| | | | | |
| If you are receiving in-kind support not included above, please identify the source donor and include an estimate of the dollar value: | | | | |
| | | | | |
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|-------------------------|---------------------------------|--|--|--------------------|
| | | | | |
| Program Expenses | | | | |
| | | | | |
| | YEAR | | | YEAR |
| | Projected 2019 | | | Actual 2019 |
| | | Expense Item | | |
| | | Administration & Communication Costs | | |
| | \$2500 (140 hrs) | Event Coordinator (100 hrs @ \$20) | | \$2,000 |
| | | Co-leader (60 hrs @ \$18/hr) | | \$1,080 |
| | | | | |
| | \$1000 (12-15 hrs for 3 people) | Support persons: including day-of set up worked | | |
| | | Market Manager | | \$350 |
| | | Honorary | | |
| | | Workshop coordinator | | \$300 |
| | | Facilities Manager | | \$300 |
| | | | | |
| | \$100 | Delivery/travel costs | | \$100 |
| | (in-kind) John Barsby SD68 | Insurance Costs (in kind) | | |
| | | | | |
| | \$400 | Delivery/travel/gas | | N/A |
| | \$100 | Volunteer expenses (prep kit) | | |
| | | Marketing and publicity | | |
| | \$100 | CHLY radio | | |
| | \$150 | Printed posters | | \$60 |
| | \$50 | Online promos, Facebook | | \$80 |
| | | Video promo (Arrowsmith Media) | | \$500 |
| | \$800 | Admin costs (10% of \$7,870) | | \$780 |
| | | | | |
| | | | | |
| | \$5,200 | Total Administration & Communications | | \$5,550 |
| | | Cost | | |

| | | | |
|--|----------------------------|---|------------------------------|
| | | | |
| | | Project or Program Costs | |
| | (in-kind) John Barsby SD68 | Facility / Venue Rental (in-kind) | |
| | N/A | Custodial | \$200 |
| | \$250 | Equipment rental (tents, stage, lights, sound, etc.) | \$0 |
| | \$850 | Artists, performers, cultural program contributors: fees or honoraria | \$1,400 |
| | | Technical Staff | |
| | \$500 | Materials and Supplies | \$200 |
| | | Permits | |
| | | Municipal Services | |
| | | Police Costs | |
| | | On Site costs (signage costs) | \$300 |
| | | Performer and on-site volunteer services (food costs) | \$500 |
| | | | |
| | | Student scholarships (\$250 x 2) | \$500 |
| | | | |
| | \$1,600 | Total Production & Events | \$3,100 |
| | | | |
| | \$6,800 | Total Expenses | Line B |
| | | | |
| | \$6,350 | Net | (Line A minus Line B) |
| | | | |
| | | | |

DATE OF MEETING June 26, 2019

AUTHORED BY KAREN FRY, FIRE CHIEF

SUBJECT 911 FUNDING

OVERVIEW

Purpose of Report

To secure the funding to perform a required 911 Firewall upgrade to replace the demarcation point where Telus services meet the City of Nanaimo services for Fire Communication (FireComm).

Recommendation

That the Finance and Audit Committee recommend that Council approve the 911 Firewall upgrade and allocate \$30,000 from the E911 Reserve.

BACKGROUND

Emergency 911 calls for the City of Nanaimo are answered through EComm in Vancouver and then fire calls are transferred to the Fire Communications Centre (FireComm) through a 911 link. The Central Island 911 Partnership was created between the Cowichan Valley Regional District (CVRD), Regional District of Nanaimo (RDN) and the City of Nanaimo (the City). FireComm provides dispatching to 26 fire departments providing a significant capital and long-term cost savings for the partners since the amalgamation. FireComm is staffed with 13 Nanaimo Fire Rescue staff (members of the IAFF Local 905), 8 full-time dispatchers and 5 relief dispatchers. In 2018, FireComm answered and dispatched 15,592 incidents.

The 911 service has been evolving since its inception in Canada in the 1980s from an initial landline only direct link for emergency services to now include phone number and geospatial location of the caller. Next Generation 911 (NG911) will provide the technology of the 911 service to be able to run on a digital platform and will provide support and functionality for text to 911 and multi-media in the future. Dispatchers will be able to “REBID” cellular calls (re-ping the cell phone) after they receive the initial 911 call to help determine a better location.

Telus will be installing and supporting a new firewall system for NG911.

This is a mandated requirement through the Canadian Radio-television and Telecommunications Commission (CRTC) and must be completed by November 30, 2019.

FUNDING

The Central Island 911 Partnership has a Cost Sharing Formula that states that '*net operating costs will be shared on the basis of the populations of the jurisdictions of the Parties.*' The current cost sharing is the City 46%, CVRD 44%, and the RDN 10%.

