



AGENDA
FINANCE AND AUDIT COMMITTEE MEETING

September 18, 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 - 11
Minutes of the Finance and Audit Committee Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2019-JUL-17, at 9:00 a.m.	
5. PRESENTATIONS:	
6. DELEGATIONS:	
a. <u>Delegation from Chris Beaton, Executive Director, Nanaimo Aboriginal Centre and Snuneymuxw First Nations, requesting financial support for Tribal Journey 2020</u>	12 - 13
7. REPORTS:	
a. <u>Central Island Emergency Services Communications Partnership Funding</u>	14 - 15
To be introduced by Karen Fry, Fire Chief.	
<i>Purpose: To secure the funding to upgrade critical emergency communication radio equipment.</i>	
Recommendation: That the Finance and Audit Committee recommend that Council approve the 900Mhz link system and allocate \$30,000 from the E911 Reserve.	

- b. Hammond Bay Road Widening and Utility Improvements Project 16 - 17
- To be introduced by Bill Sims, General Manager, Engineering and Public Works.
- Purpose: To advise the Finance and Audit Committee of an increase to the budget for the Hammond Bay Road Widening and Utility Improvements project and obtain Council approval to allocate additional funding from the Development Cost Charge Road Reserve to the project.*
- Recommendation: That the Finance and Audit Committee recommend that Council approve the addition of \$195,107 from the Development Cost Charge (DCC) Roads Reserve for the Hammond Bay Road Widening and Utility Improvements Project.
- c. Harewood Youth Park 18 - 30
- To be introduced by Richard Harding, General Manager, Parks, Recreation and Culture.
- Purpose: To obtain Finance and Audit Committee approval to move Phase 2 of the Harewood Youth Park Project from 2021 to 2020.*
- Recommendation: That the Finance and Audit Committee recommend that Council direct staff to amend the 2019 – 2023 financial plan to accelerate Phase 2 of the Harewood Youth Park project to 2020 so that Phase 1 and Phase 2 can be constructed concurrently in 2020.
- d. Additional Refuse Collection Fleet 31 - 35
- To be introduced by Bill Sims, General Manager, Engineering and Public Works.
- Purpose: To obtain Council's approval to proceed with the purchase of two used refuse collection vehicles and expand the number of collection routes effective December 1, 2019.*
- Recommendation: That the Finance and Audit Committee recommend that Council approve:
1. The purchase of two used refuse collection trucks for the purposes of adding one spare unit to the fleet for maintenance reasons and putting one additional collection vehicle in service in order to reduce route sizes; and,
 2. Accelerating the start date of the additional Refuse Collector from January 2020 to December 1, 2019.

- | | | |
|----|--|-----------|
| e. | <u>Consideration of New Permissive Tax Exemption Applications</u> | 36 - 87 |
| | To be introduced by Laura Mercer, Director, Finance. | |
| | <i>Purpose: To obtain Council approval regarding the new permissive tax exemption application received for a property to be exempt from 2020 property taxes.</i> | |
| | Recommendation: That the Finance and Audit Committee recommend that Council award a Permissive Tax Exemption for the 2020 tax year to the Canadian Mental Health Association Mid-Island for property that is being leased (lower level) at 290 Bastion Street. | |
| f. | <u>One Time Bonus Gas Tax Payment</u> | 88 - 120 |
| | To be introduced by Laura Mercer, Director, Finance. | |
| | <i>Purpose: To obtain Council's approval to use the one time bonus Gas Tax payment to fund the Metral Drive Complete Streets Phase 2 project.</i> | |
| | Recommendation: That the Finance and Audit Committee recommend that Council use the one-time bonus Gas Tax payment to fund the Metral Drive Complete Streets Phase 2 project. | |
| g. | <u>Capital Project Results for the Six Months Ending 2019-JUN-30</u> | 121 - 134 |
| | To be introduced by Laura Mercer, Director, Finance. | |
| | <i>Purpose: To present the Finance and Audit Committee with a summary of the capital project results for the six months ending 2019-JUN-30.</i> | |
| h. | <u>Council Expenses For The Six Months Ending 2019-JUN-30</u> | 135 - 154 |
| | To be introduced by Laura Mercer, Director, Finance. | |
| | <i>Purpose: To present the Finance and Audit Committee with a summary of Council expenses for the six months ending 2019-JUN-30.</i> | |
| i. | <u>Quarterly Purchasing Report (Single and Sole Source), Instances of Non-Compliance Purchases and Purchases in Excess of \$250,000</u> | 155 - 161 |
| | To be introduced by Laura Mercer, Director, Finance. | |
| | <i>Purpose: To provide information in compliance with the City's Procurement Policy (03120001) regarding single and sole source purchases, awards in excess of \$250K and policy noncompliance.</i> | |

To be introduced by Laura Mercer, Director, Finance.

Purpose: To present the Finance and Audit Committee with a summary of the operating results for the six months ending 2019-JUN-30.

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

MINUTES
FINANCE AND AUDIT COMMITTEE MEETING
BOARDROOM, SERVICE AND RESOURCE CENTRE
411 DUNSMUIR STREET, NANAIMO, BC
WEDNESDAY, 2019-JUL-17, AT 9:00 A.M.

Present: Mayor L. Krog
Councillor S. D. Armstrong
Councillor D. Bonner
Councillor T. Brown
Councillor B. Geselbracht
Councillor E. Hemmens (vacated 11:45 a.m., returned 12:51 p.m.)
Councillor Z. Maartman
Councillor I. W. Thorpe
Councillor J. Turley

Staff: J. Rudolph, Chief Administrative Officer
R. J. Harding, General Manager, Parks, Recreation and Culture
D. Lindsay, General Manager, Development Services (arrived 9:04 a.m.)
B. Sims, General Manager, Engineering and Public Works
K. Fry, Fire Chief
L. Mercer, Director, Finance
B. Corsan, Director, Community Development (arrived 9:36 a.m., vacated 11:26 a.m.)
A. Groot, Director, Facilities and Parks Maintenance (vacated 12:01 p.m.)
E. Williams, Manager, Recreation Services (vacated 9:46 a.m.)
W. Fulla, Manager, Business, Asset and Financial Planning
J. Rushton, Manager, Purchasing and Stores (vacated 9:42 a.m.)
D. Fournier, Manager, Municipal Infrastructure (vacated 11:42 a.m.)
P. Stewart, Manager, Engineering Projects (arrived 9:04 a.m., vacated 11:42 a.m.)
J. Rose, Manager, Transportation (arrived 9:30 a.m., vacated 11:55 a.m.)
J. Evans, Manager, Fleet Operations (vacated 9:42 a.m.)
D. LaBerge, Manager, Community Safety (vacated 9:15 a.m.)
F. Farnaz, Manager, Communications (arrived 9:26 a.m.)
C. Sholberg, Community Heritage Planner (vacated 9:05 a.m.)
D. Blackwood, Client Support Specialist (vacated 9:40 a.m.)
S. Gurrie, Director, Legislative Services (vacated 11:36 a.m.)
S. Snelgrove, Deputy Corporate Officer
G. Whitters, Recording Secretary

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

The Finance and Audit Committee Meeting was called to order at 9:02 a.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Agenda Item 7(h) – 2020-2024 Financial Plan Workshop – Add Report and Presentation from Laura Mercer, Director, Finance.

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-JUN-26 at 9:00 a.m. be adopted as circulated. The motion carried unanimously.

5. REPORTS:

(a) Heritage Home Grant Application - 18 Fourteenth Street

Introduced by Chris Sholberg, Community Heritage Planner.

D. Lindsay and P. Stewart entered the Boardroom at 9:04 a.m.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve a \$2,500 Heritage Home Grant for the exterior repaint of the John Wilson Residence located at 18 Fourteenth Street. The motion carried unanimously.

C. Sholberg vacated the Boardroom at 9:05 a.m.

(b) Changes to Serauxmen Stadium Field Lighting Project to LED Standard

Introduced by Richard Harding, General Manager, Parks, Recreation and Culture.

D. Blackwood vacated the Boardroom 9:09 a.m.

Committee discussion took place regarding alternate funding sources.

It was moved and seconded that the Finance and Audit Committee recommend that Council amend the 2019 – 2023 Financial Plan to increase the budget from \$752,721 to \$1,096,221 for the Serauxmen Stadium Field Lighting Project to provide for LED field lighting and electrical servicing upgrades to be funded from the Community Works Fund. The motion carried.

Opposed: *Councillor Brown*

(c) Parkade Traffic Membrane Project Adjustments

Introduced by Bill Sims, General Manager, Engineering and Public Works.

(d) Brookwood Pump Station Retrofit Project

Introduced by Bill Sims, General Manager, Engineering and Public Works.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve the addition of \$250,000 to the 2019 year of the 2019-2023 Financial Plan for the Brookwood Pump Station Retrofit Project to be funded by Sewer Reserves. The motion carried unanimously.

D. LaBerge vacated the Boardroom at 9:15 a.m.

The Finance and Audit Committee meeting recessed at 9:17 a.m.

The Finance and Audit Committee meeting reconvened at 9:24 a.m.

(e) Jingle Pot Road and Westwood Road Intersection Upgrade Project

Introduced by Bill Sims, General Manager, Engineering and Public Works.

F. Farrokhi entered the Boardroom at 9:26 a.m.

(f) Haliburton Street Multi-Use Trailway Project

Introduced by Bill Sims, General Manager, Engineering and Public Works.

Committee discussion took place regarding future costs and the trail is used by cyclists.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve the transfer of \$300,000 from the Pedestrian Transportation Improvements Unallocated Fund and \$157,000 from Water Infrastructure Projects Contingency Fund to fund the Haliburton Street Multi-use Trailway Project. The motion carried unanimously.

(g) Group Purchasing for the City of Nanaimo

Introduced by Laura Mercer, Director, Finance.

J. Rose entered the Boardroom at 9:30 a.m.

B. Corsan entered the Boardroom at 9:36 a.m.

Committee discussion took place regarding:

- Social Procurement
- Procurement Policy
- Type of items to be purchased through Sourcewell
- The City is currently testing Sourcewell's services
- Sourcewell operates out of the United States
- Social Procurement Information Sessions

D. Blackwood vacated the Boardroom at 9:40 a.m.

J. Evans and J. Rushton vacated the Boardroom at 9:42 a.m.

(h) 2020 - 2024 Financial Plan Workshop

Introduced by Laura Mercer, Director, Finance.

Presentation:

1. Laura Mercer, Director, Finance, provided a presentation regarding the 2020 – 2024 Financial Plan, which included the following information:
 - Projected property tax and user fee increases
 - 2020 Key budget drivers including Asset Management, Project Expenditures, RCMP Contract, Strategic Infrastructure Reserve, and Wages, Benefits & Other Charges
 - Casino and Fortis revenues

E. Williams vacated the Boardroom at 9:46 a.m.

- Service level changes included in the property tax increase including: three New RCMP Members and a new Refuse Collector
- Service level changes not included in the property tax increase including: staffing changes made this year and economic development
- 2019 - 2023 Approved Project Plan: \$95.8 Million in 2019 and \$325.7 Million in the next five years
- Funding from General Revenue
- Projects in progress, projects not currently in the plan and timing of projects

Committee Discussion took place regarding:

- Hiring a space planning consultant to assess the RCMP building
- Ranking items that are not included in project plans and funding accordingly
- SAP update
- Cost to replace all Self Contained Breathing Apparatus'
- Consideration for a Facilities Management Levy
- Case study for an urban canopy assessment
- Budget for updating the Community Sustainability Action Plan
- Registration of cars to owner's homes
- Case study for source separation bins in downtown and other areas the city currently has garbage bins
- Business case being prepared for an environmental coordinator
- Focusing on downtown and City beautification
- Downtown waterfront walkway
- Social issues
- Provincial versus local government responsibilities
- Capacity of Staff and consultant expenses
- Motions to come after deliberation of Committees and Task Forces
- Addressing other pillars of the Strategic Plan

2. Bill Corsan, Director, Community Development, provided a presentation regarding the Waterfront Walkway, which included the following information:
 - Importance to the community
 - Building in phases
 - Currently undertaking Green Shore Feasibility Study
 - Funding sources

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to proceed with the draft Waterfront Walkway Plan as presented. The motion carried unanimously.

B. Corsan vacated the Boardroom at 11:26 a.m.
S. Gurrie vacated the Boardroom at 11:36 a.m.

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to proceed with funding the Waterfront Walkway through debt servicing from property taxation. The motion carried unanimously.

D. Fournier, R. Harding and P. Stewart vacated the Boardroom at 11:42 a.m.

The Finance and Audit Committee meeting recessed at 11:45 a.m.
The Finance and Audit Committee meeting reconvened at 11:55 a.m.

Staff Present: F. Farrokhi, K. Fry, W. Fulla, A. Groot, R. Harding, D. Lindsay, J. Rudolph, S. Snelgrove and G. Whitters

(i) Reserve Policy Update

Introduced by Laura Mercer, Director, Finance.

A. Groot vacated the Boardroom at 12:01 p.m.

Presentation:

1. Laura Mercer, Director, Finance, provided a presentation regarding the Reserve Policy Update, and provided a timeline of the Reserves Policy review process that included the following information:
 - Benefits and framework of reserves
 - Updates made to the draft Reserves Policy and its appendices
 - Projected balances of reserves
 - Strategy to address reserves falling below their minimum target
 - How reserves will be established, maintained and used
 - Key processes of the Reserve Policy administration

B. Sims entered the Boardroom at 12:14 p.m.

Committee discussion took place regarding:

- Setting maximum amounts for reserves
- Replenishing reserves and reporting on balances
- Grouping reserves and overfunded reserves

- Various reserves including: the Vehicle Depreciation Reserve, Photocopier Reserve, Brechin Boat Ramp Reserve, Casino Reserve, Strategic Partnership Reserve, Traffic Fines Reserve, Uninsured Claim Reserve, Uncollected Tax Reserve, Financial Stability Reserve and the General Asset Management Reserve
- Combining the Photocopier and IT Reserves

It was moved and seconded that the Finance and Audit recommend that Council endorse the summary of recommendations on page 43 of the report titled “City of Nanaimo Reserves Review Report” as follows:

1. Establish the following new Operating Reserves:
 - a. General Financial Stability
 - b. Sewer Financial Stability
 - c. Water Financial Stability
 - d. Special Initiatives.
2. Establish new Statutory Reserves, approve related bylaws and transfer balances from corresponding Operating Reserves to new Statutory Reserves:
 - a. 911
 - b. Cart Replacement
 - c. Copier Replacement
 - d. Housing Legacy
 - e. Information Technology
 - f. NDSS Field Maintenance
 - g. Parking
 - h. Property Acquisition
 - i. Strategic Infrastructure
 - j. Sustainability
3. Establish new Emission Reduction Statutory Reserve and transfer balance from Regional Emission Reduction Reserve.
4. Eliminate the following reserves:
 - a. Allowance for Bad Debts
 - b. Colliery Dam
 - c. Firehall Improvements
 - d. Fire Training
 - e. Regional Emission Reduction
 - f. SNIC (two reserves combined into one reserve)
 - g. Traffic Fines
 - h. Uncollected Parking Revenues
 - i. Uncollected Taxes
 - j. Uninsured Claim
 - k. VI Fire Academy
 - l. Water Levelling
5. Transfer reserve balances as outlined in Appendix 4.
6. Approve the methodology for determining target balances for each reserve as outlined in Appendix 2 of this report.

7. Approve the Reserves Policy.
8. Direct Staff to report annually to Council on the status of all City reserves as outlined in the Reserve Policy.

The motion carried unanimously.

Councillor Hemmens returned to the Boardroom at 12:51 p.m.

Committee discussion took place regarding leveraging community participation in future projects, grant funding and partnership with community groups.

6. QUESTION PERIOD:

- No one in attendance wished to ask questions.

7. ADJOURNMENT:

It was moved and seconded at 12:54 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

Delegation Request

Delegation's Information:

Chris Beaton, Executive Director, Nanaimo Aboriginal Centre, has requested an appearance before Council.

City: Nanaimo

Province: BC

Delegation Details:

The requested date is September 18, 2019.

The requested meeting is:
Finance and Audit

Bringing a presentation: Yes

Details of the Presentation:

Request with Snuneymuxw First Nation for financial support for the Tribal Journey 2020.



Snuneymuxw First Nation

668 Centre Street
Nanaimo, BC, V9R 4Z4

Telephone: (250) 740-2300
Fax: (250) 753-3492

June 12, 2019

Lisa Bhopalsingh
Manager, Community & Cultural Planning
City of Nanaimo
455 Wallace Street
Nanaimo, BC

Dear Siem:

As the Snuneymuxw First Nation Chief, I am requesting your support for Snuneymuxw First Nation's up-coming cultural event — Tribal Journeys 2020.

We are humbled and honored to say that in the summer of 2020 our Nation is hosting this remarkable event. Tribal Journey is an annual event for Indigenous peoples of the Pacific Northwest Coast since 1989. The event includes over 100 traditional cedar canoes paddling from their respective home community to the host community of the particular year. We are preparing to host canoes from all over Washington State, the coast of British Columbia. Many will paddle over 150 miles to reach our traditional territory. When here, they all will be treated as honoured guests, we will provide campgrounds, meals for five days and nonstop cultural celebrations.

More specifically, we are requesting a financial contribution to the event in the amount of \$50,000, that if approved could be processed over two fiscal years, 2019/2020 and 2020/2021. Could you please identify the ideal process to make this request through the appropriate mechanism?

If you require additional information, please contact Regan Seward at 250-740-2344 or email regans@snuneymuxw.ca. He will be happy to answer any questions that you may have. Thank you in advance for your support.

Respectfully,

Chief Mike Wyse
Snuneymuxw First Nation

c.c. Dale Lindsay, Director of Community Development

DATE OF MEETING September 18, 2019

AUTHORED BY GREG NORMAN, DEPUTY FIRE CHIEF

**SUBJECT CENTRAL ISLAND EMERGENCY SERVICES COMMUNICATIONS
PARTNERSHIP FUNDING**

OVERVIEW

Purpose of Report

To secure the funding to upgrade critical emergency communication radio equipment. |

Recommendation

That the Finance and Audit Committee recommend that Council approve the 900Mhz link system 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.

For many years, North Oyster Volunteer Fire Department (NOVFD) has had challenges with radio communications delivered via the CVRD Woodley Range repeater. The repeater is within the Woodley Ecological Reserve that is located in between Brenton Paige Road and Kulleet Bay. Line-of-sight radio to the northeast of the repeater site are hindered by terrain and as such, NOVFD struggles with radio communications in their core area. Most initial responders live in the area of the fire hall and this is the exact area that struggles with radio signals, leading to garbled transmissions and missed pages to dispatch the department. As such, fire dispatch is required to page NOVFD twice, once via our telco-backup system and once via the radio repeater. This is done to ensure that NOVFD responders hear at least one page. |

DISCUSSION

An alternative site was found on Mt Hayes, of which coverage planning and drive testing show will be an excellent site to solve the radio issues for NOVFD. The CVRD entered into an agreement to locate a new fire radio repeater at the site.

Innovation, Science and Economic Development Canada (ISED), the radio regulator, advised that a 900Mhz link system from fire dispatch would be required.

The equipment and configuration costs that would be required at FireComm in order to implement a dispatch connection to the new radio repeater at Mt Hayes has been quoted at \$30,000.

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 900Mhz link system would come from the E911 Reserve. The Partners have approved the funding request.

The operating and maintenance costs will be covered by the CVRD.

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve the 900Mhz link system and allocate \$30,000 from the E911 Reserve.
 - **Budget Implication:** \$30,000 from the E911 Reserve fund and will be included in the future budget bylaw amendment for the 2019 – 2023 Financial Plan.
2. That the Finance and Audit Committee recommend that Council deny the 900Mhz link system and not allocate \$30,000 from the E911 Reserve.
 - **Budget Implication:** No funding implications at this point in time.

SUMMARY POINTS

- North Oyster Volunteer Fire Department (NOVFD) has had challenges with radio communications delivered via the CVRD Woodley Range repeater.
- An alternative site was found on Mt Hayes which will be an excellent site to solve the radio issues for NOVFD.
- The equipment and configuration costs that would be required at FireComm in order to implement a dispatch connection to the new radio repeater at Mt Hayes has been quoted at \$30,000.
- The funding will come out of the E911 Reserves.

Submitted by:

Greg Norman
Deputy Fire Chief

Concurrence by:

Karen Fry
Fire Chief

DATE OF MEETING SEPTEMBER 18, 2019

AUTHORED BY MICHAEL ELLIOTT, PROJECT MANAGER

SUBJECT HAMMOND BAY ROAD WIDENING AND UTILITY IMPROVEMENTS PROJECT

OVERVIEW

Purpose of Report

To advise the Finance and Audit Committee of an increase to the budget for the Hammond Bay Road Widening and Utility Improvements project and obtain Council approval to allocate additional funding from the Development Cost Charge Road Reserve to the project.

Recommendation

That the Finance and Audit Committee recommend that Council approve the addition of \$195,107 from the Development Cost Charge (DCC) Roads Reserve for the Hammond Bay Road Widening and Utility Improvements Project.

BACKGROUND

The Hammond Bay Road Widening and Utility Improvements Project is included in the 2019 Financial Plan with a budget of \$2,072,254. The project is being completed to stabilize slopes and replace aging underground utilities in the section of Hammond Bay Road between Prince John Way and Stephenson Point Road.

DISCUSSION

The first iteration of the project was tendered in April 2017 and closed without receiving any bids. After two years on hold, the project was restarted this year. The watermain upgrade portion of the work was completed earlier this year and the road widening and storm sewer upgrades were tendered in May 2019. Based on the tender pricing, the cost to complete the project is estimated at \$2,328,974.

Several factors contributed to the project being over budget including:

- Restarting the project required re-engagement of the consulting team, and adjustment to the design drawings.
- Redesigning elements of the project to remove elements of risk. While this likely reduced the construction costs and made the project more attractive to bidders, it is required a significant investment and design changes.
- The project was budgeted assuming staff resources would be available to complete the construction management and inspection during construction, resources were not available so this work is being completed by an engineering consultant.

An additional \$256,720 is required to complete the project. The road and storm sewer portion of the project is a Development Cost Charge (DCC) project with a split of 75% attributed to growth and 25% attributed to existing residents with a 1% assist factor. Therefore \$195,107 (74%) would be funded from DCC Roads Reserve with the allocation for existing residents, \$61,613 (26%) to be funded by a budget transfer from the Engineering and Public Works Contingency Fund.

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve the addition of \$256,720 to the Hammond Bay Road Widening and Utility Improvements Project to be funded from a budget transfer and DCC Road Reserves.
 - Financial Implications: This change will be included in a future budget bylaw amendment for the 2019 – 2023 Financial Plan.
2. That Council provide alternative direction. |

SUMMARY POINTS

- The expected costs for the Hammond Bay Road Widening and Utility Improvements are projected to exceed the budget by about \$256,720 or 15%.
- Cost overruns can be funded from the Engineering and Public Works Contingency Fund and the DCC Roads Reserve Fund.

|

Submitted by:

Michael Elliott
Project Manager, Engineering |

Concurrence by:

Poul Rosen
Director, Engineering

Laura Mercer
Director, Financial Services |

DATE OF MEETING SEPTEMBER 18, 2019

AUTHORED BY MIKE STRAIN, SENIOR PROJECT MANAGER, ENGINEERING &
PUBLIC WORKS

SUBJECT HAREWOOD YOUTH PARK

OVERVIEW

Purpose of Report

To obtain Finance and Audit Committee approval to move Phase 2 of the Harewood Youth Park Project from 2021 to 2020. |

Recommendation

That the Finance and Audit Committee recommend that Council direct staff to amend the 2019 – 2023 financial plan to accelerate Phase 2 of the Harewood Youth Park project to 2020 so that Phase 1 and Phase 2 can be constructed concurrently in 2020.

BACKGROUND

The idea of a Youth or Skateboard Park at Harewood Centennial Park was included in the approved Harewood Centennial Park Improvement Plan (adopted by Council in 2011) and has received broad support from community partners. At the 2016-JUL-18 Special Committee of the Whole Meeting, it was moved that Council:

1. *“receive the design concept for the Youth Park at Harewood Centennial Park;”*
2. *“allocate \$27,000 to carry out Phase 2 detailed design from the current balance in the Knowles Estate fund; and,”*
3. *“support budgeting of Phase 1 and Phase 2 of the Youth Park project in the 10-year capital plan.”*

The report is attached as Attachment ‘B’ for reference. |

DISCUSSION

The Harewood Youth Park was originally designed as two standalone areas that could be developed together or as separate phases. Phase 1 contains largely ‘street style’ terrain, and Phase 2 contains a ‘bowl’ feature (see attachment ‘A’ Harewood Skatepark Context plan).

The current financial plan currently has Phase 1 (\$614,675) of the Harewood Youth Park in 2019 with Phase 2 (\$164,565) budgeted for 2021. The design for both phases is complete and ready for tender. Construction is expected to start in early 2020 and be completed by mid 2020.

As part of the project planning process, Staff reviewed the options for project delivery. By combining the project phases, there is an anticipated cost savings, a lesser draw on staff resources, and disruption to the park would be minimized. |

OPTIONS

1. That the Finance and Audit Committee recommend that Council direct staff to amend the 2019 – 2023 financial plan to accelerate Phase 2 of the Harewood Youth Park project to 2020 so that Phase 1 and Phase 2 can be constructed concurrently in 2020.
 - This option would result in an anticipated cost savings and reduce the amount of staff resources expended on the project. It would also decrease the disruption to park users, and the community groups advocating for the Youth Park will be pleased that the park will be completed in 2020.
 - Financial Implications: If Council approves accelerating Phase 2 of the Harewood Youth Park the budget of \$164,565 funded from the Community Works Fund will be moved from 2021 to 2020 in a future budget bylaw amendment for the 2019 – 2023 Financial Plan.
2. That the Finance and Audit Committee recommend proceeding with the Project as currently budgeted.
 - Proceeding with the Project as currently budgeted is feasible, however, it would result in more staff resources and an overall budget increase.

SUMMARY POINTS

- Constructing both phases of the Harewood Youth Park concurrently in 2020 would result in cost savings and a more efficient use of staff resources.
- Amendment of the financial plan would be required to accelerate Phase 2 from 2021 to 2020.
- The project is expected to start construction in early 2020 and be completed by mid-2020.

ATTACHMENTS:

Attachment A - Harewood Skatepark Context Plan

Attachment B - RPT160718_HarewoodYouthPark

Submitted by:

Mike Strain
Senior Project Manager
Engineering & Public Works |

Concurrence by:

Richard Harding
General Manager
Parks, Recreation & Culture

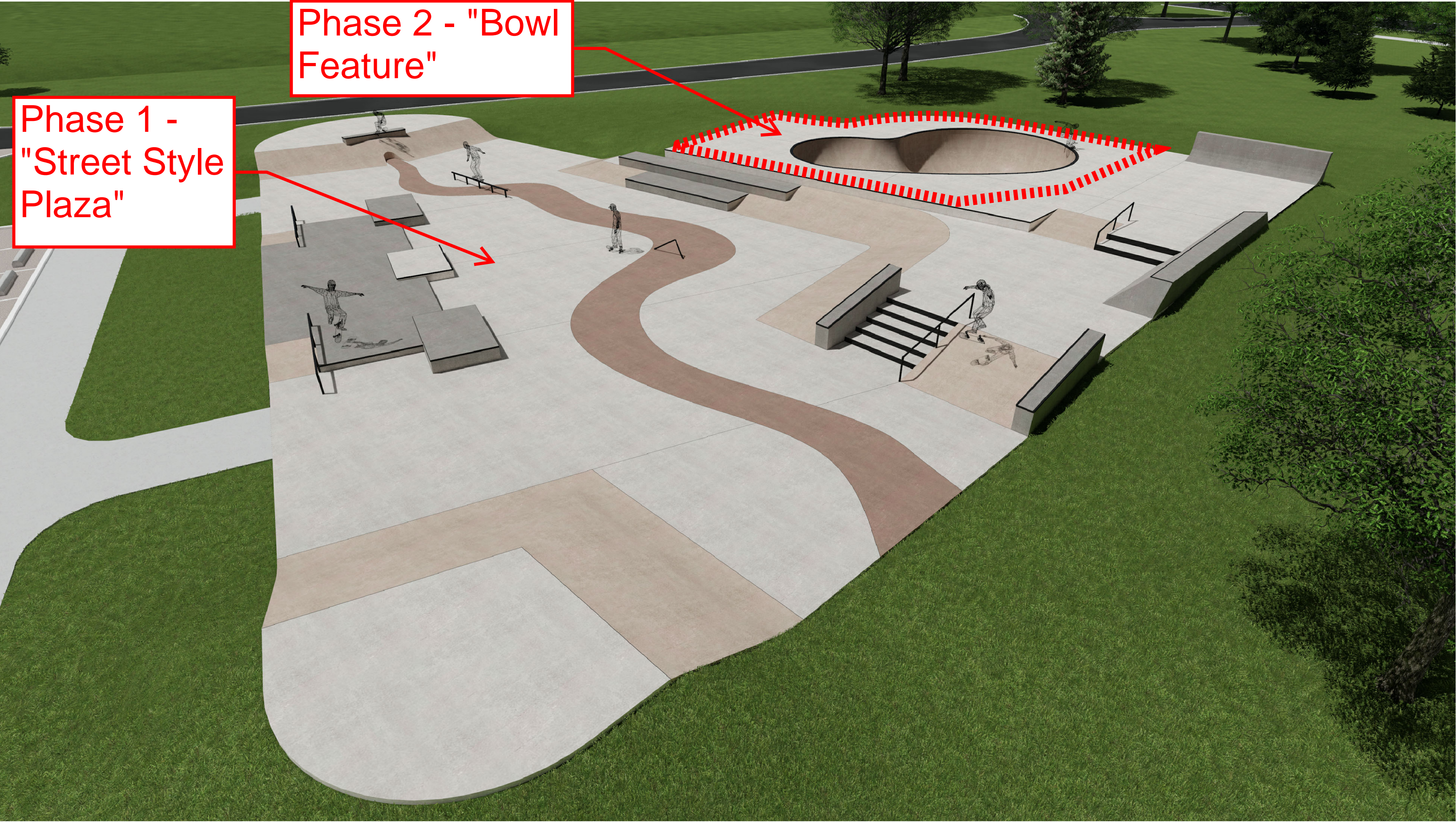
Laura Mercer
Director
Finance |

HAREWOOD SKATEPARK

ISSUE FOR: TENDER

DRAWING INDEX

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SK-007	Walls and Ledges
SK-008	Layout and Dimensions
SK-009	Ordinate Layout
SK-010	Grading Plan
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SK-012	Joint Plan
SK-D-000	Detail Reference
SK-D-001	Details Sheet 1
SK-D-002	Details Sheet 2
SK-DT-001	Typical Details 1



PERSPECTIVE VIEW

Note: perspective drawing not for construction reference.
Alterations have been made to model during detailed design phase.
Image shown to display broader design concept only.



Harewood
Neighbourhood
Association

LOCATION PLAN



SKATEPARK LOCATION



Located at Harewood Centennial Park, across from John Barsby School off Harewood Ave.

EXISTING SITE PHOTOS



5	04.04.19	ML	ISSUE FOR TENDER
4	03.14.19	ML	ISSUE FOR TENDER REVIEW
3	01.06.17	ML	ISSUE FOR 100% REVIEW
2	10.31.16	ML	ISSUE FOR 75% REVIEW
1	09.30.16	ML	ISSUE FOR 50% REVIEW
No.	DATE	BY	DESCRIPTION

CONTRACTOR SHALL CHECK ALL DIMENSIONS ON THE WORK AND REPORT ANY DISCREPANCY TO THE CONSULTANT BEFORE PROCEEDING. ALL DRAWINGS AND SPECIFICATIONS ARE THE EXCLUSIVE PROPERTY OF THE OWNER AND MUST BE RETURNED AT THE COMPLETION OF THE WORK.



PROJECT:		
HAREWOOD SKATEPARK		
LOCATION: Nanaimo, BC		
DRAWN:	ML	START
CHECKED:	JM	DATE: 19 SEP 16
APPROVED:	VDZ	
DRAWING TITLE: CONTEXT PLAN		
.		
SCALE:	NTS	PAGE SIZE: 24"x36"
PROJECT NUMBER: SK2016-03		
DRAWING NUMBER:	REV	
SK-001	5	



Staff Report

File Number: A4-2-1 / D1-3-4

DATE OF MEETING July 18, 2016

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

SUBJECT HAREWOOD YOUTH PARK

OVERVIEW

Purpose of Report

To provide an update to Council on the Phase 1 design process and progress of the Harewood Youth Park and to recommend next steps to move forward with the project for consideration and approval.

Recommendation

That Council:

1. receive the design concept for the Youth Park at Harewood Centennial Park;
2. allocate \$27,000 to carry out Phase 2 detailed from the current balance in the Knowles Estate fund.
3. support budgeting of Phase 1 of the Youth Park project in the 10-year capital plan.

BACKGROUND

The idea of a Youth or Skateboard Park at Harewood Centennial Park was included in the approved Harewood Centennial Park Improvement Plan (adopted by Council in 2011) and has received broad support from community partners.

At their regularly scheduled meeting held on 2015-OCT-28, after a community request, the Parks, Recreation and Culture Commission (PRC) then approved moving forward with a youth park concept design for Harewood Centennial Park. The concept design was paid for partially with funds a deferred revenue account and partially with private contributions fundraised by the Nanaimo Skateboard Association.

A two-phased design process then outlined to Council on 2015-DEC-16 and supported by the Harewood Neighbourhood Association and Nanaimo Skateboard Association. Attachment A outlines activities for both Phase 1 (which has been completed) and a future Phase 2. As part of Phase 1, Staff hired Newline Skate Parks, a consulting firm out of Langley, to assist in this project and preparation of the overall concept design.

Phase 1: Community Consultation, Site Analysis & Concept Design:

The Harewood Centennial Park site is currently a flat, gravel under-utilised space in the Park. It is adjacent to existing gravel parking, the Chase River, the mountain bike trails, washrooms and future hard surface courts (that will include facilities for street hockey and basketball).

The proposed Concept Design and associated costs are shown in Attachments B and C. The design features two standalone areas that could be developed together or as separate phases including:

1. Street Style Plaza - complete with eight types of facilities (descending taco with roll ends, big three block gap with up ledge-bank and up gap, turnarounds with drop in banks, start sets with hubba ledges and rails, banked hips, wedge to wedges, manula pads without ledges, and long flatrails).
2. Kidney-shaped bowl and slappy wall with down rails.

The entire Park will be concrete with integrated public art. The artistic elements will reflect the unique Chase River setting (via paving patterns and skate-able features).

If the project is mobilized in one phase instead of two, the savings would be about \$20,000.

The project is called "Youth Park" rather than a "Skate Park" because it can be used by youth on many forms of wheeled transportation - bikes, scooters, and skateboards.

Public Input:

An initial youth workshop was held at John Barsby Community School on 2015-JUL-23 to discuss the Harewood Youth Park. Over 40 people (youth and youth-at-heart) attended this "jam" to give input and support into the youth park vision. This event was initiated by the Harewood Neighborhood Association. Many ideas were discussed by the attendees including the desire for a skate bowl, skate plaza, pump track, and basketball area, and "skate-able" public art and storm water management features. A survey was handed out among the participants in addition to a drawing exercise, presentation, site visit, and discussions.

As a follow-up to this, three technical sessions were held in April 2016 to develop the concept design and its flow and function.

The public and members from stakeholder groups were invited to participate (Nanaimo Skateboard Association, Harewood Neighbourhood Association, School District 68, and youth programmers). About 15 people, representing each stakeholder group, attended each workshop and provided technical expertise and input.

The consultants from Newline Skate Parks participated in each discussion (in person and via teleconference). The first technical session focussed on process and desired amenities. The second technical session focussed on collecting a wish list for amenities and program elements and reviewed two options. The third technical session examined amended options and further examined the pros and cons of three updated options with an amended option being the preferred design. Images from the sessions are shown in Attachment D.

Partnership Opportunities:

The Harewood Neighbourhood Association first initiated this project and is actively fundraising for its implementation. Members are approaching service clubs and local businesses.

The Nanaimo Skateboard Association is also actively fundraising for this project. To date, they have fundraised over \$16,000 at skate events for this project. Two additional fundraising events are planned this summer. The first event is being held 2016-JUL-17 at the north end skate park while the second event is planned for 2016-AUG-21 at the Bowen/Comox Skate Bowl. In addition, the association has applied to several recreations infrastructure grant programs (including BCAA play here, Heinz Kraft Play, and Coop Community Spaces) and started a "Go Fund Me" campaign online.

To date, \$60,000 has been collected from development in Harewood for this project. Of this amount, \$50,000 remains in deferred revenue. Funding in the Knowles Estate may be an available partial funding source for the project and recent rezoning projects in the Harewood area have also provided community contributions to this project.

Next Steps:

A second phase is required to move forward with construction and is estimated to cost \$27,000. Carrying this work out in the fall of 2016 or early 2017 would facilitate fundraising and moving forward with the project if funding is approved.

Phase 2: Construction Drawings and Construction Implementation

- Detailed design development and phasing plans.
- Prepare technical specifications and sealed construction drawings.
- Detailed cost estimation.
- Partner and volunteer construction plan.

Once the Phase 2 design work is complete, detailed cost estimates and supply requirements will help with future budgeting and community fundraising.

OPTIONS

1. Approve all the recommendations.
 - **Budget Implication:** New projects to be added to the 10-year capital plan. The project meets the criteria set out for the Knowles Estate fund and sufficient resources are in place.
 - **Policy Implication:** Meets the Harewood Centennial Park Improvement Plan and Harewood Neighbourhood Plan.
 - **Engagement Implication:** Public engagement has already been completed and there is community momentum behind the project.
 - **Strategic Priorities Implication:** Community partners are actively fundraising for the project.
2. Deny all the recommendations.
 - **Budget Implication:** The project would not be added to future capital plans but private contributions and deferred revenue amounts from development would still remain in the Harewood Centennial Park account.
 - **Policy Implication:** The project is consistent with park and neighbourhood plans.

- **Engagement Implication:** Public engagement has already been completed and there is community momentum in support of the project.
3. Approve some of the recommendations
- **Budget Implication:** Some additions required to the 10-year capital plan.
 - **Engagement Implication:** There is community momentum and support behind the project.
 - **Strategic Priorities Implication:** There are community partners fundraising for the project.


SUMMARY POINTS

- A concept plan has been developed as a long term vision to move forward with for the Harewood Youth Park.
- Community partners are in place for this project and there is a lot of positive energy and momentum to keep the project moving forward.
- Detailed design, a youth park management strategy, and future budgeting are required prior to project implementation.

ATTACHMENTS


- Attachment A - The two-phased design process shared with Commission in October 2015.
- Attachment B - Concept Design for the Youth Park.
- Attachment C - Budget for the Youth Park.
- Attachment D – Images from the Design Meetings.
- Attachment E – Video Prepared to Promote the Skate Park.

Submitted by:



Kirsty MacDonald
Parks and Open Space Planner
Parks and Recreation

Concurrence by:



Richard Harding
Director
Parks and Recreation

ATTACHMENT A

The two-phased design process shared with Commission in October 2015

Phase 1: Community Consultation, Site Analysis & Concept Design (to be completed in 2016)

The following activities would be completed in a collaborative process. Active participation by youth and other members of the Harewood Neighbourhood Association (HNA), John Barsby School, and skate community throughout the development process will be valuable for the long-term success of the project.

- Youth park “jam” workshop - completed 2015-JUL-23.
- Digital Site Survey - completed August 2015.
- Engage skate park design consultant.
- Host a design workshops - the skate park design consultant will meet with a Committee (which will include City Staff, the HNA, John Barsby School, and other local youth and community members) through a series of key stakeholder meetings and ‘all are welcome’ design workshops/open houses.
- Use online forums and onsite signage to communicate progress and ideas.
- Develop alternative design concepts with consultant and review with Committee.
- Refine and develop preferred design concept with consultant and review with Committee.
- Prepare final design concept and budget with consultant and review with Committee and public at open house.
- Prepare a youth park management/maintenance strategy to address common conflicts/issues such as graffiti, access to washrooms, lighting, seating, noise reduction, views, user conflict, and drinking water, accessibility to various skill levels and wheels, CPTED and park stewards.
- Present final design concept and budget to review with Committee, Parks and Recreation Commission, and, Council for approval and inclusion in future capital plans.

Phase 2: Technical Design and Construction Drawings (to be completed when budgets and community partners are in place)

- Detailed design development and phasing plans.
- Prepare technical specifications and sealed construction drawings.
- Detailed cost estimation.

ATTACHMENT B

Concept Design for the Youth Park

Site Plan 



Skatepark Features

- A** - DESCENDING TRANSITION TACO WITH ROLLED ENDS
- B** - BIG 3 BLOCK GAP/LEDGE-TO-BANK FEATURE WITH UP-GAP
- C** - TURNAROUND/DROP-IN BANK
- D** - STAIR SET WITH HUBBA LEDGES & HANDRAIL
- E** - BANKED HIP
- F** - WEDGE-TO-WEDGE WITH ROOFTOP RAIL
- G** - MANUAL PAD WITH OUT-LEDGE
- H** - LONG FLATRAIL

PHASE 2

- I** - SLAPPY WALL WITH 3-SET AND DOWN RAIL
- J** - TIERED KIDNEY BOWL

ATTACHMENT C

Budget for the Youth Park

Budget Breakdown

Please note: This is a budget estimate only – **All prices subject to final design, local pricing & geotechnical recommendations.** The actual cost of time and construction may also vary due to economic conditions, actual site conditions, and/or availability of materials. Estimate includes costs for supply and installation unless otherwise indicated.

	Description	Quantity	Unit	Unit Price	Subtotal	Total
PHASE 1						
1.0 Project Management						
1.1	Mobilization	Project travel & setup	1	LS	\$ 14,000.00	
1.2	Site management	Testing, permits & general site management	1	LS	\$ 18,000.00	
1.3	Security & Fencing		1	LS	\$ 8,000.00	
1.4	Testing Allowance		1	LS	\$ 5,000.00	
1.5	Project Bonding		1	LS	\$ 7,000.00	
					Subtotal	\$ 52,000.00
2.0 Civil Works						
2.1	Earthworks	Removal, relocation & disposal of materials	427	m³	\$ 25.00	\$ 10,675.00
2.2	Material import	Import and placing of all required granular A & granular B fill	550	m³	\$ 130.00	\$ 71,500.00
2.3	Drainage	Trenching, piping, area drains & storm connection/drywell	1	LS	\$ 11,500.00	
					Subtotal	\$ 93,675.00
3.0 Skatepark Elements						
	Includes all concrete, rebar, formwork and steel edging					
3.1	Shotcrete Features		168	m²	\$ 440.00	\$ 73,920.00
3.2	Wall & Ledge Features		37	m²	\$ 1,800.00	\$ 66,600.00
3.3	Stair Features		1	m²	\$ 5,700.00	\$ 5,700.00
3.4	Flatwork		525	m²	\$ 165.00	\$ 86,625.00
3.5	Skatepark metals & coping		140	m²	\$ 230.00	\$ 32,200.00
					Subtotal	\$ 265,045.00
4.0 Landscaping, Site Amenities and Miscellaneous						
4.1	Landscape remediation	3m sod buffer around hardscape.	370	m²	\$ 16.60	\$ 6,142.00
4.2	Boulder retaining	To retain base materials and minimize slopes	1	LS	\$ 2,800.00	
					Subtotal	\$ 8,942.00
					Phase 1 Project Total	\$ 419,662.00
					plus applicable taxes	
PHASE 2						
5.0 Phase 2 Skatepark						
5.1	Phase 2 Skatepark	Includes all civil works, skatepark elements and landscape remediation	1	LS	\$ 203,200.00	
					Subtotal	\$ 209,200.00
					Phase 1 + Phase 2 Grand Total	\$ 628,862.00
					plus applicable taxes	
6.0 Optional Items						
6.1	Integral concrete colour	Integral colour to be included in banks and transition features	1	LS	\$ 10,000.00	
6.2	Chase River Floor Pattern	Sandblast floor pattern in flat slab	1	LS	\$ 6,000.00	
					Optional Items Total	\$ 16,000.00

If the project is mobilized in one phase instead of two, the savings would be approximately 7-10% of the Phase 2 cost or about \$20,000.

ATTACHMENT D

Images from the Design Meetings

Youth “Jam” - Held 2015-JUL-23



Technical Sessions - Held 2015-DEC-15 as well as 2016-APR-04 and 2016-APR-25

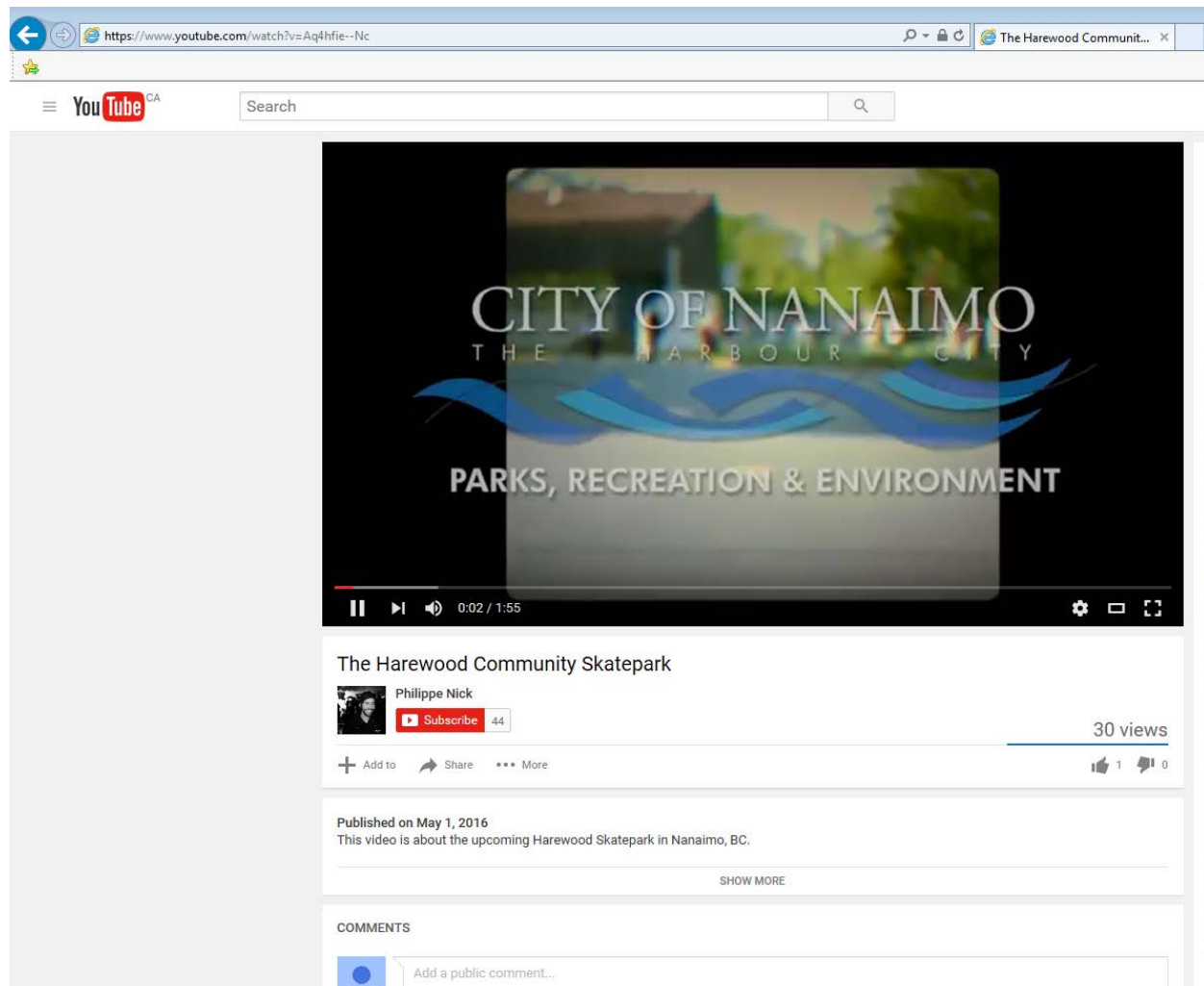


ATTACHMENT E

Video Prepared to Promote the Skate Park

Check out the YouTube link:

<https://www.youtube.com/watch?v=Aq4hfie--Nc>



DATE OF MEETING | SEPTEMBER 18, 2019 |

AUTHORED BY | CHARLOTTE DAVIS, MANAGER, SANITATION, RECYCLING AND
PUBLIC WORKS ADMINISTRATION |

SUBJECT | **ADDITIONAL REFUSE COLLECTION FLEET** |

OVERVIEW

Purpose of Report

To obtain Council's approval to proceed with the purchase of two used refuse collection vehicles and expand the number of collection routes effective December 1, 2019. |

Recommendation

That the Finance and Audit Committee recommend that Council approve:

- a) The purchase of two used refuse collection trucks for the purposes of adding one spare unit to the fleet for maintenance reasons and putting one additional collection vehicle in service in order to reduce route sizes; and,
- b) Accelerating the start date of the additional Refuse Collector from January 2020 to December 1, 2019.