The Central Island 911 Partnership contract states that '*Any annual surplus generated from the collection of a Call Answer Levy related to the provision of Enhanced 911 Service will be placed by the Parties into a 911 Service reserve fund.*' The funds for this \$30,000 upgrade would come from the Partnership reserve. The Partners have approved the funding request.

Future annual operating charges will be added to the 2020-2024 Financial Plan.

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve the 911 Firewall upgrade and allocate \$30,000 from the E911 Reserve.
 - **Budget Implication:** This change will be included in a future budget bylaw amendment for the 2019-2023 Financial Plan.
 - **Legal Implication:** Meet mandated requirement of the CRTC.
2. That the Finance and Audit Committee recommend that Council deny the 911 Firewall upgrade and allocate \$30,000 from the E911 Reserve.
 - **Budget Implication:** No funding implications at this point in time.
 - **Legal Implication:** Not meet mandated requirement of the CRTC.

SUMMARY POINTS

- Next Generation 911 (NG911) will provide the technology of the 911 service to be able to run on a digital platform and will provide support and functionality for text to 911 and multi-media in the future.
- NG911 requires a new firewall system for 911, it will be supplied and managed by Telus.
- This is a mandated requirement through the CRTC.
- The funds for this \$30,000 upgrade would come from the E911 reserve.

Submitted by:

Karen Fry
Fire Chief

Concurrence by:

Laura Mercer
Acting Director, Financial Services

DATE OF MEETING JUNE 26, 2019

AUTHORED BY JASON EVANS, MANAGER, FLEET OPERATIONS
ROB LAWRENCE, ENVIRONMENTAL PLANNER

SUBJECT GREEN FLEET STRATEGY

OVERVIEW

Purpose of Report

To advise the Finance and Audit Committee of the City's green fleet initiatives to date and to obtain Council's support to create a City Green Fleet Strategy and join the E3 Fleet program.

Recommendation

That the Finance and Audit Committee recommend that Council direct Staff to join the E3 Fleet program and complete the Green Fleet Performance Review in 2019.

BACKGROUND

In 2002, the City of Nanaimo joined the Federation of Canadian Municipalities (FCM) "Partners for Climate Protection" Program (PCP). The PCP helped municipal governments across Canada identify initiatives to reduce energy use and greenhouse gas (GHG) emissions. In 2007, the City signed onto the provincial Climate Action Charter and began work on its Corporate Climate Change Plan.

The Corporate Climate Change Plan included a review of energy and fuel consumption throughout the corporation and provided initial direction on greening the City fleet, which focused on:

- Energy conservation through reduced use;
- Switching to less carbon intense fuels
- Offsetting conventional energy with renewable energy sources

These recommendations are being implemented in the following ways:

- Using bio diesel mixes in City diesel vehicles. Currently set at a blend of 5%.
- Purchasing fuel and energy efficient vehicles, including:
 - Four electric vehicles
 - Six hybrid vehicles
- Purchasing two mountain bikes with trailers for the use with the City horticulture staff.
- Switching to Compressed Natural Gas (CNG) for eight City Garbage Trucks. Reducing greenhouse gas emissions by 30% over standard diesel trucks.
- Completed a number of dual fuel and fuel switching conversions, including:
 - Two 2012 CNG Pickup Trucks
 - Eighteen dual fuel trucks (propane/unleaded fuel)
 - Converting six City ice resurfacing vehicles to run on electricity

In 2015, the City adopted an anti-idling policy, which directs City staff to minimize fuel use while using City vehicles. All these measures have contributed to the City lowering its fuel consumption by 15% over the last 10 years, despite increasing the size of the fleet.

DISCUSSION:

The City continues to play a leadership role in how to green its fleet in a prudent and cost effective way. With a number of important technological changes coming in transportation and growing concerns around Climate Change, it is timely to conduct a review of current policies and programs around greening our fleet to ensure the City of Nanaimo remains a leader for the community.

The Fraser Basin Council's E3 ("Energy, Environment, Excellence") Green Fleet program, offer a cost effective way to work with a number of regional fleet managers to remain on the leading edge of reducing GHG emissions and improving energy efficiency.

The program offers a comprehensive, confidential performance analysis to E3 members. Using data provided by the City, an E3 fleet reviewer conducts a detailed review of financial and GHG emissions performance, and identifies priority areas for improvement. After the review, a Green Fleet Strategy would be drafted by Staff and presented to Council for consideration.