BACKGROUND

Starting in October 2017, the City of Nanaimo started a transition from manual garbage, recycling, and organics collection to fully automated collection. This transition was complete in July 2018. The anticipated benefits of this change included: reduced staff injury rates and severity, improved convenience to residents, and expanded service by allowing light yard waste to be included with kitchen scraps. Each of these anticipated benefits has been achieved and the new program has broadly achieved the goals set out.

Due to a number of factors, primarily an unprojected increase in new solid waste collection accounts, the Sanitation section is under-resourced in terms of fleet vehicles available to collect waste. The current under resourcing means that approximately 100-150 additional collection points have been added to individual routes already at capacity. The result of this is that it takes longer to complete collection routes and there is less time to perform preventative maintenance on these vehicles, additionally, the fleet is not large enough to be resilient to unscheduled downtime. Due to these issues there have been several times throughout the summer where collection routes have not been completed on their scheduled day of collection.

The 2019 - 2023 Financial Plan included \$114,880 for the purchase of one spare automated refuse unit to assist with maintenance issues in the Sanitation section. The intent at the time was not to bring an additional unit in to service but to add capacity to conduct preventative maintenance.

DISCUSSION

Fleet section staff have identified two used refuse collection trucks that are coming out of service from the City of Kelowna in October 2019. Staff inspected these vehicles on September, 12, 2019 and found that they were in serviceable condition.

Both vehicles are split body “Automizer” trucks; the same brand and configuration as the current sanitation fleet. The vehicles are 10 years old.

Staff had, had the intention of purchasing one vehicle and using that as a spare truck to facilitate an increased preventative maintenance schedule and build resiliency to unscheduled downtime. However, since two suitable and affordable units have been identified staff recommend the purchase of both units in order to reduce route sizes as well as tackle maintenance issues. Staff believe that an offer of \$30,000 for each unit would be appropriate.

The 2019 – 2023 Financial Plan includes a new Refuse Collector position beginning January 1, 2020. Staff recommend that the start date of the position be amended to December 1, 2019 and that the Refuse Collector will drive the new spare unit until the new truck arrives in May. The additional costs incurred in 2019 for the position will be offset by savings incurred by the delay to the hiring of the Zero Waste Coordinator.

Reasons for capacity issues

Upon implementation of Automated collection it was estimated that large collection vehicles would be able to service 600 service stops per day. The actual number that large trucks can service is more like 580 service stops per day. The smaller than anticipated capacity is due to longer than anticipated time required to pack waste at each home during recycling collections and longer than anticipated times required to dump at the recycling facility.

Over and above this issue has been the occurrence of unanticipated city growth. The 2019 operating budget and 2019-2023 capital plan were based on residential growth for curbside collection services of 1.5%. Through mid-2019, 657 residences at 544 stops were added at an annualized growth rate of almost 4%.

The additional required effort has been provided through a combination of overtime labour, increased use of the backup truck, and reassignment of labour to operate the backup truck.

At the time of writing, the sanitation fleet is operating at 112% capacity. By the time the ninth new unit arrives in June 2020, the fleet will be operating at 115% capacity if no additions are made to the fleet. There is a high risk of service failure related to unplanned maintenance.

Resolving capacity issues

It is for this reason that staff recommend the purchase two used units instead of one and that one of these units is entered into service in December 2019. This addition will reduce fleet capacity rates to 100%.

A staff report scheduled for a future Governance and Priorities meeting will address resolving capacity issues beyond 2020.

Staff continue to educate residents regarding the need to properly prepare their recycling by ensuring that all materials are flattened and appropriately sized. More progress in this area is anticipated once the Zero Waste Coordinator role is filled.

OPTIONS

Option 1. That the Finance and Audit Committee recommend that Council approve:

- a. The purchase of two used refuse collection trucks for the purposes of adding one spare unit to the fleet for maintenance reasons and putting one additional collection vehicle in service in order to reduce route sizes.
 - b. Accelerating the start date of the additional Refuse Collector from January 2020 to December 1, 2019.
- The advantages of this option are that preventative maintenance on sanitation fleet can be increased and the impact of unscheduled downtime would be reduced. Additionally, by purchasing the second unit, collection routes can be reduced closer to their intended capacity. An outcome of smaller collection routes will be less wear and tear on the existing fleet and also more availability for the Fleet section to access the trucks for repair and maintenance work. There are financial advantages in purchasing these vehicles direct from the vendor (The City of Kelowna) as opposed to going through a dealer.
 - The disadvantages of this option are that it would result in one additional unit in service full time, the result being increased maintenance costs. Staff would be adding one collection route one month earlier than budgeted. The impact would be one months of pay for one additional refuse collector.
 - Financial Implications:

One time costs- To be covered by preapproved 2019-2023 capital plan

Item	Each	Number	Total
Purchase of units	\$ 30,000	2	\$ 60,000
Transportation costs	\$ 5,000	2	\$ 10,000
Repairs to put trucks in service	\$ 10,000	2	\$ 20,000
Total			\$ 90,000.00
Budget			\$ 114,800.00
Difference			\$ 24,800.00

Operating costs- To be covered by 2020-2024 operating budget

* Spare units will service routes alternating weekly

Item	Each	Number	Total
Annual Maintenance cost	\$ 17,036	2	\$ 34,072
Annual Insurance Cost	\$ 2,058	2	\$ 4,116
Fuel costs - Unit 1	\$ 16,000	1	\$ 16,000
Fuel costs - Unit 2	\$ 6,705	1	\$ 6,705
MVI, Tires, Misc	\$ 6,764	2	\$ 13,529
Total			\$ 74,421.89

Additional unbudgeted costs- To be covered by 2019 operating budget

Item	Each	Number	Total
Additional refuse collector 1 month	\$ 11,178	1	\$ 11,178
Total			\$ 11,178.00

Option 2. That the Finance and Audit Committee recommend that Council approve:

The purchase of two used refuse collection trucks for the purposes of adding two spare units to the fleet for maintenance reasons.

- The advantages of this option are that preventative maintenance on sanitation fleet can be increased over an above that of option 1 and the impact of unscheduled downtime would be reduced further. There are financial advantages in purchasing these vehicles direct from the vendor (The City of Kelowna) as opposed to going through a dealer.
- The disadvantages of this option are that it does not facilitate the reduction of route sizes. There would be no less pressure applied to the active units of the collection fleet meaning that downtime would not be reduced. The Sanitation section would remain reliant on additional labour and overtime to complete collection routes.
- Financial Implications:

One time costs- To be covered by preapproved 2019-2023 capital plan

Item	Each	Number	Total
Purchase of units	\$ 30,000	2	\$ 60,000
Transportation costs	\$ 5,000	2	\$ 10,000
MVI & repairs to put trucks in service	\$ 10,000	2	\$ 20,000
Total			\$ 90,000.00
Budget			\$ 114,800.00
Difference			\$ 24,800.00

Operating costs- To be covered by 2020-2024 operating budget

* Spare units will be used as spares only

Item	Each	Number	Total
Annual Maintenance cost	\$ 8,518	2	\$ 17,036
Annual Insurance Cost	\$ 2,058	2	\$ 4,116
Fuel costs	\$ 6,705	2	\$ 13,410
MVI, Tires, Misc	\$ 6,764	2	\$ 13,529
Total			\$ 48,090.54

Option 3. That the Finance and Audit Committee recommend that Council approve:

The purchase of one used refuse collection truck for the purposes of adding one spare unit to the fleet.

- The advantages of this option are that preventative maintenance on sanitation fleet can be increased and the impact of unscheduled downtime would be reduced. Since a second unit would not be purchased there would be no increased maintenance over what was originally approved. Additionally, there would be no costs associated with adding an additional collection route one month early.
- The disadvantages of this option are that it would not resolve the issue of over capacity collection routes currently experienced by the Sanitation section. The section would continue to struggle to complete collection routes as scheduled.

- Financial Implications:

One time costs- To be covered by preapproved 2019-2023 capital plan

Item	Each	Number	Total
Purchase of units	\$ 30,000	1	\$ 30,000
Transportation costs	\$ 5,000	1	\$ 5,000
MVI & repairs to put trucks in service	\$ 10,000	1	\$ 10,000
Total			\$ 45,000.00
Budget			\$ 114,800.00
Difference			\$ 69,800.00

Operating costs- To be covered by 2020-2024 operating budget

* Spare unit will be used as spare only

Item	Each	Number	Total
Annual Maintenance cost	\$ 8,518	1	\$ 8,518
Annual Insurance Cost	\$ 2,058	1	\$ 2,058
Fuel costs	\$ 6,705	1	\$ 6,705
MVI, Tires, Misc	\$ 6,764	1	\$ 6,764
Total			\$ 24,045.27

SUMMARY POINTS

- The Sanitation fleet is currently under resourced.
- Should the Finance and Audit Committee approve the recommendation, two used units will be purchased; one unit will serve as a true “spare” and one unit will be placed into service meaning that a new collection route will be added approximately one month earlier than anticipated.
- The purchase of two used spare refuse collection vehicles falls within the original capital budget approved by Council for the purchase of one vehicle.

Submitted by:

Charlotte Davis
Manager, Sanitation, Recycling and Public
Works Administration

Concurrence by:

John Elliot
Director, Public Works

Laura Mercer
Director, Finance

DATE OF MEETING | September 18, 2019 |

AUTHORED BY | BARBARA D. WARDILL, MANAGER, REVENUE SERVICES |

SUBJECT CONSIDERATION OF NEW PERMISSIVE TAX EXEMPTION APPLICATION

OVERVIEW

Purpose of Report

To obtain Council approval regarding the new permissive tax exemption application received for a property to be exempt from 2020 property taxes. |

Recommendation

That the Finance and Audit Committee recommend that Council award a Permissive Tax Exemption for the 2020 tax year to the Canadian Mental Health Association Mid-Island for property that is being leased (lower level) at 290 Bastion Street.

BACKGROUND

In prior years, new applications for a permissive tax exemption were reviewed by the Grants Advisory Sub-Committee, who then forwarded recommendations to approve or deny the applications to Council. With the dissolution of this Sub-Committee, the responsibility to review the new applications falls to the Finance and Audit Committee.

A copy of the Grants Policy and Guidelines document is attached (Attachment A) to this report. Sections 7 and 8 provide specific direction on the evaluation of applications for permissive tax exemptions. |

DISCUSSION

One new application has been received and follows this report in Attachment B. The application meets the minimum criteria of being a not-for-profit organization that provides service to the community, and consists of the following:

- Application page
- Questionnaire response
- Financial information
- Society Annual Report

CANADIAN MENTAL HEALTH ASSOCIATION MID ISLAND

The Canadian Mental Health Association (CMHA) Mid Island provides advocacy and resources that help prevent mental health problems and illnesses. CMHA supports recovery and resilience to enable all members of our community to flourish. This includes supportive housing, education

and wellness programs, employment support, a Social Centre, nutrition, Homeless Outreach programs and overdose prevention. The estimated 2020 property taxes for this property is \$6,203.

The Finance and Audit Committee is being asked to approve or deny a permissive tax exemption for the years outlined below. Applications that are approved will be added to the 2019 Property Tax Exemption bylaw that will come forward to Council in October 2019. |

OPTIONS

1. That the Finance and Audit Committee recommend that Council award a Permissive Tax Exemption for the 2020 tax year to the Canadian Mental Health Association Mid-Island for property that is being leased (lower level) at 290 Bastion Street.
 - Advantages: This option would assist CMHA in expanding existing programs and give them the ability to create new programs within the community. This aligns with the Livability theme of the 2019 – 2022 Strategic Plan.
 - Disadvantages: The property taxes otherwise paid on this property will be spread to the remaining properties in the assessment class.
2. That the Finance and Audit Committee provide alternative direction.

SUMMARY POINTS

- The City has received one new application for a permissive tax exemption that meets the grants policy and guideline criteria for exemption.
- Permissive Tax Exemption will commence in the 2020 tax year.

ATTACHMENTS:

- Attachment A: Grants Policy and Guidelines
- Attachment B: 2020 PTE-01 – Canadian Mental Health Association (CMHA) |

Submitted by:

Barbara D. Wardill
Manager, Revenue Services

Concurrence by:

Laura Mercer
Director, Finance



CITY OF NANAIMO

COUNCIL POLICY MANUAL

Pages: 1 of 9
Approval Date: 2011-AUG-29

SECTION: FINANCIAL ADMINISTRATION SUBJECT: Grants Policy and Guidelines

GRANTS POLICY AND GUIDELINES INDEX

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GRANTS POLICY AND GUIDELINES

1. COMPOSITION AND TERM

The Grants Advisory Committee shall be appointed by Council and shall be comprised of:

- ☐ 2 members recommended by the Parks, Recreation and Culture Commission, one from the Cultural Committee, and one from the Recreation Committee
- ☐ 1 member recommended by the United Way
- ☐ 1 Council member as appointed by Council and that member will serve as Chair of the Committee
- ☐ 1 member recommended by the Nanaimo Alcohol and Drug Action Committee
- ☐ 1 member recommended by the Social Planning Advisory Committee
- ☐ 2 members of the general public appointed by Council
- ☐ 1 non-voting Staff liaison recommended by the City Manager

The bodies recommending appointees shall be requested to ensure that the recommended representatives provide a good balance of knowledge in their respective areas of service, and to ensure the commitment and attendance of their recommended representatives.

The maximum term for any member shall be three years.

2. TERMS OF REFERENCE

The Terms of Reference of the Grants Advisory Committee shall be:

- (a) to advise Council on the amount of financial assistance which the municipality should grant to applicants, including permissive taxation exemptions. Recommendations shall be made in accordance with the guidelines and criteria defined in this Policy;
- (b) to recommend policies to Council with regard to non-statutory tax exemption (Permissive Tax Exemptions under Sections 224 and 227 of the *Community Charter*);
- (c) to make recommendations on requests for the subsidized use of civic facilities and resources as if they were requests for financial assistance ("in-kind" grants);
- (d) to maintain the confidentiality of all matters reviewed by the Committee;
- (e) to provide all applicants with observations, recommendations and/or reasons for the recommendations of the Committee;
- (f) to ensure that civic grant funding does not subsidize activities that are the responsibility of senior governments, as this would represent a downloading of senior government costs to local taxpayers;
- (g) to ensure that priority of funding in all categories shall be given to small organizations, rather than larger ones;
- (h) to ensure that grants from the City will be awarded on the basis of demonstrated need for the service within the community.

- (i) to consider appeals by organizations who do not agree with grant recommendations made by City committees. Appeals are limited to a review of the process and are not intended to be a review of the Committee's judgment.

3. CATEGORIES OF GRANT FUNDING

Grant funding will be divided into the following categories:

- ☐ Security Checks
- ☐ Other Grants
- ☐ Permissive Tax Exemptions (Cash Grants)
- ☐ Permissive Tax Exemptions

Recommendations on the amount of grant funding any applicant will be awarded from these categories shall be made in accordance with the guidelines that are outlined in this Policy.

4. YEARLY ALLOCATION FOR GRANT FUNDING

The amount of money available in each category shall be determined by Council during the Financial Plan process each year.

5. COORDINATION OF GRANTS-IN-AID PROCEDURES (with the Regional District of Nanaimo)

Funding: The amount raised from the Regional District levy on the City of Nanaimo shall be returned to the City each year on the condition that the funds are used as either basic or supplementary grants to those organizations which have a primary base of operations within the city, but also provide services which are of a benefit to residents outside the City.

6. GUIDELINES FOR MAKING GRANT RECOMMENDATIONS (by category)

(a) SECURITY CHECKS

Statement of Purpose: Security Check grants are awarded to organizations that must have security checks performed by the R.C.M.P. on their employees and/or volunteers and meet the criteria specified below.

Criteria for Awarding Grants:

- ☐ must be able to identify services provided to residents of Nanaimo
- ☐ nonprofit organization
- ☐ sound financial and administrative management
- ☐ demonstrated financial need
- ☐ \$500/year maximum award to any organization from this category (2012-JAN-09)
- ☐ eligible organizations can only apply for financial support from this category once a calendar year (applications reviewed in November)
- ☐ applications for this category must be received by October 31st
- ☐ must adhere to all City of Nanaimo bylaws and policies
- ☐ awards from this category are exclusive of awards from the other categories

Kind of Funding:

- ☐ Security Check Fee Reimbursement

(b) OTHER GRANTS

Statement of Purpose: Applications that don't fit into any categories of any of the granting committees are to be referred to the Grants Advisory Committee for review and recommendation. If the scope of the grant request exceeds the committee's budget, the Grants Advisory Committee can make a recommendation subject to the grant being funded from Council contingency.

Criteria for Awarding Grants:

- ☐ large number of volunteers;
- ☐ registered non-profit society;
- ☐ sound financial and administrative management;
- ☐ financial need;
- ☐ accessible to a large portion of the community;
- ☐ must have a broad base of support;
- ☐ must have another source of financial support;
- ☐ must be local in focus and must adhere to all City of Nanaimo's bylaws and policies;
- ☐ cash grants will not be provided if the organization receives a Permissive Tax Exemption, or where the facility is provided by the City of Nanaimo free of charge or at a substantially reduced rate. Notwithstanding the above statement, organizations facing critical financial difficulties are eligible to apply for emergency funding.

Kind of Funding:

- ☐ educational funding;
- ☐ emergency funding;
- ☐ capital grants on a matching basis up to a maximum of \$5,000;
- ☐ in-kind funding for facility rental.

(c) PERMISSIVE TAX EXEMPTIONS (Cash Grants)

Statement of Purpose: An organization may only be added to the Permissive Tax Exemption roll for the following year. In some unusual cases it may be appropriate to give an organization a cash grant during the current year.

Criteria for Awarding Grants:

- the property must be recommended for a Permissive Tax Exemption in the following year; and
 - (1) the property qualifies for Permissive Tax Exemption as a Church, Public Hospital, Community Care Facility, or Private School; or
 - (2) the organization can demonstrate an extraordinary financial need;
 - (3) must adhere to all City of Nanaimo's bylaws and policies.

Application Deadline: Will be considered at the time of application for Permissive Tax Exemption.

7. PERMISSIVE TAX EXEMPTIONS

Section 220 of the *Community Charter* identifies certain properties which are exempt from taxation. This section includes property owned and occupied by Her Majesty, the municipality, School Boards, hospitals and churches. As Section 220 exemptions are specifically provided for, Council's discretion is restricted, except in determining the extent of the exemption in certain cases.

Sections 224, 225, 226 of the *Community Charter* identify situations in which Council may exercise discretion in granting full or partial exemptions from taxation. These exemptions must be adopted by bylaw, by the 31st of October of the year preceding exemption.

All buildings and properties that receive a permissive tax exemption must be reviewed every three years to ensure that they continue to meet the specific criteria set out in their applicable category. A report to Council with recommendations for their endorsement is done after each review. The Grants Advisory Committee may also review specific organizations annually for various reasons determined by the committee.

In making recommendations to Council, the Grants Advisory Committee should ensure that:

- (a) the goals, policies, and general operating principles of the municipality as a whole are reflected in the organizations that receive municipal support;
- (b) exemptions are not given to services that are otherwise provided on a private, for profit basis, this would provide an unfair competitive advantage;
- (c) the services provided by the organizations should be an extension of municipal services and programs and must fall under the responsibility of local government, senior government program costs must not be transferred to property taxpayers, as this would represent a downloading of senior government costs to local taxpayers;

- (d) the taxation burden resulting from the exemption must be a justifiable expense to the taxpayers of the municipality, the sources of municipal revenue are limited and requests for exemption must be considered in concert with the other needs of the municipality;
- (e) the services provided by the organizations should provide benefits and be accessible to the residents of the City of Nanaimo, and, in an appropriate age range, the organization's regulations must allow all Nanaimo residents to participate at a reasonable fee.
- (f) the organization is adhering to all City of Nanaimo's bylaws and policies.

In order to more clearly specify criteria, Permissive Tax Exemptions will be divided into the following categories:

- ☐ Churches
- ☐ Public Hospital
- ☐ Senior Citizens' Housing Facilities
- ☐ Community Care Facilities
- ☐ Private Schools
- ☐ Recreation
- ☐ Other
 - ☐ Community Services
 - ☐ Community Associations
 - ☐ Arts and Cultural Organizations
 - ☐ Other Permissive Exemptions

8. GUIDELINES FOR MAKING RECOMMENDATIONS ON PERMISSIVE TAX EXEMPTION BY CATEGORY

(a) CHURCHES

General: The buildings set apart for public worship and the land upon which they stand are exempt from taxation under Section 220(1)(h) of the *Community Charter*. Church halls and such lands as Council considers necessary to support the statutory exemption may be considered as an extension of the exemption under Section 224(2)(f).

Policy: The maximum area of land to be exempted from taxation shall be 2 acres of the land upon which the buildings for public worship stand plus the footprint of the building(s) used for public worship (Revised 1986-AUG-25). This exempted area will not exceed the land area of the legal parcel(s) upon which these buildings stand. Church properties which are currently on the PTE roll and do not conform are to be removed.

Buildings for public worship shall be those established by the Area Assessor and will not include a church manse.

(b) PUBLIC HOSPITALS

General: Buildings set apart and used as a hospital under the *Hospital Act*, except a private hospital under that *Act*, and the land upon which they stand are exempt from taxation under Sections 220(1)(j) and 220(1)(k) of the *Community Charter*. Council may, by bylaw, under Section 224(2)(h) of the *Community*

Charter, exempt any area of land surrounding the exempted building under Sections 220(1)(j) and 220(1)(k).

Policy: Where a building has been identified as a hospital under the *Hospital Act* (except a private hospital) by the Area Assessor, Council will exempt the legal parcel(s) upon which the hospital building stands and any adjoining parcel that Council finds to be necessary to the operation of the hospital.

(c) SENIOR CITIZENS' HOUSING FACILITIES

General: Section 220(1)(i) of the *Community Charter* exempts from taxation a building that was constructed or reconstructed with the assistance of aid granted by the Province after 1947-JAN-01, but before 1974-APR-01, and that is owned and used exclusively without profit by a corporation to provide homes for elderly citizens, together with the land on which the building stands. It also allows Council, by bylaw, under Section 224(2)(h) of the *Community Charter* to exempt, by bylaw, any area of land surrounding the exempted building. Section 224(2)(k) of the *Community Charter* allows Council to exempt from taxation land or improvements for which a grant has been made, after 1974-MAR-31, under the Housing Construction (Elderly Citizens) Act before its repeal in 1996.

Policy: Where a building has been identified as meeting the above criteria by the Area Assessor, Council will exempt the legal parcel(s) upon which the building stands. As it is impossible for any new building to meet this criteria, this section will apply to only seven existing properties: The Mt. Benson Sr. Citizens' Housing Society (tax folios 81301.000; 81312.000; 81315.000; 84328.000), and George R. Pearkes Sr. Citizens Housing Society (tax folios 16006.051; 16006.252; 16006.275).

(d) COMMUNITY CARE FACILITIES

General: Section 224(2)(j) of the *Community Charter*, allows Council to exempt from taxation land and improvements owned or held by a person or organization and operated as a private hospital licensed under the *Hospital Act* or as a licensed community care facility, or registered assisted living residence, under the *Community Care and Assisted Living Act*.

Policy: Council will exempt property that meets the above criteria and is owned or held and operated by a registered non-profit society.

(e) PRIVATE SCHOOLS

General: Section 220(1)(l) of the *Community Charter*, with certain restrictions, exempts private schools from taxation. It also allows Council, by bylaw, under Section 224(2)(h) of the *Community Charter* to exempt from taxation any area of land surrounding the exempted building.

Policy: Where a building has been identified as meeting the above criteria by the Area Assessor, Council will exempt the legal parcel(s) upon which the building stands and any adjoining parcel that Council finds to be necessary to the operation of the school. The permissively exempt property must be accessible to the general public as identified in 7 (e) above.

(f) RECREATION

General: Section 224(2)(i) of the *Community Charter* permits Council, by bylaw, to exempt from taxation, certain organizations using property as a public park or recreation ground, or for public athletic or recreational purposes.

Policy: Permissive Tax Exemptions will be given to organizations that own property that is maintained and used for public park or recreation purposes if they:

- (1) provide full financial and operating information as requested by the Grants Advisory Committee;
- (2) meet the conditions of Section 224 of the *Community Charter*;
- (3) meet the general guidelines outlined in 7(a) to 7(f) of this Policy;
- (4) are registered non-profit societies.

(g) OTHER

General: Section 224(2)(a) *Community Charter* permits Council, by bylaw, to exempt from taxation, land or improvements that are owned or held by a charitable, philanthropic, or other not for profit organization that are used for a purpose that is directly related to the purposes of the organization.

- Community Service Organizations

This has been historically interpreted to include organizations that provide service to the community such as social service agencies.

- Community Associations

This can include community associations that provide a place for local communities to meet, engage in activities that enhance the local community, or hold land that is available for community use.

- Arts & Cultural Organizations

This can include organizations that provide or promote arts and cultural activities.

- Other Permissive Exemptions

Policy: Permissive Tax Exemptions may be given to organizations that:

- (1) provide full financial and operating information as requested by the Grants Advisory Committee;
- (2) meet the conditions of Section 224 of the *Community Charter*; and,
- (3) are registered non-profit societies.

9. APPEALS

Statement of Purpose The mandate of the Grants Advisory Committee is to review appeals for process issues only. That is, to determine whether the original advisory committee had all the correct information and used the appropriate criteria to make their recommendation. The Grants Advisory Committee will not revisit the actual decision, i.e. whether the correct amount was granted.

Criteria for Allowing an Appeal:

- ☐ Was the advisory committee's decision based on the application not meeting certain criteria or submitting incomplete or incorrect information? Did the advisory committee misinterpret some of the information submitted?
- ☐ Did the committee notify the applicant of its recommendations two weeks before it was sent to the next level (either to Council or to the Parks, Recreation & Culture Commission), thereby giving the applicant time to respond?
- ☐ Does the applicant believe that the recommendation was based on incorrect or incomplete information? Does the applicant believe its information was misinterpreted?
- ☐ Did the advisory committee have all the information and the appropriate criteria to make its recommendation?
- ☐ Did the advisory committee determine the application should be reconsidered based on this new/different information?

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Previous Revision/s: 2002-FEB-25, 2000-MAY-08, 2000-FEB-02, 2000-JAN-13, 1998-OCT-19, 1998-JUN-29, 1998-JUN-15, 1998-APR-17, 1997-JUN-16, 1997-APR-28, 1996-DEC-11, 1995-OCT-16, 1994-DEC-05, 1994-FEB-14, 1993-FEB-15, 1993-FEB-08, 1991-OCT-28, 1991-MAY-27, 1991-MAR-18, 1991-FEB-18, 1990-OCT-22, 1990-OCT-22, 1989-APR-06, 1986-AUG-25, 1986-JUL-28, 1985-MAY-09, 1985-JAN-21, 1985-JAN-21, 1984-JUN-18, 1984-FEB-13, 1982-JUN-28
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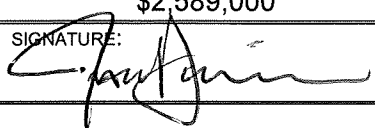
ATTACHMENT B



CITY OF NANAIMO

APPLICATION FOR PERMISSIVE TAX EXEMPTION

Office Use

ORGANIZATION: Canadian Mental Health Association Mid-Island		DATE: June 12, 2019	
ADDRESS: 437 Wesley Street		PRESIDENT: Kimberly Swiss	
Nanaimo, BC		SENIOR STAFF MEMBER: Jason Harrison	
V9R 2T8		POSITION: Executive Director	
		CONTACT: Keri Cargill	
TELEPHONE: 250-244-4042		TELEPHONE: 250-244-4042 ext 102	
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: Ladysmith to Comox Valley			
NO. OF FULL TIME STAFF: 9		NO. OF PART TIME STAFF: 32	
NO. OF COMMUNITY VOLUNTEERS: 10		NO. OF VOLUNTEER HOURS PER YEAR: 400	
CLIENTS SERVED, LAST YEAR: 2500		CLIENTS SERVED, THIS YEAR (PROJECTED): 2000	
B.C. SOCIETY ACT REG. NO.: S0057478		REVENUE CANADA CHARITABLE REG. NO.: 837106319	
CURRENT BUDGET: Fiscal 2019 Actual		LEGAL DESCRIPTION OF PROPERTY: Lot 1 Plan VIP 25254 Section1 Land District 32	
INCOME \$2,379,000			
EXPENSES: \$2,271,000		TAX FOLIO NUMBER: 86055.000	
NEXT YEAR PROJECTED: Fiscal 2020 Budget			
INCOME: \$2,436,000		CURRENT YEAR TAXES (IF KNOWN): unknown	
EXPENSES: \$2,589,000			
SIGNATURE: 		TITLE/POSITION: Executive Director	
		DATE: June 24, 2019	
<p>NOTE: YOUR ORGANIZATION'S MOST RECENT YEAR-END FINANCIAL STATEMENTS AND CURRENT YEAR-TO-DATE FINANCIAL STATEMENTS MUST BE ATTACHED TO THE APPLICATION FORM (INCLUDING A BALANCE SHEET AND INCOME STATEMENT).</p>			

CITY OF NANAIMO GRANT QUESTIONNAIRE

1. Please describe the Purpose or Mandate of your organization in this community.

CMHA provides advocacy and resources that help prevent mental health problems
and illnesses. We support recovery and resilience to enable all members of our
community to flourish.

2. Please list the programs and services provided by your organization.

Supportive housing, education and wellness, employment support, Social Centre, Nutrition
homeless outreach, overdose prevention.

3. Are you planning to change or add to current programs and services in the future?

It is possible that new programs could be added or current programs expanded, however
nothing is official or approved at this time. There are no plans to end any of our current
programs.

4. Please describe the role of volunteers in your organization.

We have a volunteer board of directors and committee members, we also
recruit volunteers to assist with community events as they happen.

5. Please list all grants received from the City of Nanaimo, Regional District of Nanaimo, and
other governments or service clubs.

BC Housing - \$1,300,000

Island Health - \$687,000

National Employment Program - \$103,000

CITY OF NANAIMO GRANT QUESTIONNAIRE

6. Please provide details of fees for service in your organization, and how costs and fees are determined.

We currently manage 3 housing units (we own two of these units) and collect
subsidized rent from tenants. We do not currently offer any fee for service programs.

7. If your organization is a branch of a larger organization, please indicate how this affects the financial and other information you have provided.

CMHA Mid-Island operates as its own legal entity, fees are paid to our national
organization for membership and to share in branding and marketing resources. There
is no effect on our financial information provided.

8. If you lease or rent out part of your premises: please note the amount of space rented (sq ft), total square feet of the premises, name of organization renting the space, and the annual rent received.

We have two buildings in Nanaimo that we are requesting property tax exemption for:
1. 126 Haliburton Street - we own this building and have ongoing approval for property
tax exemption. 2. 290 Bastion Street - we currently lease the lower level of this building
and house our admin staff and run our Social Centre program here (approx 4600 sq ft).
We began leasing this space in October 2018.

9. Please describe current or planned approaches to self generated income.

Our focus right now is to manage the service contracts that we have currently and
to build capacity within the organization. As opportunities arise and our current resources allow,
we will consider fundraising opportunities and possible social enterprise options.

CITY OF NANAIMO GRANT QUESTIONNAIRE

10. Is there any other information about your organization that you would like to provide to support your application?

290 Bastion Street is rented from LB Ventures (Vancouver). Our current rent is \$4,829/month plus GST. With a property tax exemption, our rent could be decreased by \$1.50-\$2.00/sq ft, this could result in close to \$10,000/year in savings - a substantial benefit to our organization.

11. In what ways would you recognize the City's support, should you receive a Permissive Tax Exemption?

We would recognize the city's contribution through social media (Facebook, twitter), our website, our annual report, newsletters and word of mouth.

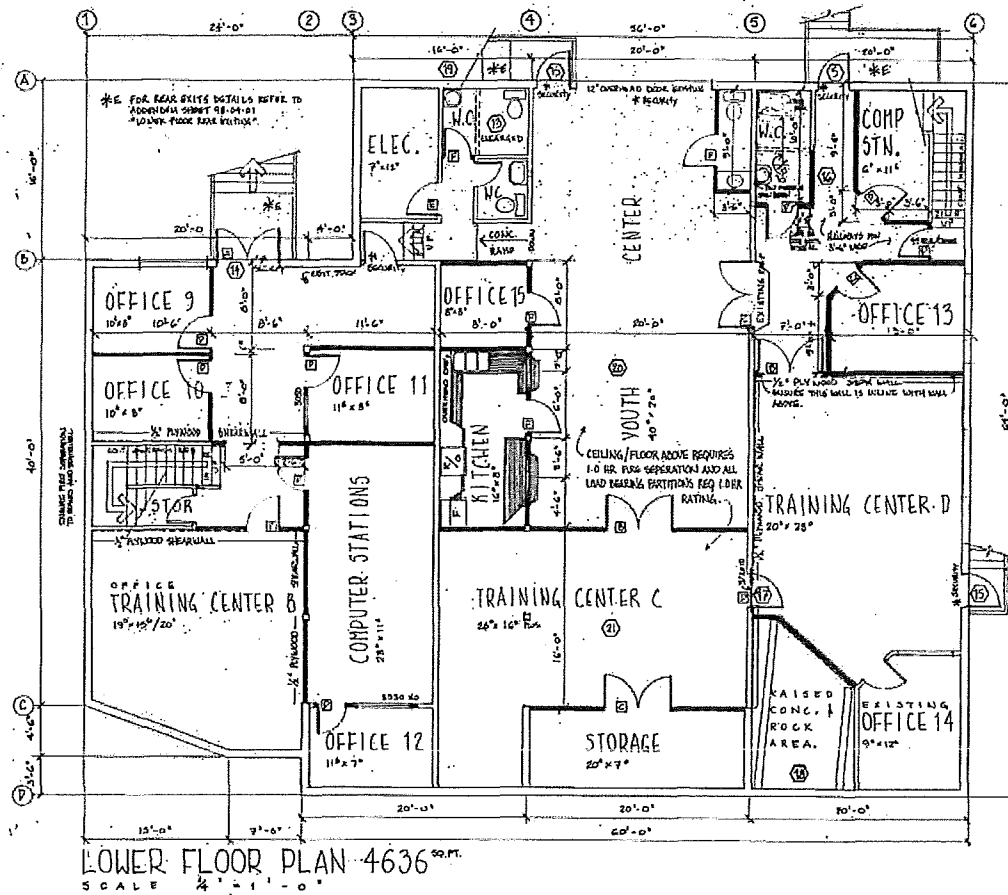
SCHEDULE A
DEMISED PREMISES

Civic Address: 290 Bastion Street, Nanaimo, B.C.

Legal

Parcel Identifier: 001-755-927

Legal Description: LOT 1, SECTION 1, NANAIMO DISTRICT, PLAN 25254





437 Wesley Street
Nanaimo, BC
V9R 2T8

June 24, 2019

City of Nanaimo
Finance and Audit Committee
Finance Department
455 Wallace Street
Nanaimo, BC V9R 5J6

Re: Application for Permissive Tax Exemption

Please find enclosed our application per the above. We include the following:

1. Copy of our most recent Society Act Annual Report, filed November 11, 2018.
2. Year end audited statements for March 31, 2019
3. Current budget for year ending March 31, 2020
4. Our organization's annual report for 2017-2018

Please note, the March 31, 2019 statements are the most current year-to-date figures; our first quarter financial report will cover April 1st, 2019 to June 30th, 2019 and will be prepared later in July 2019.

Should you require any additional information, please contact our Controller, Keri Cargill, at 250-244-4042 ext 102 or keri.cargill@cmha.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jason Harrison'.

Jason Harrison
Executive Director

**CANADIAN MENTAL HEALTH ASSOCIATION,
MID ISLAND BRANCH**

FINANCIAL STATEMENTS

March 31, 2019

Partners

Grant McDonald, CPA, CA*

Lee-Anne Harrison, CPA, CA*

Anna Jones, CPA, CA*

Joanne Novak, CPA CA*

*incorporated



INDEPENDENT AUDITORS' REPORT

To the Members

Opinion

We have audited the accompanying financial statements of **Canadian Mental Health Association, Mid Island Branch**, which comprise the statements of financial position as at **March 31, 2019**, and the statements of revenue and expenses, changes in fund balances, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of **Canadian Mental Health Association, Mid Island Branch** as at **March 31, 2019** and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Qualified Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of **Canadian Mental Health Association, Mid Island Branch** in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

In common with many not-for-profit organizations, the society derives revenue from donations and sponsorships, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the society and we were not able to determine whether any adjustments might be necessary to donations and sponsorships, excess of revenues over expenditures, assets, or fund balances.

INDEPENDENT AUDITOR'S REPORT

(Continued)

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing **Canadian Mental Health Association, Mid Island Branch** ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate **Canadian Mental Health Association, Mid Island Branch** or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing **Canadian Mental Health Association, Mid Island Branch** financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of **Canadian Mental Health Association, Mid Island Branch** internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

INDEPENDENT AUDITOR'S REPORT

(Continued)

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause **Canadian Mental Health Association, Mid Island Branch** to cease to continue as a going concern.
- Evaluate the overall presentation, structure, and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of **Canadian Mental Health Association, Mid Island Branch** to express an opinion on the financial statements. We are responsible for the direction, supervision, and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit. We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

Report on Other Legal and Regulatory Requirements

As required by the *Societies Act of British Columbia* we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.



CHURCH PICKARD

Chartered Professional Accountants

Nanaimo, B.C.
June 26, 2019

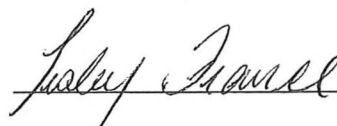
CANADIAN MENTAL HEALTH ASSOCIATION, MID ISLAND BRANCH

STATEMENT OF FINANCIAL POSITION

As at **March 31, 2019**

	2019	2018
Assets		
Current		
Cash and term deposits	\$ 576,246	\$ 450,630
Accounts receivable - Note 11	23,250	18,679
Prepaid expenses	<u>21,961</u>	<u>12,461</u>
	621,457	481,770
Cash and investments - internally and externally restricted - Note 2	319,778	335,659
Due from related party - Note 6	-	45,215
Property and equipment - Note 4	<u>2,171,092</u>	<u>2,208,601</u>
	<u>\$ 3,112,327</u>	<u>\$ 3,071,245</u>
Liabilities and Net Assets		
Current		
Accounts payable and accrued liabilities - Note 11	\$ 108,353	\$ 89,018
Wages payable	76,176	78,820
Deferred revenue - Note 12	155,710	185,267
Current portion of long-term debt - Note 9	<u>72,600</u>	<u>71,200</u>
	412,839	424,305
Callable debt - Note 10	18,395	-
Long-term debt - Note 9	1,488,755	1,561,301
Deferred contributions related to property and equipment - Note 15	<u>1,428</u>	<u>2,040</u>
	<u>1,921,417</u>	<u>1,987,646</u>
Net assets		
Net investment in property and equipment	589,914	574,060
Internally restricted - Note 2	79,704	79,704
Externally restricted - Note 2	240,074	255,955
Unrestricted - Note 3	<u>281,218</u>	<u>173,880</u>
	<u>1,190,910</u>	<u>1,083,599</u>
	<u>\$ 3,112,327</u>	<u>\$ 3,071,245</u>

Approved:

CANADIAN MENTAL HEALTH ASSOCIATION, MID ISLAND BRANCH

STATEMENT OF CHANGES IN NET ASSETS

For the year ended **March 31, 2019**

	Investment in Property and Equipment	Internally Restricted	Externally Restricted	Unrestricted	2019	2018
Balance, beginning of the year	\$ 574,060	\$ 79,704	\$ 255,955	\$ 173,880	\$ 1,083,599	\$ 1,060,947
Excess of revenues over expenditures (expenditures over revenues)	(64,340)	-	-	171,651	107,311	22,652
Principal payments on mortgages	52,751	-	-	(52,751)	-	-
Interest earned on restricted funds	-	-	1,509	(1,509)	-	-
Contributions to restricted funds	-	-	28,998	(28,998)	-	-
Expenditures from restricted funds	-	-	(46,388)	46,388	-	-
Purchase of property and equipment	<u>27,443</u>	<u>-</u>	<u>-</u>	<u>(27,443)</u>	<u>-</u>	<u>-</u>
Balance, end of the year	<u>\$ 589,914</u>	<u>\$ 79,704</u>	<u>\$ 240,074</u>	<u>\$ 281,218</u>	<u>\$ 1,190,910</u>	<u>\$ 1,083,599</u>

CANADIAN MENTAL HEALTH ASSOCIATION, MID ISLAND BRANCH

STATEMENT OF REVENUES AND EXPENDITURES

For the year ended **March 31, 2019**

	2019	2018
Revenues		
BC Housing	\$ 1,084,720	\$ 815,886
Island Health	746,066	612,320
Rental income	278,221	291,195
National employment program	97,207	116,176
CMHA BC	69,910	89,561
Donations and fundraising	38,269	21,855
Program revenue	22,479	32,252
Other income	21,022	7,606
Canada Mortgage and Housing Corporation	20,117	20,117
Amortization of deferred capital contributions - Note 15	612	875
Gaming	-	23,549
	<u>2,378,623</u>	<u>2,031,392</u>
Expenditures		
Wages and benefits	1,501,842	1,341,545
Program expenses	170,279	111,351
Repairs and maintenance	147,589	92,254
Utilities	114,708	105,847
Amortization	64,952	65,889
Rent	48,663	34,037
Interest on long-term debt	38,303	38,822
Office	35,111	33,580
Insurance	33,129	29,878
Security	26,043	26,759
Professional fees	21,274	34,159
Telephone	21,096	16,615
Travel	20,334	28,220
Training	4,885	9,163
Vehicle operation	7,577	5,352
Advertising and promotion	6,310	21,942
Memberships	4,484	5,453
Property taxes	2,958	2,350
Bank charges	1,775	3,670
Fundraising	-	886
	<u>2,271,312</u>	<u>2,007,772</u>
Excess of revenues over expenditures before other expenses	107,311	23,620
Loss on disposal of property and equipment	-	(968)
Excess of revenues over expenditures	<u>\$ 107,311</u>	<u>\$ 22,652</u>

CANADIAN MENTAL HEALTH ASSOCIATION, MID ISLAND BRANCH

STATEMENT OF CASH FLOWS

For the year ended **March 31, 2019**

	2019	2018
Cash provided (used):		
Operating activities		
Excess of expenditures over revenues	\$ 107,311	\$ 22,652
Items not involving cash		
Amortization	64,952	65,889
Loss on disposal of property and equipment	-	968
Amortization of deferred capital contributions	<u>(612)</u>	<u>(875)</u>
	171,651	88,634
Changes in non-cash operating accounts		
Increase in accounts receivable	(4,571)	(13,685)
(Increase) decrease in prepaid expenses	(9,500)	10,927
Increase (decrease) in accounts payable and accrued liabilities, and wages payable	16,691	(40,653)
(Decrease) increase in deferred revenue	<u>(29,557)</u>	<u>28,663</u>
	<u>144,714</u>	<u>73,886</u>
Investing activities		
Purchase of property and equipment	<u>(27,443)</u>	<u>(12,777)</u>
Financing activities		
Increase in bank loans	18,395	-
Repayment of long-term debt	(71,146)	(70,693)
Advances from (repayments to) related parties	<u>45,215</u>	<u>(45,215)</u>
	<u>(7,536)</u>	<u>(115,908)</u>
Increase (decrease) in cash	109,735	(54,799)
Cash and cash equivalents, beginning of the year	<u>786,289</u>	<u>841,088</u>
Cash and cash equivalents, end of the year	<u><u>\$ 896,024</u></u>	<u><u>\$ 786,289</u></u>
Cash and cash equivalents are defined as:		
Cash and term deposits	\$ 576,246	\$ 450,630
Cash and investments - restricted	<u>319,778</u>	<u>335,659</u>
	<u><u>\$ 896,024</u></u>	<u><u>\$ 786,289</u></u>

CANADIAN MENTAL HEALTH ASSOCIATION, MID ISLAND BRANCH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended **March 31, 2019**

Purpose of the association

Canadian Mental Health Association, Mid Island Branch is part of a national and provincial association that has existed for nearly 100 years and is the nationwide leader and champion for mental health. The association's vision is mentally healthy people in a healthy society. It promotes mental wellness by working to reduce the stigma and silence around mental illness and substance misuse as well as by providing services to community members who are living with challenges. Its programs include homelessness outreach, supported housing, food security, vocational support, social groups, as well as wellness recovery education and support. It promotes inclusiveness in the community through public education and influencing policy. It is dedicated to understanding the ever-changing mental health needs within the community, and responds with projects that are based on principles of empowerment, support, and wellness.

1. Significant accounting policies

The financial statements have been prepared in accordance with the Canadian accounting standards for not-for-profit organizations and are in accordance with Canadian generally accepted accounting principles.

- Cash and cash equivalents

Cash and cash equivalents consists of cash on hand, cash on deposit, and short-term deposits with maturity dates of less than 90 days, net of cheques issued and outstanding at the reporting date.

- Property and equipment

Property and equipment are recorded at cost. Amortization is recorded on a declining-balance basis, except for the leases which are amortized on a straight-line basis. The amortization rates of the assets are as follows:

Balmoral Hotel building	3%
Vehicles	20%
Furniture and equipment	20%
Leasehold improvements	20%
Computer hardware	55%
Courtenay lease interest	60 years
Courtenay land lease	60 years

In the year of acquisition, amortization is recorded at one-half of these rates.

CANADIAN MENTAL HEALTH ASSOCIATION, MID ISLAND BRANCH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended **March 31, 2019**

1. Significant accounting policies - continued

- Revenue recognition

The association follows the deferral method of accounting for revenue. Contributions received are recognized in the period to which the funding contract relates. Program funds received in advance of service performed are recorded as deferred revenue. Grants, donations, and gaming revenue with external restrictions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted donations are recognized when received or receivable if the amount can be reasonably estimated and collection is assured. Revenue from events are recognized when the event occurs and when the amount can be reasonably estimated and collection is reasonably assured.

- Use of estimates

The preparation of the financial statements of the association in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Significant areas requiring the use of management estimates relate to the determination of the collectibility of accounts receivable, estimated useful life of property and equipment, the estimated usage of the banked sick time, and the amount of deferred revenue. Actual results could differ from those estimates. Adjustments, if any, will be reflected in operations in the period of settlement.

- Donated property and equipment

Donated property and equipment materials are recognized in the financial statements when their fair value can be reasonably determined and they are used in the normal course of the association's operations and would otherwise have been purchased.

2. Internally and externally restricted cash and investments

The short-term investments consist of several GICs, having interest rates ranging from 0.35% to 1.6393% and maturing at various dates from April 3, 2019 to November 7, 2020. Investments are initially and subsequently measured at cost. Transaction costs that are directly attributable to the acquisition of this investment are recognized in the net income in the period incurred.

CANADIAN MENTAL HEALTH ASSOCIATION, MID ISLAND BRANCH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended **March 31, 2019**

2. Internally and externally restricted cash and investments - cont.

	2019	2018
Cash		
Externally restricted for BC Housing	\$ 240,074	\$ 255,955
Internally restricted for operations	<u>59,697</u>	<u>59,703</u>
	<u>299,771</u>	<u>315,658</u>
GICs		
Internally restricted for operations	<u>20,007</u>	<u>20,001</u>
	<u>\$ 319,778</u>	<u>\$ 335,659</u>

Under the terms of the agreement with BC Housing, the replacement reserve accounts are to be credited in the amount determined by the budget provision per annum plus interest earned. These funds, along with the accumulated interest, must be held in a separate bank account and/or invested only in accounts or instruments insured by the Canada Deposit Insurance Corporation or the Credit Union Deposit Insurance Corporation, in investments guaranteed by a Canadian government, or in other investment instruments as agreed upon with BC Housing. The society has transferred the agreed provision and maintained the reserve fund in accordance with the operating agreement.

The reserve funds may only be used for capital repairs and replacements in accordance with the operating agreement.

The internally restricted fund is for a future office building, program development, staff training, website upgrades, and a Balmoral contingency fund. This amount is not available for any other purposes without appropriate board approval.

3. Unrestricted net assets

Unrestricted net assets consist of funds for general and government funded programs. The funding is received from BC Housing, and Island Health.