The E3 Fleet program also provides a rating system that helps showcase the achievements of members and recognizes excellence in the green performance of vehicle fleets. The rating system based on points accumulated in 10 areas of performance and encompasses energy efficiency, emissions reductions and excellence in fleet management practices. Fleets can qualify for a Bronze, Silver, Gold, or Platinum fleet rating, which could be used to promote the City's commitment to meet its Green Fleet standards. More information on the E3 Fleet Program can be found at www.e3fleet.com

Staff recommend that the City join the E3 Fleet program and complete the green performance review. The results of the performance analysis would be presented back to Council as part of an updated City Green Fleet Strategy.

Costs of joining the E3 review and rating program are outlined below.

| | |
|-----------------------|----------------|
| Yearly cost breakdown | |
| First year 2019 | |
| Membership fee | \$400 |
| E3 fleet review | \$4,600 |
| Staffing cost | <u>\$3,313</u> |
| | \$8,313 |
| Yearly cost breakdown | |
| First year 2020 | |
| Membership fee | \$408 |
| E3 fleet review | \$4,692 |
| E3fleet rating | \$3,570 |
| Staffing cost | <u>\$3,379</u> |
| | \$12,049 |

It is anticipated that these costs will be more than offset in fuel savings and GHG reductions. |

OPTIONS

That Council direct Staff to:

1. That the Finance and Audit Committee recommend that Council direct Staff to join the E3 Fleet program and complete the Green Fleet Performance Review in 2019.
 - **Budget Implication:** The cost of participating in the E3 Fleet Program in 2019 will be funded internally; the cost for 2020 would be incorporated into the 2020 – 2024 Financial Plan. The program is anticipated to cost \$8,313 in the first year and increase to approximately \$12,049 in the second year.
 - **Policy Implication:** Developing a Green Fleet Strategy is supported under Plan Nanaimo (Goal Five: Protect and Enhance the Environment) and under the City Corporate Climate Change Plan (2007) Implementing a Green Fleet Strategy may place appropriate restrictions on the numbers, uses and types of vehicles purchased by the City.
 - **Strategic Priorities Implication:** The Green Fleet Strategy meets the strategic priority of Environmental Responsibility. Key Focus area “Take a leadership role and focus on our environmental impact and climate change contributions in our decision making”.
2. That the Finance and Audit Committee recommend that Council direct Staff to not join the E3 Fleet program and to not develop a Green Fleet Strategy.
 - **Budget Implication:** There could be longer-term energy cost and GHG implications if the City does not update its Green Fleet Strategy.
 - **Strategic Priorities Implication:** Not taking advantage of this program may be a missed opportunity to fulfill a Strategic Objective. |

SUMMARY POINTS

- |The City continues to play a leadership role in the community on how to green its fleet in a prudent and cost effective way.
- Joining the E3 Fleet program will assess City’s performance around greening its fleet.
- The performance analysis will inform an updated City Green Fleet Strategy. |

Submitted by:

Jason Evans
Fleet Operations Manager |

Concurrence by:

Bill Sims
Director, Engineering & Public Works

Laura Mercer
Director, Finance |

DATE OF MEETING June 26, 2019

AUTHORED BY MIKE SQUIRE, MANAGER, WATER RESOURCES
MICHELLE MILLER, FINANCIAL ANALYST

**SUBJECT UNION OF BC MUNICIPALITIES FUNDING PROGRAM FOR
FLOOD RISK ASSESSMENT, MAPPING AND MITIGATION
PLANNING**

OVERVIEW

Purpose of Report

To advise the Finance and Audit Committee of the successful grant application for the South Fork and Jump Creek Dams Inundation Mapping Study under the Union of BC Municipalities Funding Program for Flood Risk Assessment, Mapping and Mitigation Planning and seek approval to change the scope and timing of the project.

Recommendation

That the Finance and Audit Committee recommend that Council approve adding \$100,000 to 2019 and \$200,000 to 2020 for the South Fork and Jump Creek Dams Inundation Mapping Study to be funded from a grant contribution of \$150,000 and \$150,000 from Water Reserves.

BACKGROUND

The Community Emergency Preparedness Fund administered by the Union of BC Municipalities (UBCM) is a suite of funding programs intended to enhance the resiliency of local governments, and their residents, in responding to emergencies.

On February 4, 2019, Council endorsed the funding application for the South Fork and Jump Creek Dams Inundation Mapping Study under the UBCM Funding Program for Flood Risk Assessment, Mapping and Mitigation Planning. The current 2019 – 2023 Financial Plan has a budget of \$200,000 in 2021 for the South Fork and Jump Creek Dams Inundation Mapping Study. If the grant application was successful, the \$200,000 line item was to be accelerated from 2021 to 2020 in the Financial Plan.

On May 10, 2019, the City received notice of a successful grant application with a funding amount of \$150,000. The grant award requires the project to be completed by June 26, 2020. To meet the project's grant-imposed deadline, it will need to be further accelerated to 2019.