CANADIAN MENTAL HEALTH ASSOCIATION, MID ISLAND BRANCH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended **March 31, 2019**

4. Property and equipment

	Cost	Accumulated Amortization	Net 2019	Net 2018
Land	\$ 371,338	\$ -	\$ 371,338	\$ 371,338
Balmoral Hotel building	1,604,506	392,900	1,211,606	1,249,079
Vehicles	38,060	16,976	21,084	798
Furniture and equipment	122,507	75,391	47,116	59,102
Leasehold improvements	4,726	473	4,253	-
Computer hardware	13,299	12,435	864	1,919
Courtenay lease interest	626,025	147,861	478,164	488,598
Courtenay land lease	<u>66,007</u>	<u>29,340</u>	<u>36,667</u>	<u>37,767</u>
	<u>\$ 2,846,468</u>	<u>\$ 675,376</u>	<u>\$ 2,171,092</u>	<u>\$ 2,208,601</u>

The Wesley Street building and its contents are owned by BC Housing and, as such, are not recorded in the financial statements of the association.

5. Bank advances

The association has a \$30,000 line of credit available with CIBC at an interest rate of prime plus 0.50% per annum. This is secured by a GIC with a principal balance of \$31,081 that matures on April 3, 2019. The association did not utilize this financing during the year.

6. Due from related party

These balances are unsecured, non-interest bearing, with no specific terms of repayment.

	2019	2018
CMHA BC	\$ -	\$ 46,215
CMHA Cowichan	<u>-</u>	<u>(1,000)</u>
	<u>\$ -</u>	<u>\$ 45,215</u>

CANADIAN MENTAL HEALTH ASSOCIATION, MID ISLAND BRANCH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended **March 31, 2019**

7. Related party transactions

The Canadian Mental Health Association, Mid Island Branch, is a branch of a national charity with various locations across Canada. In the current year, this association paid membership fees to CMHA National in the amount of \$661 (2018 - \$2,000), received revenue for the National Employment Program from CMHA Toronto \$97,207 (2018 - \$116,176), received revenue from CMHA Port Alberni of \$0 (2018 \$260), paid fees to CMHA Cowichan Valley of \$1,551 (2018 - \$1,000), paid fees to CMHA Vancouver-Fraser of \$13,130 (2018 - \$0) and revenue less expenses from CMHA BC of \$59,871 (2018 - \$60,147) primarily for the Gatekeeper program. These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

8. Contingent liability

Based on the current union contract, sick pay for employees is accumulated at a rate of 6.9% to a maximum of 1,170 hours and does not vest. For non-union staff, sick pay is accumulated at a rate of 1.5 days per month to a maximum of 120 days. As of March 31, 2019, there are 3,527 (2018 - 3,084) sick time hours accumulated in the pool. Based on the employees' current rates of pay, the maximum liability of the association could be \$105,753 (2018 - \$88,064). The association has accrued \$22,674 (2018 - \$20,514) for sick pay.

Based on the current union contract, special leave for employees is accumulated at a rate of 1/2 day every four weeks up to a maximum of 25 days. As of March 31, 2019 there are 1,680 special leave hours accumulated in the pool. Based on the employees' current rates of pay, the maximum liability of the association could be \$40,899. No accrual has been made for special leave as it is rarely used and does not vest.

CANADIAN MENTAL HEALTH ASSOCIATION, MID ISLAND BRANCH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended **March 31, 2019**

9. Long-term debt

	2019	2018
Canada Mortgage and Housing Corporation - mortgage - payable at \$2,787 per month including interest at 2.52%; secured by a 60-year leasehold interest in land and buildings, with a carrying value of \$478,164, and an assignment of rents; due September 1, 2023	\$ 280,232	\$ 306,413
Peoples Trust - mortgage - payable at \$4,685 per month including interest at 3.13%; secured by land and buildings, with a carrying value of \$1,582,944, and an assignment of rents; due December 1, 2024	995,336	1,020,184
Canada Mortgage and Housing Corporation - forgivable loan for renovations made to Balmoral land and building, with a carrying value of \$1,582,944; to be forgiven over 15 years as long as the property is used for its intended purpose; due December 1, 2025	135,787	155,904
BC Housing - forgivable mortgage for the Balmoral land and building; with a carrying value of \$1,582,944; to be forgiven over 25 years commencing December 1, 2020	<u>150,000</u>	<u>150,000</u>
	1,561,355	1,632,501
Less: Current portion	<u>72,600</u>	<u>71,200</u>
	<u>\$ 1,488,755</u>	<u>\$ 1,561,301</u>

Principal payments due in each of the next five years are as follows:

2020	\$ 72,600
2021	75,600
2022	81,600
2023	83,100
2024	<u>84,700</u>
	<u>\$ 397,600</u>

CANADIAN MENTAL HEALTH ASSOCIATION, MID ISLAND BRANCH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended **March 31, 2019**

10. Callable debt

	2019	2018
CIBC demand loan - payable at \$484 per month plus, interest at CIBC prime rate plus 1.500% (5.45% at March 31, 2019) secured by a specific vehicle, with a carrying value of \$21,084; the loan is due on demand	<u>\$ 18,395</u>	<u>\$ -</u>

11. Government remittances

The association has the following amounts receivable/(payable) for government remittances at March 31, 2019:

	2019	2018
Public service body rebate	\$ 3,557	\$ 2,582
WCB	\$ (3,252)	\$ (2,738)
Payroll source deductions	\$ (45,190)	\$ (36,053)

12. Deferred revenue

Deferred revenue consists of funding received in the current period that are related to a subsequent period as well as damage deposits paid by tenants, and donations designated for specific programs. Deferred revenue is comprised of:

	2019	2018
Prepaid funding	\$ 130,745	\$ 154,609
Damage deposits	9,722	11,291
Prepaid rent	<u>15,243</u>	<u>19,367</u>
	<u>\$ 155,710</u>	<u>\$ 185,267</u>

CANADIAN MENTAL HEALTH ASSOCIATION, MID ISLAND BRANCH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended **March 31, 2019**

13. Pension obligations

The association and its employees contribute to the Municipal Pension Plan (Plan), a jointly trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The Plan has about 197,000 active members and approximately 95,000 retired members.

Every three years an actuarial valuation is performed to assess the financial position of the Plan and adequacy of Plan funding. The most recent valuation, as at December 31, 2015, indicated a surplus of \$2.224 million for basic pension benefits. The next valuation will be as at December 31, 2018 with results available in 2019. The actuary does not attribute portions of the unfunded liability to individual employers. The association paid \$15,088 (2018 - \$14,819) for employer contributions to the plan in fiscal 2019.

14. Union contract

The Canadian Mental Health Association - Mid-Island Branch has an agreement with the Health Employers Association of BC. This collective agreement represents the relationship between management and a certain class of employees. In June 2018 the Community Subsector agreed to a new labour contract for the period of April 1, 2019 to March 31, 2022.

15. Deferred capital contributions related to property and equipment

Deferred contributions related to property and equipment represent contributions of assets or cash used for the acquisition of property and equipment. The changes in deferred contributions for the year are as follows:

	2019	2018
Balance, beginning of the year	\$ 2,040	\$ 2,915
Less: Amortization for the year	<u>612</u>	<u>875</u>
	<u>\$ 1,428</u>	<u>\$ 2,040</u>

CANADIAN MENTAL HEALTH ASSOCIATION, MID ISLAND BRANCH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended **March 31, 2019**

16. Lease commitments

The association is committed under a property lease agreement for the rental of a property in Nanaimo until September 2021 with the option to renew for three additional years. The base payments required in each of the next three fiscal years are;

2020	\$ 33,611
2021	35,929
2022	<u>18,544</u>
	<u>\$ 88,084</u>

17. Economic dependence

During the year, the association received 46% (2018 - 40%) of its funding from various contracts with BC Housing.

18. Remuneration of employees and contractors

During the year, one employee earned over \$75,000. The total remuneration paid to this individual by the society during the period was \$89,773.

CANADIAN MENTAL HEALTH ASSOCIATION, MID ISLAND BRANCH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended **March 31, 2019**

19. Financial risks and concentration of risk

- Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The association does not use derivative instruments to reduce its exposure to interest risk and management does not consider them to be material. The callable debt interest rate fluctuates based off of the prime rate.

- Credit risk

Credit risk arises from the potential that a counterparty will fail to perform its obligations. The association is exposed to credit risk from its residents; however, there are a number of residents which reduces the concentration of credit risk. The association receives a large portion of its funding from the provincial government. Therefore, if the contract was not renewed, it could affect the organization's ability to operate, as mentioned in Note 17.

20. Comparative figures

Certain of the prior year's figures have been reclassified to conform to the current year's presentation.

2018 BC SOCIETY ANNUAL REPORT

BC Society • Societies Act

NAME OF SOCIETY: CANADIAN MENTAL HEALTH ASSOCIATION, MID ISLAND
BRANCH

Incorporation Number: S0057478

Business Number: 83710 6319 BC0001

Filed Date and Time: November 11, 2018 06:46 PM Pacific Time

Annual General Meeting (AGM) Date: October 17, 2018

REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address:

437 WESLEY ST
NANAIMO BC V9R 2T8

Mailing Address:

437 WESLEY ST
NANAIMO BC V9R 2T8

DIRECTOR INFORMATION AS OF October 17, 2018

Last Name, First Name Middle Name:

BOLSENG, KERSTIN

Delivery Address:

Last Name, First Name Middle Name:

COOPER, MICHELLE

Delivery Address:

Last Name, First Name Middle Name:

GOMES, MARIA

Delivery Address:

Last Name, First Name Middle Name:

HANSEN, KAYA

Delivery Address:

Last Name, First Name Middle Name:

HENDRIKS, LIZ

Delivery Address:

Last Name, First Name Middle Name:

KLAVER, SERENA

Delivery Address:

Last Name, First Name Middle Name:

MORGAN, ELISE

Delivery Address:

Last Name, First Name Middle Name:

SWISS, KIMBERLY

Delivery Address:

Last Name, First Name Middle Name:

TAIT, JOHN

Delivery Address:

CERTIFICATION

I, Jason Harrison, certify that I have relevant knowledge of the society, and that I am authorized to make this filing.

**CANADIAN MENTAL HEALTH ASSOCIATION
MID ISLAND BRANCH
Budget Summary
For the period ended March 31, 2020**

	Annual Budget
Revenue	
BC Housing	\$ 1,320,721
Vancouver Island Health Authority	687,471
Rental Income	298,151
Program Revenue	105,503
Donations & Memberships	12,000
Interest Income	1,300
Other Income	11,370
	<u>\$ 2,436,516</u>
 Expenditures	
Accounting and Audit	\$ 19,400
Amortization	65,000
Communications	35,928
Facility costs	168,214
Insurance	33,190
Interest on long term debt	37,326
Maintenance	114,801
Office and general admin	35,496
Program costs	399,368
Security	6,500
Training/conferences/meetings	3,600
Travel	30,897
Wages and benefits	1,639,291
	<u>\$ 2,589,011</u>
 Excess (deficiency) of revenue over expenditures	 <u>\$ (152,495)</u>



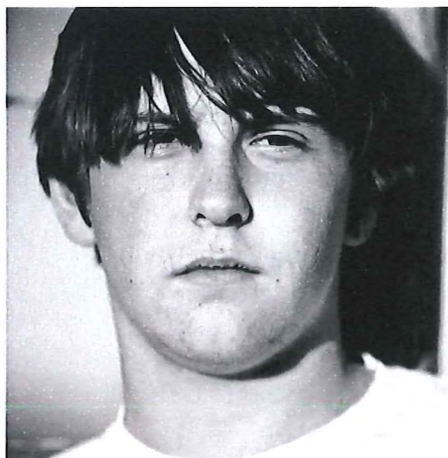
Canadian Mental
Health Association
Mid-Island
Mental health for all

Association canadienne
pour la santé mentale
Mid-Island
La santé mentale pour tous



years of
community
ans dans la
communauté

Canadian Mental Health Association Mid-Island Branch Annual Report 2017 - 2018



PRESIDENT'S REPORT

The Board has worked hard this year on improving governance practices to ensure that we are addressing all areas of responsibility. This work has been on going for a number of years, beginning with strengthening our financial oversight and management. This was followed by our application for accreditation with Imagine Canada, where we developed a number of governance related policies to fill policy gaps. This past year we focused on delineating areas of decision-making between the Board and the Executive Director so we all have clarity and the development of a thorough workplan to guide us in ensuring that every sphere of responsibility that we have as a Board was addressed.

The CMHA Mid Island By-Laws were updated to be in compliance with the new Societies Act, which came into effect November 28, 2016. This process was supported provincially and all the CMHA's in BC have substantially similar By-Laws governing the branch. Being able to have this Annual General Meeting in October is one of those changes, which eliminates the previous pressure to have the audit completed for a June AGM.

As a Board we have kept up to date on mental health issues surfacing in the communities we serve, including the current concerns related to the Nanaimo DisconTent City. Our outreach workers and especially Jason Harrison, our Executive Director, have been active in developing relationships with the people living in the tent city and with staff from the BC Ministry of Municipal Affairs and Housing, Island Health and the City of Nanaimo to find equitable and supportive solutions to this housing crisis.

Provincially, I have represented CMHA Mid Island at provincial meetings and joined with other CMHA Branches and BC Division in addressing areas of common concern. Our strength as an organization is the many branches throughout BC working in our communities with a common vision and direction for what is needed to create mentally healthy individuals and communities.

As this will be my last year as Board President, I wish to take this opportunity to say how much I have appreciated the work on this Board. I have learned a lot about what is needed to be an effective Board and what a sound governance structure for an organization involves. The relationships developed have been collegial and warm – a very good environment for our work together. I want to thank each of you for your contributions to this Board, both current and past Board Members. I especially wish to recognize Pat Rowantree, Vy Luu and Susan Murphy who are leaving the Board at this time and to thank them for all their hard work on our behalf.

Sincerely,

Maria Gomes
President, CMHA Mid-Island Board of Directors

FINANCE COMMITTEE REPORT

This Committee met on a regular basis throughout the year and conducted:

- in-depth reviews of the financial position of CMHA Mid Island,
- submitted regular financial reports to the Board,
- a review of the Executive-Director's expenses, and
- an analysis of any unusual or un-budgeted expenses (e.g. a new fence for the Balmoral property) for recommendation to the Board.

The Committee also develop a policy which enabled select CMHA employees to use CMHA credit Cards, removing the need for employees to be out of pocket for approved CMHA expenses.

An ongoing goal for the Committee is to improve the reports made to the Board, to ensure the information is in a user friendly format and that the financial information needed for Board decision-making is provided in a timely and thorough manner.

Significant changes this year include the addition of a new program, the Overdose Prevention Site, which provides funding for staffing and for our oversight of the program. Our other programs remained financially stable and all, except for the Balmoral housing, have stable funding from either BC Housing, Island Health, or are part of an provincial or national CMHA contract.

Submitted by Maria Gomes, for Vy Luu, CMHA Mid-Island Treasurer

GOVERNANCE & HUMAN RESOURCES COMMITTEE REPORT

The Governance and Human Resources Committee met monthly through 2017-2018 and I am pleased to say that significant work was accomplished.

In June, the membership approved the Branch's new constitution and bylaws as required by the Province of British Columbia. The core work was done by a BC Division volunteer Committee, and the developmental work specific to our Branch was undertaken by this Committee.

The policy framework for the Branch has been reconfirmed within the requirements of our accreditation with Imagine Canada. The vast majority of Governance and Human Resources policies have been reviewed, updated for content and language, and approved by the Board of Directors. The Committee has recently referred the policies applying to the Finance Committee to its Chair for their review and return, and ultimate Board approval.

The Governance and Human Resources Committee is now established as the final reviewer of all Branch policies prior to Board approval. This process change is intended to ensure a consistent approach, the standardization of language, and elimination of conflict in policy statements.

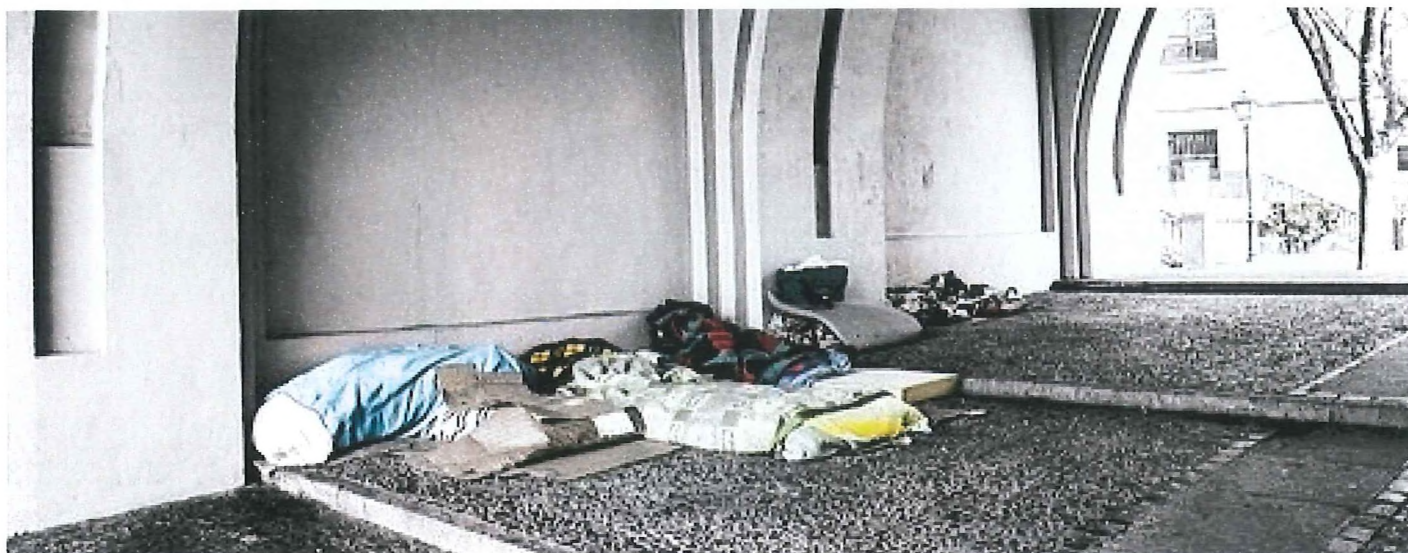
The Committee is tasked with and completed the annual evaluation of the Executive Director. It also received reports from the ED on any significant Human Resources issues and provided advice and direction where required.

It has been my pleasure to chair this Committee for the past year and my gratitude goes out to members, Maria Gomes, Kim Swiss, Kaya Hansen and ED Jason Harrison, for their commitment, skill, and good cheer in accomplishing such a great deal on behalf of the Board of Directors.

Susan Murphy

Chair, Governance and Human Resources Committee

HOMELESSNESS OUTREACH



IMPACT

Total number
of clients
served:

97

Total number of
referrals to
support services:

244

Total number
of new
clients:

55

Number of
new clients
housed:

45

% new clients
housed 6+
months:

96%

Homelessness Outreach

Staff: 2 FTE

Location: Nanaimo, Oceanside

Services:

- 25 monthly housing subsidies
- members of Nanaimo / Oceanside HOST teams
- housing searches
- transport
- appointment support
- residential tenancy support
- service referrals

Service referral examples

- mental health services
- treatment programs
- supportive housing
- shelter
- financial support
- meal programs

Funded by BC Housing



BC HOUSING

HOUSING



IMPACT

Number of
units:

64

Housed 6 +
months:

90%

Housed 12 +
months:

89%

Average age
of tenants:

56

Balmoral

Staff: .6 FTE
Location: Nanaimo
Total Units: 19

Services:

- limited social support
- meal program access
- appointment reminders
- medication reminders
- garden programs
- residential tenancy support

Balmoral funded by
Market Rents

Wesley St.

Staff: 11.6 FTE
Location: Nanaimo
Total Units: 36

Services:

- 24/7 Staffing
- subsidized rent
- social support
- meal program access
- appointment reminders
- medication reminders
- garden programs
- cooking programs
- residential tenancy support

New Horizons

Staff: .4 FTE
Location: Courtenay
Total Units: 9

Services:

- subsidized rent

Wesley St. and New Horizons
funded by BC Housing



SOCIAL CENTRE @ WESLEY



IMPACT

Number of
individual
participants:

289

Average
daily
visits:

27

Meals
served
annually:

1950+

Social Centre @ Wesley

The Social Centre @ Wesley is open to anyone with mental health and/or addiction challenges, who is looking for a place to socialize, make new friends, get support, connect with their community and take part in social, recreational and vocational activities.

Services:

- social activities
- peer support
- low cost meals
- workshops
- computer access

M/F - 10am-4pm
W - 1pm -7pm

Staff: 1.5 FTE
Location: Nanaimo



Program funded by Island Health

PEPPERMILL



IMPACT

Number of
meals
sold:

3743

Individuals
accessing
meals:

50

Total
Trainee
hours:

1500+

Number of
trainees in
program:

12

Peppermill Frozen Food Program

Training Program

- FoodSafe Level 1
- WHIMIS
- social support
- food and cooking skills
- training in commercial kitchen setting

Staff: .6 FTE

Location: Courtenay

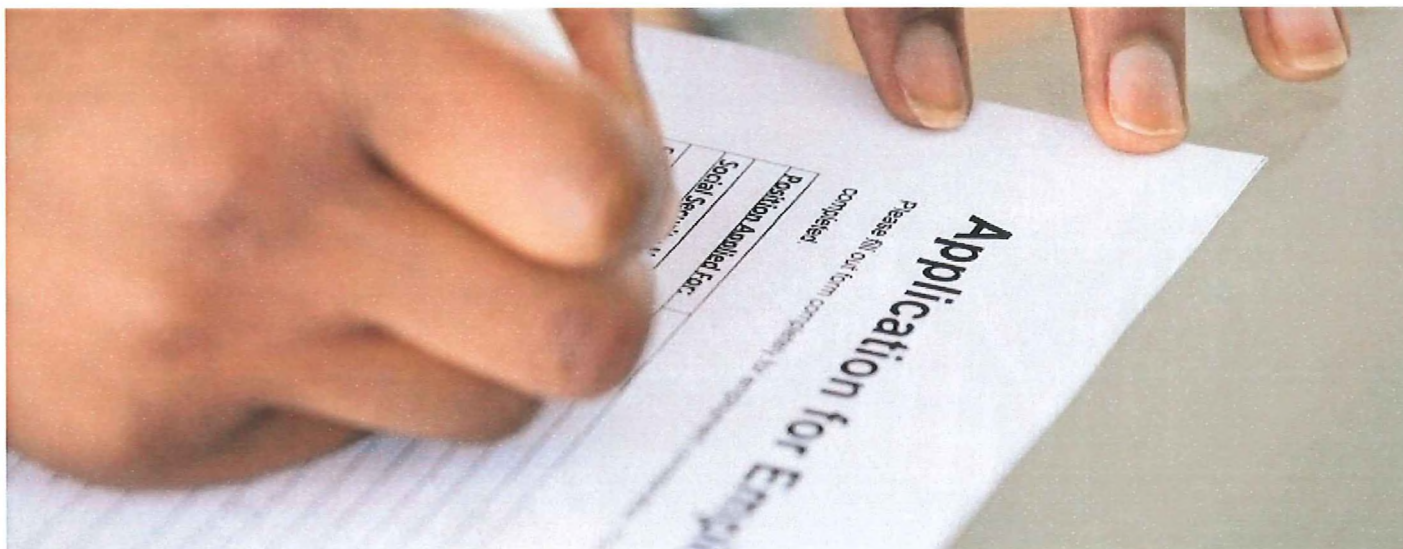
Sales Program

- low cost meals for Island Health MHSU clients
- 12+ varieties of meals
- \$2.58 average meal production cost



Program funded by Island Health

EMPLOYMENT SUPPORT



IMPACT

Number
of
participants:

57

Market
employment
placements:

37

Work
experience
placements:

6

Employment Support

We provide individual and group support at no cost such as:

- Resume Development
- Employment Workshops
- Career Assessments
- Labour Market Research
- Work Experience
- Certification/ Training
- Job Coaching
- Design an Action Plan
- Computer Stations

Support Worker:
Staff: 1.8 FTE

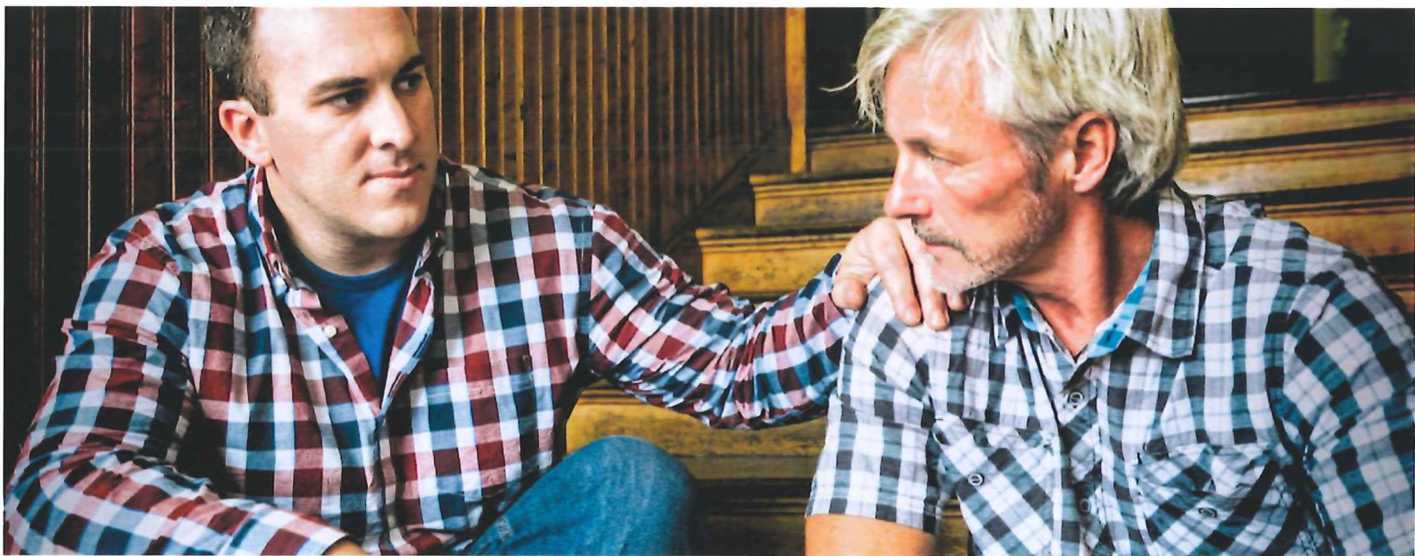
Job Coach:
Staff: 1.5 FTE

Location: Comox Valley, Nanaimo

Program funded by Island Health
and Service Canada



COMMUNITY GATEKEEPER



IMPACT

Number of
individuals
trained:

577

% individuals
trained in
safeTALK:

85%

% individuals
trained in
ASIST:

15%

Community Gatekeeper Training Project

Community Gatekeepers are members of the community who have been trained to help people who are at risk of suicide. They are people who hold a position of trust and responsibility in the community, and who have regular face-to-face contact with many adults or older adults.

Examples could include:

- First responders
- HR professionals
- Elders and spiritual leaders
- Community service providers
- Teachers and professors

Communities served:

- Alert Bay
- Campbell River
- Cape Mudge
- Cobble Hill
- Mill Bay
- Duncan
- Esquimalt
- Gabriola Island
- K'omoks First Nation
- Lasqueti
- Nanaimo
- Nanoose Bay First Nation
- Oak Bay
- Pacheedaht First Nation
- Parksville
- Port Alberni
- Port Hardy
- Victoria

Program funded by
BC Ministry of Health



OVERDOSE PREVENTION



IMPACT

Number of
unique
service users:

254

Number of
Naloxone kits
distributed:

1930

Total
consumption
visits:

8601

Total non -
consumption
visits:

11,418

Nanaimo Overdose Prevention Site

In response to the BC Health Emergency and Ministerial Order M388, we collaborated with Island Health to create Nanaimo's OPS. The service was opened on January 31, 2017, on an 8 hour per day basis. The service was extended to 13.5 hours per day on March 26, 2017.

Services:

- supervised consumption room
- overdose intervention
- naloxone dispensing
- harm reduction supplies
- connections to other community services

Paramedics

Staff: 2.5 FTE

Harm Reduction Workers

Staff: 2.5 FTE

Location: Nanaimo

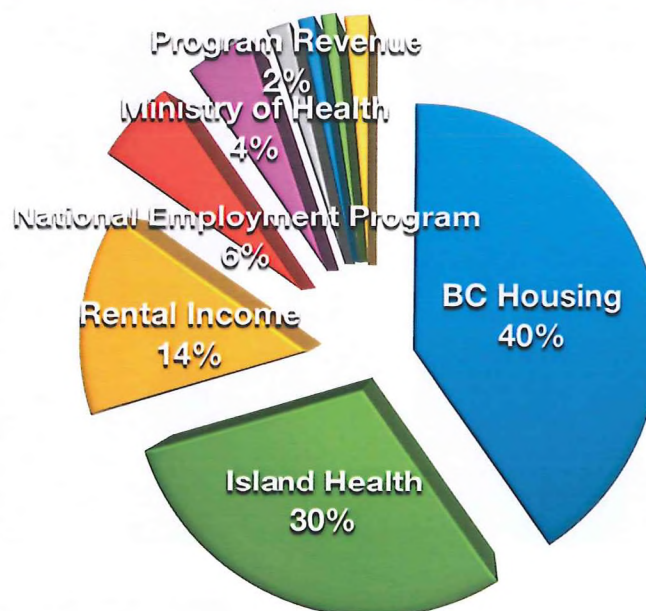
Program funded by Island Health



REVENUES & EXPENDITURES

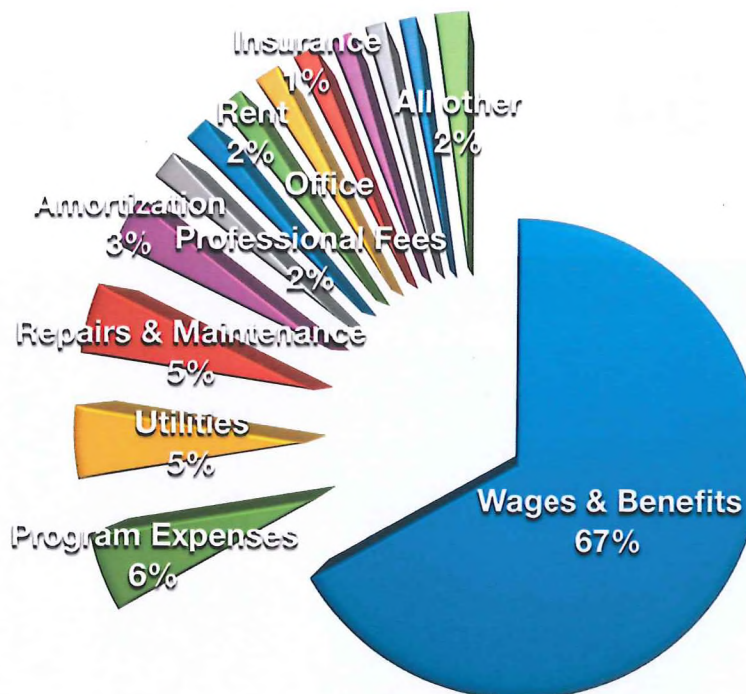
REVENUES

BC Housing	\$ 815,886
Island Health	\$ 612,320
Rental Income	\$ 291,195
National Employment Program	\$ 116,176
Ministry of Health	\$ 89,561
Program Revenue	\$ 32,252
Donations & Fundraising	\$ 21,855
CMHC	\$ 20,117
Other Revenue	\$ 32,030
Total	\$2,031,392



EXPENDITURES

Wages & Benefits	\$ 1,341,545
Program Expenses	\$ 111,351
Utilities	\$ 101,973
Repairs & Maintenance	\$ 96,127
Amortization	\$ 65,889
Interest on Long Term Debt	\$ 38,822
Professional Fees	\$ 34,159
Rent	\$ 34,037
Office	\$ 33,580
Insurance	\$ 29,878
Travel	\$ 28,220
Security	\$ 26,759
Advertising	\$ 21,942
All other	\$ 43,489
Total	\$ 2,007,771



ACKNOWLEDGEMENTS

CMHA MID-ISLAND BRANCH WOULD LIKE TO THANK ALL OUR SUPPORTERS, FUNDING AGENCIES AND COMMUNITY PARTNERS. WITHOUT YOUR SUPPORT WE CANNOT DO THE WORK THAT WE DO.

FUNDERS

BC Housing - Island Health - BC Ministry of Health
BC Gaming Corporation - Service Canada

SUPPORTERS

Edgewood Treatment Centre - VIU MBA Program - Noodlebox

RIDE DON'T HIDE SPONSORS

Platinum Sponsor

- Island Radio – The Wave, The Wolf, The Beach, The Lounge

Gold Sponsor

- KJ Contracting and Controls

Bronze Sponsors

- Coal City Cycles
- Campbell & Fairweather Psychology Group

Community Sponsors

- Island Joy Rides
- OmTown Yoga

Supporters

- Buzz Coffee House
- Coastal Water Store
- Generations Barber Shop
- Driven Performance Fitness Ltd. Greater
- Nanaimo Cycling Coalition
- Long and McQuade
- Mid Island Velo Association
- MTB Gravity
- Nanaimo News Bulletin
- Pedego Qualicum Beach
- Remax
- Thrifty Foods
- Vancouver Island University, Discovery Room



Canadian Mental
Health Association
Mid Island
Mental health for all

Association canadienne
pour la santé mentale
Mid Island
La santé mentale pour tous

Canadian Mental Health Association | Mid-Island Branch

437 Wesley St.
Nanaimo, BC, Canada V9R 2T8

mid-island.cmha.bc.ca

Registration No.: 837106319RR0001



The Standards Program Trustmark is a mark of Imagine Canada used under licence by Canadian Mental Health Association | Mid-Island Branch

DATE OF MEETING | September 18, 2019 |

AUTHORED BY | LAURA MERCER, DIRECTOR, FINANCE |

SUBJECT ONE TIME BONUS GAS TAX PAYMENT

OVERVIEW

Purpose of Report

To obtain Council's approval to use the one-time bonus Gas Tax payment to fund the Metral Drive Complete Streets Phase 2 project. |

Recommendation

That the Finance and Audit Committee recommend that Council use the one-time bonus Gas Tax payment to fund the Metral Drive Complete Streets Phase 2 project.

BACKGROUND

The Federal Government announced in the February 2004 Budget that they would transfer a portion of federal gas tax to cities and communities. The parties to the agreement are the Government of Canada, the Province of British Columbia and the Union of British Columbia Municipalities (UBCM). On 2005-SEP-19 the three parties concluded a final Agreement which sets out the amount of funding, the payment schedule and who is eligible to receive funding, the eligible capital projects and costs and the obligations of recipients.

UBCM receives the funds, sign agreements with eligible recipients and reports back to the Government of Canada on the use of the funds. The City of Nanaimo signed an agreement with UBCM as a potential recipient of funding in 2005.

UBCM established a Community Works Fund (CWF), whereby local governments receive annual funding based on a floor amount plus a per capita amount. The choice of which eligible projects will be funded is at the discretion of the local government receiving the funds (i.e. there is no application and approval process needed for CWF funding). Eligible projects are tangible capital assets owned by the local government falling within one of the project categories and sub-categories and contributing to one of the three key sustainability outcomes in the Agreement: reduction in greenhouse gas emissions, cleaner air and cleaner water. Also eligible are projects which increase local government capacity to undertake integrated sustainability planning, including plans outlined under the Capacity Building category in the Agreement.

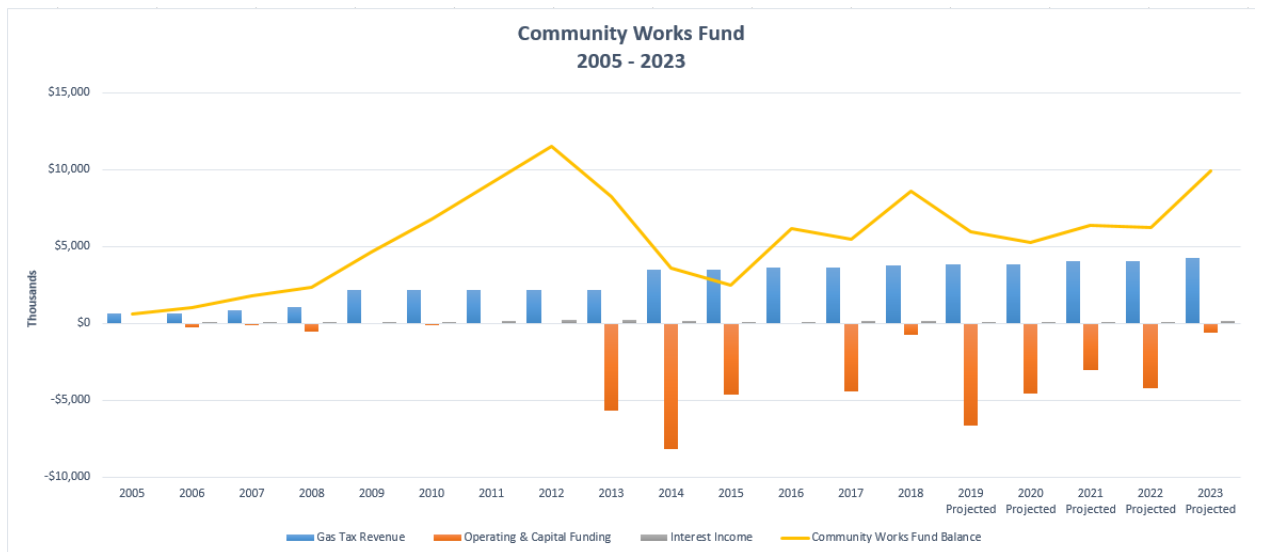
In March 2006, Council adopted a bylaw to establish the Community Works Reserve Fund. This statutory reserve fund receives the distributions from UBCM for the New Deal for Cities and Communities on the Transfer of Federal Gas Tax Revenues.

In 2011, the Federal Government legislated the Federal Gas Tax Fund (GTF) funding as a permanent source of infrastructure funding for municipalities. In 2013 under the Economic action Plan, the Federal Government announced that the GTF would be indexed by 2% per year. The GTF was confirmed as part of the federal Budget 2014, and will run from 2014 to 2024. As part of the New Building Canada Plan, the renewed federal GTF provides predictable, long-term, stable funding for Canadian municipalities to assist with the building and revitalization of local public infrastructure. Allocations for the 2019 – 2024 years will be based on the 2016 Census data.

From 2005 – 2018, the City has received \$31,933,883 in gas tax revenues and has used \$24,856,426 to fund operating and capital projects. The current balance in the Community Works Fund is \$8,569,140.

A summary of projects funding between 2005 – 2018 is attached in Attachment A and a summary of the projects in the 2019 – 2023 budget is attached in Attachment B.

Summary of Community Works Reserve Fund balances:



DISCUSSION

In the 2019 Budget, the Federal Government has proposed a one-time transfer of \$2.2 billion through the Federal Gas Tax Fund to address short-term priorities in municipalities and First Nation communities. This doubled the Government's commitment to municipalities in 2018 – 2019 and provided infrastructure funds to communities across the country. This means that the City of Nanaimo received an additional \$3,758,343 for a total of \$7,623,058 in the 2019 funding year.

Funding criteria* for the top up funds is as follows:

Figure 2.2: Municipal Top-Up Funds to Support Local Priorities

	Productivity and Economic Growth	Clean Environment	Strong Cities and Communities
Eligible Categories	<ul style="list-style-type: none"> Local roads and bridges Highways Short-sea shipping Short-line rail Regional and local airports Broadband connectivity Public transit 	<ul style="list-style-type: none"> Drinking water Wastewater Solid waste Community energy systems Brownfield redevelopment 	<ul style="list-style-type: none"> Sport and recreation Cultural and tourism Disaster mitigation Capacity building
Project Examples (2014-2016)	Communities in Saskatchewan: 344 local road and bridge projects increasing transportation capacity	Communities in the Yukon: 28 community energy projects, such as a solar electricity generating system in a Champagne-Aishihik First Nations residence	Communities in Ontario: 36 recreation projects enhancing facilities and encouraging over 1,200 people to make greater use of them

*Government of Canada – Budget 2019: <https://www.budget.gc.ca/2019/docs/plan/budget-2019-en.pdf>

Based on these funding criteria, the following projects would qualify as eligible funding opportunities.

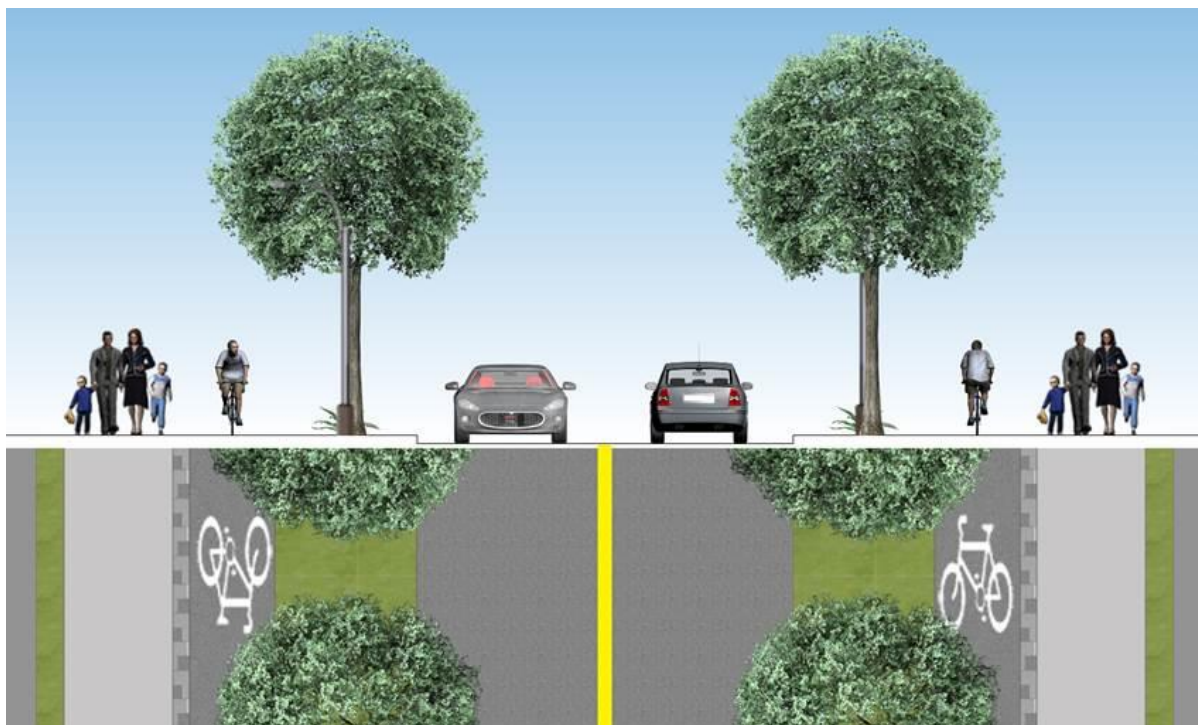
Metral Drive Complete Streets Phase 2

The Metral Drive Complete Streets project links two of Nanaimo's mobility hubs (Woodgrove area & Rutherford area) with an all ages and abilities active transportation corridor. It would also act as an extension of the E&N trail, one of the backbones of Nanaimo's cycling network, creating a strong active transportation connection from Downtown Nanaimo all the way to the Woodgrove Area. Planned for construction in 2020, Phase 1 of Metral Drive Complete Streets is between Mostar Road and Turner Road with a link to the E&N trail. Phase 2 of the project is from Turner Road to Aulds Road and will complete the project.

Phase 2 of the project is currently planned for 2023 and is estimated to cost \$5.5 million dollars.

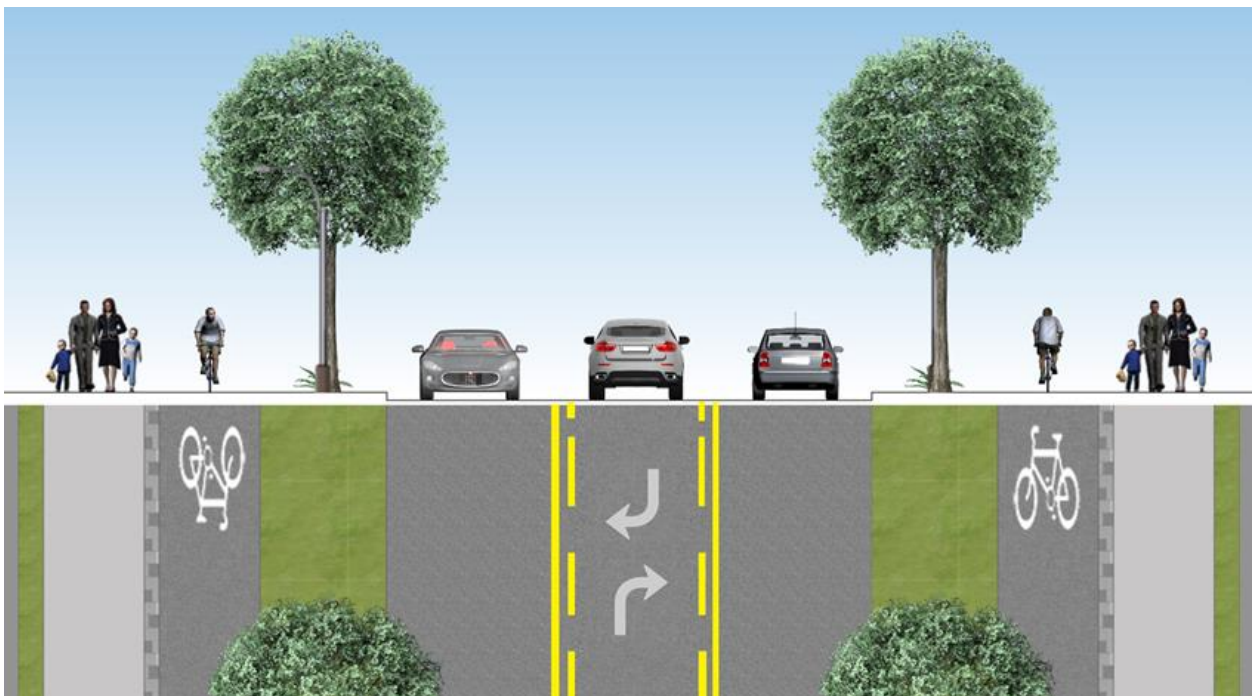


Phase 1 Renderings





Phase 2 Renderings





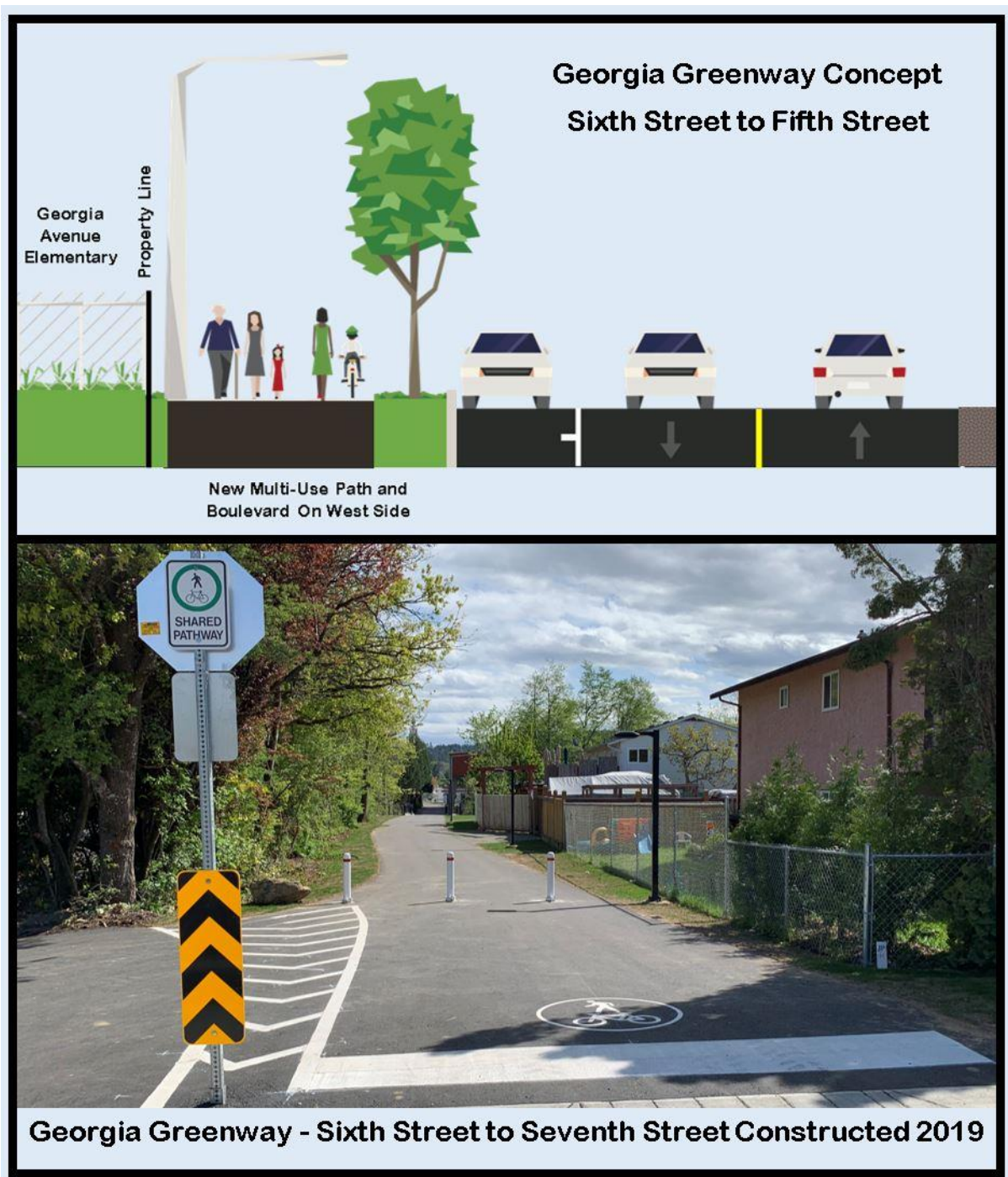
Georgia Avenue Greenway

The Georgia Greenway is a proposed 3.1km active transportation corridor through Harewood that promotes greater pedestrian and cycling activity. Once fully completed, it will link a number of key destinations across the community including schools, parks, sport fields, and commercial areas. The Georgia Greenway will provide an easier alternative to the conventional bike lanes on Bruce Avenue and will be a more attractive route for families, children, seniors, and lesser experienced cyclists.