Additionally, in the intervening time, Dam Safety BC advised staff to include inundation from Nanaimo Forest Products' Fourth Lake Dam as part of the South Fork and Jump Creek Dams Inundation Mapping Study. The additional scope required by the Province is estimated to increase the cost of the analysis by \$100,000. Staff are confident this work can be included and will be completed before the UBCM funding deadline, providing no technical issues arise.

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve adding \$100,000 to 2019 and \$200,000 to 2020 for the South Fork and Jump Creek Dams Inundation Mapping Study to be funded from a grant contribution of \$150,000 and \$150,000 from Water Reserves.
 - **Budget Implication:** The change will be included in a future budget bylaw amendment for the 2019 – 2023 Financial Plan.
2. That Council provide alternate direction.

SUMMARY POINTS

- The City was successful in receiving a grant of \$150,000 under the Union of BC Municipalities Funding Program for Flood Risk Funding Program for the South Fork and Jump Creek Dams Inundation Mapping Study.
- The current 2019 – 2023 Financial Plan identifies \$200,000 for this work in 2021. The grant deadline requires the project be accelerated to 2019.
- Dam Safety BC has requested further flood inundation analysis of Fourth Lake Dam to be included as part of the overall study. This will require an additional \$100,000.

Submitted by:

Mike Squire
Manager, Water Resources

Michelle Miller
Financial Analyst, Financial Planning

Concurrence by:

Bill Sims
Director, Engineering and Public Works

Laura Mercer
A/Director, Financial Services

DATE OF MEETING June 26, 2019

AUTHORED BY PHIL STEWART, MANAGER, ENGINEERING PROJECTS

SUBJECT **ESPLANADE WATERMAIN REPLACEMENT PROJECT**

OVERVIEW

Purpose of Report

To advise Council of a budget transfer in order to cover the additional costs associated with the construction of the Esplanade Watermain Replacement Project.

Recommendation

That the report titled, "Esplanade Watermain Replacement Project", dated 2019-JUN-19, be received for information.

DISCUSSION

The Esplanade Watermain Replacement project is included in the 2019 Financial Plan with a budget of \$393,238. This project is being completed to replace 75 year old cast iron watermain that are in poor condition.

Construction of the project is now complete and the project costs will be \$529,330. Several factors contributed to the project being over budget, including:

- Additional contract project management effort,
- Archeological monitoring and reporting, beyond that originally expected, and
- Several very old unrecorded underground obstructions and infrastructure, necessitating additional effort.

The additional \$136,092 required to cover these costs can be found within the 2019 – 2023 Financial Plan and will be allocated from water infrastructure projects contingency. Given the magnitude of the budget transfer, specific disclosure to Council is warranted.

SUMMARY POINTS

- The costs for the Esplanade Watermain Replacement project, exceeded the budget by about \$136,000 or 35%.
- The project had unexpected project management costs, archeological costs and costs due to inadequate subsurface information in the project area.
- Funds are available within the 2019 – 2023 Financial Plan to cover the additional costs of the project.

Submitted by:

Phil Stewart
Manager, Engineering Projects

Concurrence by:

Poul Rosen
Senior Manager, Engineering

Laura Mercer
Acting Director, Financial Services



Innovative Young Indigenous Leaders Symposium
163 W Hastings St #400
Vancouver B.C.
V6B 1H5

City of Nanaimo
Mayor and Council
455 Wallace Street
Nanaimo B.C.
V9R 5J6

June 14th, 2019

Dear Mayor and Council,

We are reaching out to you with hope that you will support the Innovative Young Indigenous Leaders Symposium, to be hosted on Snuneymuxw territory from June 28th - July 1st 2019. This symposium unifies young Indigenous leaders from across BC who are doing culturally grounded work and envisioning strong and healthy futures for their communities. We have prioritized Snuneymuxw and Snaw-Na-As attendance and participation. We are reaching out to you about this event because it aligns with many of the TRC Calls to Action and UNDRIP.

The Innovative Young Indigenous Leaders Symposium (IYILS) is an Indigenous-led project of Tides Canada, a national charity dedicated to a healthy environment and social equity. IYILS does not-for-profit work to ensure safe and healthy futures for Indigenous peoples by providing educational workshops to public and private organizations, organizing community events, hosting resilience-focused art projects, and offering biennial symposiums for young Indigenous leaders to network and collaborate.

We propose that Mayor and Council support this work by funding a lunch for the symposium. The cost of lunch for 60 participants and volunteers is \$1319.18.

T'ooyaxs'y 'nisim (we thank you all),

Gina Mowatt, Nicole Neidhardt and Jon Rabeneck
Project Leads
Innovative Young Indigenous Leaders Symposium
admin@iyils.ca
www.iyils.ca