Phase 1 of the Georgia Greenway was completed in the spring of 2019 and connected 6th Street to 7th Street with a pedestrian bridge over the Chase River.

Phase 2 continues the trail north to 5th Street and connects University Village and Georgia Avenue Elementary School to the Georgia Greenway. The estimated cost is \$1,100,000.

Phase 3 continues the trail south to the section of the trail recently completed with the Harewood Quality Foods Development. The estimated cost is \$370,000.



OPTIONS

1. That the Finance and Audit Committee recommend that Council use the one-time bonus Gas Tax payment to fund the Metral Drive Complete Streets Phase 2 Project.
 - Advantages: This project will link the Woodgrove Mall area to the Rutherford Road area to significant mobility hubs. It would act as an extension of the E&N trail, one of the backbones of Nanaimo's cycling network, completing an active transportation connection between Downtown Nanaimo and the Woodgrove area. This project aligns with the Environmental Responsibility and Livability themes of the 2019-2022 Strategic Plan.
 - Disadvantages: Funding for other projects will not be available if all is used on this project.
 - Financial Implications: This project is currently in the Draft 2020-2024 Project Plan. This funding would allow the project to potentially be accelerated and free up funding from the Community Works Fund to be used for other projects.
2. That the Finance and Audit Committee recommend that Council use the one-time bonus Gas Tax payment to fund an alternative Project.
 - Advantages: Council can choose a project that aligns with their Strategic Plan.
 - Disadvantages: Timing of the Council selected project could cause funding constraints as well as potential staff capacity issues to complete the project in the near future.
 - Financial Implications: None identified at this time.
3. That the Finance and Audit Committee recommend that Council leave the one-time bonus Gas Tax payment in the Community Works Reserve Fund to be used to fund the Draft 10 year Project Plan.
 - Advantages: Using the funding on projects currently in the 10 year plan will help to reduce funding pressures. The need to move projects out to future year in the Project Plan will be reduced.
 - Disadvantages: No one project could be directly identified as being funding from this one-time payment.
 - Financial Implications: Using the money to fund existing projects in the 10 year Project Plan will help to reduce funding pressures. |

SUMMARY POINTS

- In the 2019 Budget, the Federal Government has proposed a one-time transfer of \$2.2 billion through the federal Gas Tax Fund to address short-term priorities in municipalities.
- As a result of this one-time transfer, the City received an additional \$3,758,343 in gas tax revenues in 2019.
- Staff have identified two (2) potential project that meet the funding criteria
 - Metral Drive Complete Streets Phase 2
 - Georgia Avenue Greenway

ATTACHMENTS:

Attachment A: Community Works Fund 2005-2018 Funding Summary (Historical)
Attachment B: Community Works Fund 2019-2023 Funding Summary (Budgeted)
Attachment C: Community Works Fund Proposed Project Funding for Top-Up Gas Tax Payment
Attachment D: FCM Analysis of Federal Budget 2019
Attachment E: UBCM Analysis of Federal Budget 2019. |

Submitted by: |

Laura Mercer
Director, Finance |

ATTACHMENT A

Project	Actual															
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018		
Beban Community Bike Park	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -		
Bowen Side Channel Interpretive Program	-	-	-	227,974	-	-	-	-	-	-	-	-	-	-		
Cycling Transportation Improvements	-	-	-	-	-	-	-	-	-	-	-	-	60,117	-		
Downtown Design Guidelines	-	52,485	11,827	39,783	-	-	-	-	-	-	-	-	-	-		
Georgia Ave. Greenway Pedestrian/Cycling	-	-	-	-	-	-	-	-	-	-	-	-	59,599	245,960		
Harewood Centennial Park	-	-	-	-	-	-	-	-	-	-	-	-	2,449,450	151,260		
LED Street Light Conversion Project	-	-	-	-	-	-	-	-	-	-	-	-	-	38,278		
Marine Structures	-	-	-	-	-	-	-	-	-	-	-	-	75,000	-		
NDSS Artificial Truf	-	-	-	-	-	-	-	-	-	-	-	-	1,599,743	200,257		
OCP Review	-	66,901	83,099	-	-	-	-	-	-	-	-	-	-	-		
Oliver Rd Leisure Centre	-	-	-	300,000	-	-	-	-	-	-	-	-	-	-		
Reservoir #1 - Storage Improvements	-	-	-	-	-	-	-	25,000	1,447,000	-	-	-	-	-		
Sidewalks	-	-	-	-	-	-	-	-	-	-	-	-	-	122,288		
Third St Trail Development	-	169,787	-	-	14,026	-	-	-	-	-	-	-	-	-		
Trailway Development/Rehab	-	-	-	-	-	115,589	-	-	-	-	-	-	-	-		
Water Treatment Plant	-	-	-	-	-	-	-	-	4,249,986	8,211,625	4,623,208	-	-	-		
Wellcox Access	-	-	-	-	-	-	-	-	-	-	-	-	-	16,185		
	\$ -	\$ 289,172	\$ 94,926	\$ 567,756	\$ 14,026	\$ 115,589	\$ -	\$ 25,000	\$ 5,696,986	\$ 8,211,625	\$ 4,623,208	\$ -	\$ 4,443,909	\$ 774,229		
	-	-	-	-	-	-	-	-	-	-	-	-	-	-		

ATTACHMENT B

City of Nanaimo

Community Works Fund

Projected Capital & Operating Funding

2019 - 2023

Project	Projected				
	2019 Projected	2020 Projected	2021 Projected	2022 Projected	2023 Projected
Cycling Transportation Improvements	\$ 167,413	\$ -	\$ -	\$ -	\$ -
Downtown Cycling & Rehab Project	105,000	-	1,150,000	-	-
Fourth and Albert Drainage and Cycling	105,000	-	1,050,000	-	-
Georgia Ave. Greenway Pedestrian/Cycling	996,264	-	-	-	-
Harewood Centennial Park	345,306	-	164,565	-	-
LED Street Light Conversion Project	361,722	1,600,000	-	-	-
Metral Corridor & Utility Project	100,000	1,237,500	-	-	-
Pedestrian Transportation Improvements	-	-	500,000	-	595,000
Serauxmen Stadium: Outfield Lights	260,500	442,221	-	-	-
Vehicle Transportation Improvements	50,000	300,000	200,000	250,000	50,000
Waterfront Walkway	2,350,000	-	-	-	-
Wellcox Access	1,783,814	1,000,000	-	4,000,000	-
	\$ 6,625,019	\$ 4,579,721	\$ 3,064,565	\$ 4,250,000	\$ 645,000

ATTACHMENT C

CITY OF NANAIMO

Potential Community Works Fund Project Funding

<u>PROJECT</u>	<u>COST</u>	<u>NOTES</u>
<i>Parks and Recreation</i>		
Lighting of the E&N Trail	\$ 2,000,000	8 km of trail, one light every 20 m, solar LED
Serauxmen Stadium Redevelopment	\$ 6,300,000	This is a multi phased improvement plan of 5 phases; Could do certain phases
Maffeo Sutton Park Washroom Replacement	\$ 1,500,000	In draft Master Plan; Tourism, waterfront; kids
Caledonia Stadium Upgrades	\$ 4,300,000	Multi year improvement plan to update this facility to lights, artifical turf or re done sand based field, seating for 5000 and public amentiy (washrooms etc..) upgraeds
Maffeo Sutton Park Playground Project	\$ 1,400,000	Phase one of 3 starting this year
Loudon Boathouse	\$ 1,024,000	Concept stage only
Beban Artificial Turf Field Improvements	\$ 1,500,000	Phased improvement to ammenite buildings and existing fields
Emergency Power at Beban Park	\$ 1,200,000	Facility is a reception area for emergency - this would provide emegecny power during major events.
Beban Facilties Improvements	\$ 6,300,000	Upgrades and creation of new space adjacent to and within existing recreation centre ie: closing in breezeway, new hot tub, gyme and weight room on main floor, indoor running/walking track - additoinal lease and Recreation space. As per addopted Beban Facility Improvment Plan.
<i>Engineering & Public Works</i>		
Metral Corridor & Utility Project Phase 2	\$ 5,000,000	Construct an All Ages, All Abilities Active Transportation Facility on Metral Drive between Mostar Road and Aulds Road. This will provide a consistent dedicated facility for walkers and cyclists traveling to/from the Woodgrove Mall area and connecting with the E&N trail in the South. The establishment of this connection will eliminate a missing link between the E&N Trail and the North end of town and will be a significant leap forward in supporting sustainable transportation in Nanaimo
Wellcox Access	\$ 7,050,000	The Wellcox secondary access project is intended to provide a secondary access to the Wellcox Area via Farquar Street. The primary access was constructed in 2019, however this access is interrupted occasionally by rail operations as the rail barge unloads. A secondary access is currently provided by the Port Way Trestle which is aging and continues to require repairs. The Wellcox Secondary Access project will provide a second, uninterrupted access to the Wellcox Area allowing the aging trestle to be retired.
Waterfront Walkway - Departure Bay Section	\$ 6,300,000	The public identified the Departure Bay Beach to Departure Bay Ferry Terminal section of the walkway as the top priority during for investment. This section of the walkway will create stretches from the northern terminus of the Waterfront Walkway at the Departure Bay Seawall south to the Departure Bay ferry terminal, passing in front of the Departure Bay, Cilaire and Brechin Hill neighborhoods.



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

A turning point for local government

FCM analysis of Federal Budget 2019

March 26, 2019

Message from FCM's president



FCM members,

For weeks and months, FCM repeated that Federal Budget 2019 would be [a critical time to deliver for Canadians](#). We made a strong case to the federal government: to get more done for Canadians, we'll need to modernize our partnership—starting now.

The way this budget responds marks a turning point for us. It focusses on delivering results for Canadians directly through their municipal governments. Fundamentally, this budget elevates our municipal-federal partnership as the way to build better lives for people across the country.

- **It puts tools directly in local hands.** Doubling next year's Gas Tax Fund transfer to municipalities means more projects move forward now—from roads and bridges to public transit.
- **It directly recognizes our local expertise.** Prioritizing universal Internet access implements our informed recommendation to strengthen rural, northern and remote communities.
- **It invests in delivering directly for Canadians through FCM.** Building on the proven success of FCM's Green Municipal Fund means making people's lives more secure and affordable.

By elevating our partnership in these ways, Budget 2019 charts a path toward a modernized federal-municipal relationship. With an election on the horizon, that's something all parties can agree is critical to getting more done for Canadians.

Of course, as local leaders, our immediate priority is to make the most of the concrete progress we have just achieved. So with thanks to FCM's policy team, I am pleased to present this analysis of Budget 2019 and what it means for municipalities of all sizes.

Sincerely,

A handwritten signature in blue ink, reading "Vicki-May Hamm", followed by a long horizontal flourish.

Vicki-May Hamm
Mairesse, Ville de Magog
FCM President

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Overview

On March 19, 2019, Finance Minister Bill Morneau tabled [*Budget 2019: Investing in the Middle Class*](#).

Budget 2019 is an unmistakable response to [FCM's pre-budget recommendations](#) to elevate the federal-municipal partnership to build better lives for Canadians. It does this by acting on the frontline expertise that local governments bring to the nation-building table. It does this by focussing on delivering results for Canadians—directly through their local governments. In doing so, this budget marks a turning point for local government.

Budget 2019 delivers unprecedented advances for local governments:

- **Growing the Gas Tax Fund:** Budget 2019 proposes a one-time additional transfer of \$2.2 billion to municipalities through the federal Gas Tax Fund (GTF)—effectively doubling this core direct transfer for the year. This provides communities of all sizes with financial flexibility to address a wide range of short-term infrastructure priorities. Like the GTF itself, this massive injection recognizes the value of putting more tools in local hands to deliver quality-of-life results for Canadians.
- **Delivering for Canadians through FCM:** With a focus on improving energy efficiency, Budget 2019 commits \$1.01B to programs delivered by FCM. It funds three major new initiatives through FCM's Green Municipal Fund—to drive energy-saving retrofits of community buildings, family homes and affordable housing. It also recapitalizes FCM's successful Municipal Asset Management Program for five years. This unprecedented engagement with FCM doubles down on working directly with local governments to deliver major outcomes for Canadians in their communities.
- **Expanding rural Internet access:** Budget 2019 proposes to deliver between \$5 and \$6 billion over 10 years to expand broadband access. This includes a new \$1.7 billion Universal Broadband Fund to extend backbone infrastructure in underserved communities. This also includes \$1 billion in financing through the Canada Infrastructure Bank, aiming to leverage an additional \$2 billion in private-sector investment. This commitment to achieve universal Internet access acts on FCM's urgent advice on behalf of Canada's rural, northern and remote communities.

This budget includes additional measures with direct implications for municipalities of all sizes. Many respond to recent or longstanding recommendations put forward by FCM. These measures include:

- **Climate change:** In addition to \$950 million through FCM's Green Municipal Fund (see above), Budget 2019 includes measures to support electric vehicle charging infrastructure, transition support for communities affected by coal power closures, and short-term support for climate adaptation projects through the Gas Tax Fund top-up.
- **Infrastructure:** Budget 2019 reaffirms the federal commitment to long-term investments through the 12-year, \$180 billion Investing in Canada Plan. Additional measures include support for oversight of vehicle/railway safety and transport of dangerous goods and support for some passenger rail/ferry/bus services.
- **Northern communities:** In addition to unprecedented broadband investments, Budget 2019 includes a package of measures for the North—including investments aimed at improving education, nutrition and mental health; plus additional investments in infrastructure, science and research.
- **Public safety:** Budget 2019 commits more than \$400 million to strengthen emergency management, with additional investments in marine environmental response planning, plus new policing investments that include more than \$500 million over five years for RCMP policing operations.
- **Housing:** This budget includes measures that reaffirm and expand elements of the National Housing Strategy; that intend to improve housing affordability in the homeownership sector, and that aim to drive solutions to housing supply and affordability challenges broadly.

- **Reconciliation:** Budget 2019 provides significant investment in Indigenous peoples and communities through a lens of reconciliation. This includes support for capital infrastructure investments in Friendship Centres, which deliver the majority of Urban Programming for Indigenous People programming in our urban and rural communities alike.
- **Inclusive communities:** This budget includes a range of measures that align with local governments' efforts to build inclusive communities—including support for local food project infrastructure and targeted support for seniors and youth employment.
- **Cannabis:** Budget 2019 proposes amending the cannabis excise duty framework to better apply duties on product classes that will become legal for sale later this year. It also provides funding to expedite access to pardons.
- **Opioids:** Budget 2019 proposes measures that align with FCM's calls for additional funding for treatment and harm reduction.
- **Trade:** Budget 2019 proposes up to \$3.9 billion in support for supply-managed farmers following ratification of new trade agreements that affect agricultural producers and communities.

The rest of this document examines these and other Budget 2019 announcements with municipal implications. Each section refers to pages in the Budget 2019 document (<https://www.budget.gc.ca/2019/docs/plan/budget-2019-en.pdf>), where you can find additional details and funding profiles. Details outlined below are proposed in the budget but subject to the *Budget Implementation Act* receiving Royal Assent.

Growing the Gas Tax Fund

Budget 2019 proposes a one-time additional transfer of **\$2.2 billion through the federal Gas Tax Fund (GTF)** to local communities—doubling the transfer for the year.

This one-time transfer is to address short-term infrastructure priorities in communities of all sizes, across the country. The GTF provides municipalities financial flexibility and the ability to plan infrastructure projects over the long-term, allowing pooling, banking and borrowing against the funding. Projects are chosen locally and prioritized according to the infrastructure needs of each community. Project eligibility for these new funds remain consistent with the current terms of the GTF and include investments in infrastructure for the construction, renewal and material enhancement in each of the following categories:

- public transit
- wastewater infrastructure
- drinking water
- solid waste management
- community energy systems
- local roads and bridges
- capacity building
- highways
- local and regional airports
- short-line rail
- short-sea shipping
- disaster mitigation
- broadband and connectivity
- brownfield redevelopment
- culture
- tourism
- sport
- recreation

The \$2.2 billion is profiled in the budget for FY 2018-19. The exact timeline is contingent on the passage of the *Budget Implementation Act*, which under the normal legislative process would take place by the end of June. FCM understands that the funding will flow to municipalities per the existing process after Budget 2019 is passed. FCM will continue to provide the latest information to our members. The timing and process for transferring the pre-existing 2019 Gas Tax allocation will not be affected.

Budget 2019 reference: pg. 80

About the Gas Tax Fund

The GTF is a permanent, indexed fund provided to directly municipalities, flowing through provinces and territories to support strategic infrastructure investments. It provides over \$2 billion annually for local priorities – last year approximately \$2.1B was distributed to over 3600 communities. It is allocated on a per-capita basis for provinces, territories and First Nations, but provides a base funding amount of 0.75 percent of total annual funding for Prince Edward Island and each territory.

Provincial allocations are outlined here:

<https://www.infrastructure.gc.ca/prog/gtf-fte-tab-eng.html>

In 2002, FCM called for the transfer of a portion of the federal gas tax to municipal governments to provide stable, predictable funding and the five-year GTF was introduced in 2005. In response to FCM's call for an ongoing federal revenue-sharing arrangement, the federal government legislated a permanent annual investment of \$2 billion in municipal infrastructure through the GTF in Budget 2011 and a two percent index was applied to protect the Fund against inflation in 2012. By making the GTF permanent through this announcement, with a predictable indexing, the revenue stream became independent from government revenues from fuel sales.

Delivering for Canadians through FCM

With the objective of improving energy efficiency, Budget 2019 proposes a significant investment of **\$1.01 billion in municipalities through programs delivered by FCM**. This builds on a proven federal-municipal collaboration that delivers directly for Canadians in their communities. Specifically, the Budget announced three new initiatives through FCM's Green Municipal Fund (GMF) and an increased investment in FCM's Municipal Asset Management Capacity Fund (MAMP). This unprecedented engagement doubles down on the federal government working directly with local governments to deliver major outcomes for Canadians in their communities.

Collaboration on Community Climate Action (GMF) – \$350 million

This program is a collaboration between FCM, Low Carbon Cities Canada (LC3), and seven urban climate centres in Vancouver and Lower Mainland; Edmonton; Calgary; Greater Toronto and Hamilton Area; Ottawa; Montreal Metropolitan Community; and the Halifax region. It also includes support for cities and regions outside of those urban centers. Its mission is to help cities and communities reach their carbon emissions reduction potential while unlocking co-benefits such as improved public health, increased mobility and local job creation. It provides municipalities and non-profit community organizations with financing and grants to retrofit and improve the energy efficiency of large community buildings as well as community pilot and demonstration projects. FCM and LC3 will create a network across Canada that will support local community actions to reduce GHG emissions.

Community EcoEfficiency Acceleration (GMF) – \$300 million

This program will provide financing for municipal initiatives to support home energy efficiency retrofits. It will enable municipalities to support homeowners as they make their homes more affordable and energy efficient, supporting between 8,000 and 20,000 household energy projects in up to 200 municipalities of all sizes across Canada. Homeowners could qualify for assistance in replacing furnaces and installing renewable energy technologies. FCM will explore innovative approaches like the Property Assessed Clean Energy (PACE) model that allows homeowners to repay retrofit costs through their property tax bills.

Sustainable Affordable Housing Innovation (GMF) – \$300 million

This program will support the development and implementation of dozens of sustainable affordable housing models and demonstration projects—yielding up to 4,800 new and energy-retrofitted affordable and social housing units in communities of all sizes across Canada. This fund will support existing and new affordable/social housing projects operated by both municipal and community-based housing providers. These projects will include deep energy efficiency and onsite generation retrofits to existing affordable/social housing and new builds with high energy performance and onsite renewable generation built in. The program will also promote projects with compelling financial models that build resilience into longer term operating cost efficiencies, such as prioritizing mixed occupancy (e.g. regular-income units, mixed with affordable and social housing units).

About the Green Municipal Fund

Since 2000, FCM's Green Municipal Fund has directly financed more than 1,250 local sustainability initiatives while preserving every dollar of federal capital. These projects have cut 2.5 million tonnes of greenhouse gasses—the equivalent of taking 571,000 cars off the road—while creating good jobs and more livable communities. These projects have attracted \$3 billion in additional investments—in our communities, and in a more sustainable Canada.

Find out more: <https://fcm.ca/GMF>

Municipal Asset Management Capacity Fund (MAMP) – \$60 million

Budget 2019 renews FCM’s popular Municipal Asset Management Program over the next five years, ensuring municipalities can continue to advance the important foundational work of preparing their communities and infrastructure for the effects of climate change. This program will be purely grants-based with some complementary capacity building and knowledge mobilization activities. It will enable direct funding support to up to 500 municipalities, most being smaller and more rural. It will also fund training and technical assistance to more than 800 municipalities on how to inventory, grow and maintain infrastructure assets.

Budget 2019 reference: pg. 84

Expanding rural Internet access

Budget 2019 proposes significant investments in broadband through a coordinated plan that intends to deliver between \$5 and \$6 billion over the next 10 years, **of which \$1.7 billion will constitute new funding, with an additional \$1 billion in financing to be made available through the Canada Infrastructure Bank**. These investments can be broken down as follows:

- **\$1.7 billion over 13 years**, starting 2019-20, for a new Universal Broadband Fund, of which \$717 million will be disbursed over the next five years, beginning with \$26 million in 2019-20, then scaling up to \$162 million in 2020-21 and \$220 million in 2021-22 (the five year profile is on pg. 124 of the budget). This is designed to build on the existing Connect to Innovate program, and will focus on extending “backbone” infrastructure to underserved communities. This amount includes a top-up to the Connect to Innovate program to deliver Low Earth Orbit satellite technology and fibre technology. Also included in this figure is \$11.5 million over five years, starting 2019-20, for two Statistics Canada surveys that will measure household access and Internet usage to better understand how gaps in digital access are impacting Canadians.
- **\$1 billion over 10 years** in financing will be provided through the Canada Infrastructure Bank to support development of broadband infrastructure. The Bank will also seek to leverage an **additional \$2 billion** in private sector investment to increase broadband access for Canadians. Together, these investments will aim to total \$3 billion over the next 10 years.
- In the 2018 Fall Economic Statement, the government launched the Accelerated Investment Incentive, a measure that provides an accelerated capital cost allowance to businesses to encourage private sector investments in capital. To date, telecommunications companies have signalled more than **\$1 billion** of activity aimed at providing better Internet access to unserved or underserved communities.
- Originally announced in September 2018, the Canadian Radio-television and Telecommunications (CRTC) Broadband Fund will also provide **\$750 million over five years** to support projects to build or upgrade infrastructure to provide fixed and mobile wireless broadband Internet service to underserved Canadians. The CRTC will begin a competitive process to evaluate and select projects in spring 2019.

Taken together, these new investments respond directly to recommendations made by FCM and constitute an unprecedented investment in the expansion of Canada’s broadband infrastructure.

Budget 2019 reference: pg. 95-97, 124 for profiling

Additional **rural priorities** are highlighted throughout the document, including in newly announced transportation and tourism infrastructure initiatives.

Additional budget measures

Climate change

Energy efficiency and community-led emissions reductions

Budget 2019 invests \$950 million through FCM's Green Municipal Fund to deliver programing that will reduce GHG emissions from residential and commercial buildings in cities and communities across Canada. See the **Delivering for Canadians through FCM** section above for a complete breakdown.

Zero-emission and electric vehicles

Budget 2019 provides **\$130 million over five years for electric vehicle charging and other zero-emissions re-fueling infrastructure** for workplaces, public parking spots, commercial and multi-unit residential buildings, and remote locations. This new funding will expand on Natural Resource Canada's existing Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative. Additional measures contained in the Budget that will help municipalities meet their electric vehicle and GHG reduction goals include:

- \$300 million over three years, starting in 2019-20, to introduce a new federal purchase incentive of up to \$5,000 for electric battery or hydrogen fuel cell vehicles with a manufacturer's suggested retail price of less than \$45,000.
- Businesses will be eligible for a 100% tax write-off for passenger vehicles (up to \$55,000) and medium and heavy-duty zero-emission vehicles in the year they are put in to use. This will enable, for instance, freight, food delivery, taxis fleets and privately-operated school buses to adopt zero-emission vehicles.

Budget 2019 reference: pg. 81-82

Just transition for communities impacted by coal power plant closures

As part of a strategy to phase out coal-fired power plants across the country by 2030, the federal government created a Task Force on Just Transition for Canadian Coal Power Workers and Communities in 2018. Councillor Rick Smith from Leduc County was the municipal representative on the Task Force. Budget 2019 responds directly to the Task Force's recommendations by **creating a dedicated \$150 million infrastructure fund, starting in 2020-21, to support priority projects and economic diversification in impacted communities**. The Fund will be administered by Western Economic Diversification Canada and the Atlantic Canada Opportunities Agency.

Budget 2019 reference: pg. 89

Energy information

Budget 2019 proposes to provide Natural Resources Canada with \$15.2 million over five years, starting in 2019-20, with \$3.4 million per year ongoing, to establish a virtual Canadian Centre for Energy Information delivered by Statistics Canada.

Budget 2019 reference: pg. 90

Disaster mitigation and climate adaptation

FCM's 2019 Budget Submission called for a top up of the Disaster Mitigation and Adaptation Fund of \$2 billion to ensure local adaptation projects continue to move forward without interruption. FCM also called for a re-evaluation of the \$20 million eligibility threshold. While neither of these requests were met in Budget 2019, the funding provided through the one time doubling of the Gas Tax Fund is in line with FCM's third request regarding longer-term financial tools to strengthen the resilience of our cities and communities. FCM will continue to engage with Infrastructure Canada to ensure that funding for disaster mitigation and adaptation projects continues to be a federal priority.

Infrastructure

Investing in Canada Plan

Budget 2019 reaffirms the federal government's commitment to long-term infrastructure investments through the 12-year, \$180 billion Investing in Canada Plan. This includes \$33 billion delivered through bilateral funding agreements with the provinces and territories. To date, the federal government has invested \$19.9 billion through the Investing in Canada plan, supporting 33,000 infrastructure projects for communities across Canada. At the same time, Budget 2019 acknowledges that the pace of spending under the Investing in Canada Plan has been slower than originally anticipated, for reasons that include delays between construction activity and receipt by the federal government of claims for payment, and by some provinces and territories being slower to prioritize projects. The federal government is currently working with the provinces and territories to accelerate projects under their bilateral agreements to ensure momentum continues, and has taken steps to streamline the process for the provinces and territories to prioritize projects for funding, and to improve financial reporting so that it is clear when project costs are incurred, and when federal funds will flow to recipients.

Budget 2019 reference: pg. 74-79

Transit

Budget 2019 does not respond to FCM's call for a permanent federal transit funding mechanism. FCM's pre-Budget submission recommended making current federal investments in public transit permanent, beginning with annual investments of \$3.4 billion starting in 2028. This long-term funding ask was meant to enable cities to begin planning the next generation of transformational transit projects. FCM will continue to advance a conversation about permanent federal transit funding with all major political parties going into the upcoming federal election. In the meantime, the 12-year Investing in Canada Plan represents a historic federal commitment to public transit. Dedicated federal transit investments through the Public Transit Infrastructure Fund (PTIF) and the Public Transit Infrastructure Stream of the Investing in Canada Plan total \$23.2 billion over the period 2018-19 to 2027-28.

Transportation

Safe and Secure Road and Rail Transportation

Budget 2019 proposes **\$264 million over four years, starting 2019-20, for Transport Canada** to continue their oversight and regulation of motor vehicle safety, railway safety and transportation of dangerous goods, and to support the continuation of passenger rail services to remote communities with no alternative means of surface transportation.

Budget 2019 reference: pg. 299

Intercity Bus

Budget 2019 allocates \$15 million over 3 years, starting 2018-19, to Western Economic Diversification Canada and Crown-Indigenous Relations and Northern Affairs Canada to support communities affected by the cancellation of Greyhound Canada's bus service in Western Canada, which will allow for service to affected communities to continue where no other service provider has emerge. This funding was previously announced.

Budget 2019 reference: pg. 295

Ferries

Budget 2019 proposes increased support for operation of ferry services in Atlantic Canada, including by supporting procurement of a new ferry by Marine Atlantic Inc. and extending Transport Canada's Ferry Services Contribution Program until 2022 with existing service levels and fleet size. The government also proposes to procure two ferries to replace those currently in operation between Prince Edward Island and Nova Scotia. These measures are consistent with FCM's policy on the need for the federal government to support a high level of safety, quality and frequency of ferry services, in light of the fact that ferries are an essential mode of transportation for many Canadians.

Budget 2019 reference: pg. 105

Telecommunications

Budget 2019 proposes **\$117 million over five years, starting 2019-20, for Innovation, Science and Economic Development Canada to continue to effectively manage wireless networks** in Canada. This will support equipment modernization and the development of innovative tools and systems to enhance ongoing efforts to minimize network interference and verify compliance with health and safety standards, including in the context of the new generation of wireless networks, referred to as 5G.

Budget 2019 reference: pg. 301

Tourism Infrastructure

Budget 2019 proposes **\$58.5 million over two years, starting 2019-20**, for the creation of a Canadian Experiences Fund to support Canadian businesses and organizations seeking to create or expand tourism-related infrastructure. Investments through the Fund will focus on five categories and includes a stream for development of tourism in rural and remote communities.

Budget 2019 reference: pg. 90

Northern priorities

Budget 2019 provides a number of investments in rural, northern and remote priorities, including unprecedented investment in broadband (see Expanding rural Internet access section above).

Social and Economic Development

Budget 2019 proposes a number of investments towards improving education, nutrition, and mental health in northern regions, including:

- **\$15 million over five years, starting in 2019-20, to establish a Northern Isolated Community Initiatives Fund** through the Canadian Northern Economic Development Agency. This fund will support community-led projects for local and Indigenous food production systems. This builds on the 2018 Fall Economic Statement investments in the Nutrition North Canada Program.
- **\$75 million over five years**, starting in 2019-20, to the Canadian Northern Economic Development Agency to enhance its current economic development program. This investment would help to create a new initiative: Inclusive Diversification and Economic Advancement in the North (IDEANorth).
- Up to **\$1.0 million over two years**, starting in 2019-20, to establish a Task Force to study post-secondary education in Canada's Arctic and northern regions.
- **\$50 million over 10 years, starting in 2019-20, with \$5 million per year ongoing**, to support The Inuit Tapiriit Kanatami's National Inuit Suicide Prevention Strategy's Inuit-specific approach to address deaths by suicide in Inuit communities.
- Up to **\$26 million over five years**, starting in 2019-20, for the construction of a new Yukon College campus science building in support of its efforts to become Canada's first university in the North.

These investments respond to FCM's request for the federal government to bolster investment in mental health, deliver programs aimed at reducing the cost of food that are also designed in a way that works for northern residents, and generally supports the unique needs for health, development, and economic growth of local communities in northern and remote regions.

Additional northern announcements

Budget 2019 announces additional investments in infrastructure, and science and research, specific to the north, including:

- An increase of **\$400 million over eight years**, starting in 2020-21, to the Arctic and northern regions allocation of the National Trade Corridors, bringing the total allocation to these regions to \$800 million.
- Up to **\$10 million over two years**, starting in 2019-20, to Natural Resources Canada to help The Polar Continental Shelf Program to respond to growing demand"
- **\$49.9 million over fifteen years** (\$2.2 billion on a cash basis), starting in 2020-21, to Crown-Indigenous Relations and Northern Affairs Canada to create the Northern Abandoned Mine Reclamation Program, which will clean up the largest and most contaminated abandoned mine sites in northern Canada.

Budget 2019 reference: pg. 101-103

Public safety

Emergency Management

Budget 2019 proposes new investments to promote better disaster management and preparation, including:

- \$151.23 million over five years, starting in 2019-20, and \$9.28 million per year ongoing, to improve emergency management in Canada, including in Indigenous communities. This funding will also be directed to assessing the condition and resilience of Canada's critical infrastructure—including energy grids, water and food supplies and health services—in the aftermath of a natural disaster.
- \$5.0 million over five years, starting in 2019-20, to Public Safety Canada to develop all-hazard awareness-raising activities that are targeted to specific, at-risk audiences such as low-income Canadians, seniors, people with disabilities, recent immigrants, and Indigenous Peoples.
- \$260 million over two years, on a cash basis, starting in 2019-20, to Public Safety Canada to support provincial and territorial disaster relief and recovery efforts through the Disaster Financial Assistance Arrangements (DFAA) Program.

These investments indirectly respond to FCM's call on the federal government for greater municipal support for emergency management. Following the recent release of the first National Emergency Management Strategy, FCM will continue to work closely with the federal government to ensure municipal concerns regarding the evolving role of municipal emergency services, the reinstatement of the Heavy Urban Search and Rescue and the Joint Emergency Preparedness Program teams, and Mass Casualty Medical Emergency Preparedness Plan for high risk communities in seismic activity zones across Canada are prioritized.

The investment in the DFAA program will support FCM's request to better enable municipalities to build back after a disaster event. However, restrictions on how DFAA funds can be used towards building back better still limit the way in which municipalities can recover. FCM will continue to work with Public Safety Canada to ensure municipalities are better enabled to build back better following an event.

Budget 2019 reference: pg. 185

Marine Environmental Response Planning

Budget 2019 announces **\$46 million over three years** for the Canadian Coast Guard, Transport Canada and Environment and Climate Change Canada to continue to improve marine environmental response planning. This funding will bring together federal, provincial, Indigenous and municipal partners to jointly plan for a quicker and more efficient response to marine pollution incidents. This funding builds on the federal government's investments through the Ocean Protection Plan, and directly responds to FCM's calls for improved coordination in response to marine pollution incidents.

Budget 2019 reference: pg. 299

Policing

Budget 2019 speaks to actions the RCMP is taking to become a more modern organization, including the establishment of an Interim Management Advisory Board in January 2019, providing expert advice to support the RCMP as a modern and effective organization. The Budget proposes legislative changes to formally establish the Management Advisory Board. It also introduces a number of new investments, including:

- **\$508.6 million over five years** to support policing operations.
- **\$77.3 million over five years** and **\$13.5 million ongoing** for enhanced law enforcement at the border.
- **\$68.9 million over five years** and **\$20 million ongoing** for enhanced federal policing capacity, including to fight money laundering.
- **\$11.5 million over three years** to support transportation security.
- **\$5.7 million over five years** and **\$1.2 million ongoing** to protect national economic security.

Budget 2019 reference: pg. 183, 309 (for profiling)

Crime Prevention

To make needed security improvements to important community gathering spaces—such as schools, community centres, and places of worship—Budget 2019 proposes to provide an additional investment of **\$2 million per year, starting in 2019-20, doubling the size of Public Safety Canada’s Communities at Risk: Security Infrastructure Program** from \$2 million per year to \$4 million per year until 2021-22. The Program is a component of Public Safety Canada’s National Crime Prevention Strategy. This Program aims to make Canada’s community gathering spaces safer places to live, work, and play.

Budget 2019 reference: pg. 188

Housing

A variety of housing measures were included in Budget 2019, including those that reaffirm and expand elements of the National Housing Strategy (NHS), those that intend to improve housing affordability in the homeownership sector, and those that aim to drive solutions to housing supply and affordability challenges broadly. These announcements include:

- A component of the NHS, the existing Rental Construction Financing Initiative (RCFI) provides low-cost loans for the construction of new rental housing for modest- and middle-income Canadians. Budget 2019 proposes to **expand the RCFI with an additional \$10 billion over nine years** in financing, extending the program to 2027–28. With this increase, the program now intends to support **42,500 new rental housing units across Canada**. Housing developments financed through RCFI must meet modest affordability targets: at least 20 percent of the units must have rents that are set at 30 percent of local median household income for at least 10 years (for example, \$1710/month in Winnipeg).
- Adding timelines and detail to a commitment included in the NHS, Budget 2019 proposes to introduce **new legislation requiring the federal government to maintain a NHS that prioritizes the housing needs of the most vulnerable**. The legislation will require regular reporting to Parliament on progress toward the goals and outcomes of the NHS.
- Budget 2019 will provide **\$300 million to launch the Housing Supply Challenge**. This initiative will invite municipalities and stakeholders to propose new ways to break down barriers that limit the creation of new housing. Successful applicants will be selected and funded through a merit-based competition.

- CMHC will invest **\$4 million over two years to support the work of the recently announced Expert Panel on the Future of Housing Supply and Affordability**. An additional \$5 million over two years will be used for state-of-the-art housing supply modelling and related data collection—to support the Panel and help ensure that future investments by all orders of government are put to best possible use.
- Budget 2019 introduces a First-Time Home Buyer Incentive, valued at \$1.25 billion over three years, to make homeownership more affordable for first-time buyers. Eligible first-time home buyers who have the minimum down payment for an insured mortgage would apply to finance 10 percent of their purchase through a shared equity mortgage with the Canada Mortgage and Housing Corporation (CMHC). \$100 million in lending will be provided over five years to help existing shared equity mortgage providers scale-up their business and encourage new players to enter the market.
- The existing Home Buyers' Plan allows first-time buyers to withdraw from their Registered Retirement Savings Plan (RRSP) to purchase or build a home, without having to pay tax on the withdrawal so long as it is repaid to the RRSP within 15 years. Budget 2019 increases the Home Buyers' Plan withdrawal limit from \$25,000 to \$35,000.

Budget 2019 reference: pg. 22-29

Reconciliation

This Budget provides significant investment in Indigenous peoples and communities through a lens of reconciliation:

- **\$126.5 million in 2020-21** to establish a National Council for Reconciliation and endow it with initial operating capital.
- **\$4.5 billion over five years**, beginning in 2019-20, to continue efforts to close the gap in living conditions between Indigenous and non-Indigenous people.
- **\$1.4 billion over seven years** to forgive all outstanding comprehensive claim negotiation loans and to reimburse Indigenous governments that have already repaid these loans, with the objective of supporting Indigenous communities' ability to invest in their own priorities.
- **\$60 million over five years**, beginning in 2019-20, to support capital infrastructure investments in Friendship Centres, which deliver the majority of Urban Programming for Indigenous People (UPIP) programming in urban and rural communities, as well as other urban and rural Indigenous service provider facilities. This investment is intended to ensure that Indigenous residents living in cities and communities have safe and accessible spaces to access culturally-relevant services.
- To enable communities to commemorate the legacy of residential schools on the proposed National Day for Truth and Reconciliation, and to celebrate the unique heritage, diverse cultures and outstanding contributions of First Nations, Inuit and Métis Peoples on National Indigenous Peoples Day, Budget 2019 provides **\$10 million over two years** to support community organizations holding events in communities across Canada.

FCM encourages the federal government to pursue meaningful reconciliation with Indigenous people broadly, including by closing the gap in living conditions between Indigenous and non-Indigenous Canadians. In particular measures to support UPIP through investment in Friendship Centres and other service providers reflects FCM's support of this important program supporting Indigenous people in cities and communities.

Budget 2019 reference: pg. 129-140

Inclusive communities

Healthy communities

Canada's National Food Policy, outlined in Budget 2019, will focus on tackling food waste, improving community access to healthy food, shining a spotlight on Canadian food both at home and abroad, and increasing food security in Northern and remote communities. In order support this initiative, the Budget proposes to invest \$134.4 million over five years, beginning in 2019-20. This includes **\$50 million for a Local Food Infrastructure Fund, to be distributed over five years** to support "infrastructure for local food projects," including food banks, farmers' markets and other community-driven projects.

Budget 2019 reference: pg. 162

Seniors

The Guaranteed Income Supplement (GIS) provides a monthly non-taxable benefit to Old Age Security recipients who have a low-income. Budget 2019 commits to introducing legislation which would enhance the GIS earnings exemption in order for low-income seniors to keep more of their income from working in relation to GIS benefits.

Budget 2019 will provide **\$100 million over five years, starting in 2019-20, for the New Horizons for Seniors Program**, to improve the quality of life for seniors and promote their full participation in Canadian society. The program offers up to \$25,000 to support projects in local communities—such as new fitness equipment for seniors' centres—and up to \$5 million to support projects that are national in scope.

Budget 2019 also includes **\$77 million in additional funding for the Enabling Accessibility Fund**, to improve the safety and accessibility of community spaces.

Budget 2019 reference: pg. 64-70

Additional inclusive communities investments

Budget 2019 makes a number of other announcements to promote inclusive communities, including:

- **Economic development (youth): \$631.2 million over five years**, starting in 2019-20, to expand the Student Work Placement Program to support up to 20,000 new work placements per year for post-secondary students across Canada. **\$150.0 million over four years**, starting in 2020-21, is provided to create partnerships with innovative businesses to create up to a further 20,000 work-integrated learning opportunities per year. 40,000 work placements for Canadian students are anticipated through both initiatives by 2023-24. *Budget 2019 reference: pg. 54*
- **Gender equality: \$160 million over five years**, starting in 2019-20, to support the federal government's efforts to advance gender equality in Canada, including by enabling community action to tackle systemic barriers impeding women's progress. *Budget 2019 reference: pg. 170*
- **Diversity and inclusion:** a new Anti-Racism Strategy will be supported with **\$45 million over three years**, starting in 2019-20, with a strong focus on community-based projects. *Budget 2019 reference: pg. 171*
- **Poverty:** the Government reaffirmed its commitment to move ahead with poverty reduction legislation.
- **Arts:** To support more festivals, large-scale and community-based celebrations and commemoration initiatives, Budget 2019 provides **\$24 million over two years**, starting in 2019-20, to the Building Communities Through Arts and Heritage Program and the Celebration and Commemoration Program. *Budget 2019 reference: pg. 169*

Cannabis

Budget 2019 proposes that the existing excise duty framework for cannabis be amended to more effectively apply the excise duty on these new classes of cannabis products that will be permitted for legal sale under the *Cannabis Act* later this year—edible cannabis, cannabis extracts, and cannabis topicals—as well as to cannabis oils, which are already legally available for sale.

The current framework provides 75 percent of duties to provincial and territorial governments and the remaining 25 percent to the federal government. In response to FCM advocacy, the federal government relinquished 25 percent of their revenues to the provinces and territories to be provided to municipalities. This arrangement has not been applied consistently across the country. The Budget does not propose changes to this arrangement.

Additionally, Budget 2019 announces **\$2 million** in funding provided to the Parole Board of Canada and the Royal Canadian Mounted Police to support legislation to expedite access to pardons for Canadians previously convicted of simple possession of cannabis.

Budget 2019 reference: pgs. 206, 294

Opioids

Budget 2019 proposes to provide additional funding of **\$30.5 million over 5 years, starting in 2019-20, with \$1 million in ongoing funding**, for targeted measures to address persistent gaps in harm reduction and treatment. Specifically, funding will support efforts to expand access to a safe supply of prescription opioids, protecting people with problematic opioid use from the risks of overdose and death. It will also support better access to opioid overdose response training and to Naloxone—a life-saving medication that can stop or reverse an opioid overdose—in underserved communities. This is consistent with recent FCM calls for additional funding for treatment and harm reduction.

Budget 2019 reference: pg. 156

Trade

Budget 2019 proposes **up to \$3.9 billion in support for supply-managed farmers** following ratification of new trade agreements, including the Canada-European Union Comprehensive Economic and Trade Agreement (CETA) and Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP). Support will be offered to sustain the incomes of eligible dairy, poultry and egg farmers, by making available up to \$2.4 billion. Of this, \$250 million has already been provided to support dairy farmers as a result of CETA; therefore a net amount of up to \$2.15 billion will be available in coming years to deal with income losses associated with these agreements. Additionally, \$1.5 billion in assistance will be offered to protect the value of investments made by farmers in supply-managed sectors, through a Quota Value Guarantee Program that will protect against reduction in quota value when the quota is sold. These measures are consistent with FCM's policy on the need for the federal government to support local economies and key sectors impacted by international trade agreements and disputes.

Additionally, **\$12 million in funding over five years** is proposed for Global Affairs Canada for the implementation of new trade openings and control measures under the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP) and Canada-United States-Mexico Agreement (CUSMA). This funding is also proposed for Global Affairs Canada for the administration of potential import safeguards on certain steel products.

Budget 2019 reference: pgs. 190, 302

ATTACHMENT E



Federal Budget: Gas Tax Fund Doubled for a Year

Mar. 20, 2019

Finance Minister Bill Morneau tabled the 2019 budget in the House of Commons yesterday. Local governments in British Columbia will see an immediate benefit from a top up transfer of \$2.2 billion to the Federal Gas Tax Fund for the coming year. This one-time transfer will provide an estimated \$280 million in additional funding to local governments in B.C. Other highlights of interest to local government include the following:

Housing Affordability & Tax Compliance

- The Government will extend the Rental Construction Financing Initiative with an additional \$10 billion in financing over 9 years. This is intended to help build 42,500 new housing units across Canada with a focus on areas of low rental supply.
- Municipalities and other stakeholder groups will be invited to apply for funding under a \$300 million Housing Supply Challenge, with the aim of proposing ways to break down barriers that limit the creation of new housing.
- The Federal Government, together with the Province, has established an Expert Panel on the Future of Housing Supply and Affordability. The Budget allocates \$4 million over 2 years to the work of the panel, with an additional \$5 million over two years for supply modelling and data collection.
- A new First-Time Home Buyer Incentive will offer a larger shared equity mortgage for newly constructed homes than for existing homes.
- The Government is creating four dedicated real estate audit teams at the Canada Revenue Agency to monitor real estate transactions, focusing on high-risk areas including British Columbia. It also plans to strengthen the enforcement framework to deter financial crime in real estate.
- Opportunities to improve data sharing between the Federal Government and British Columbia will be explored to improve enforcement on tax compliance and anti-money laundering. This will be supported by up to \$1 million in funding to Statistics Canada to conduct a data needs assessment, starting in 2019-20.

Energy Efficiency Financing

- \$1.01 billion to increase energy efficiency in residential, commercial and multi-unit buildings. The Federation of Canadian Municipalities (FCM) will deliver these investments through the Green Municipal Fund. These funds will be delivered through three financing streams as follows:
 - Collaboration on Community Climate Action (\$350 million) to provide municipalities and non-profit community organizations with financing and grants to retrofit and improve the energy efficiency of large community buildings as well as community pilot and demonstration projects.
 - Community EcoEfficiency Acceleration (\$300 million) to provide financing for municipal initiatives to support home energy efficiency retrofits.
 - Sustainable Affordable Housing Innovation (\$300 million) to provide financing and support to affordable housing developments to improve energy efficiency in new and existing housing and support on-site energy generation.

Broadband Connectivity

- The Government set a commitment that 95 per cent of Canadian homes and businesses will have access to internet speeds of at least 50/10 Mbps by 2026 and 100 per cent by 2030. This commitment will be funded by up to \$1.7 billion over 13 years, starting in 2019–20, to establish a new national high-speed Internet program, the Universal Broadband Fund.

Reconciliation

- 1.4 billion over seven years starting in 2018–19, to forgive all outstanding comprehensive claim negotiation loans and to reimburse Indigenous governments that have already repaid these loans.
- Renew funding for the Specific Claims Settlement Fund for a further three years, starting in 2019–20.
- Provide \$40.0 million over five years, starting in 2019–20, to First Nations to help research and develop their claims.
- \$48.0 million over two years, starting in 2019–20, to directly support communities in greatest need obtain the expertise, advice and tools required to govern their communities and deliver critical programs and services.

Asset Management

- \$60 million in 2018–19 to FCM's Municipal Asset Management Capacity Fund.

Opioid Crisis

- \$30.5 million over 5 years, starting in 2019–20, with \$1 million in ongoing funding, for targeted measures to address persistent gaps in harm reduction and treatment.

Policing

- \$68.9 million over five years and \$20 million ongoing for enhanced federal policing capacity, including to fight money laundering
- To support implementation of the Border Enforcement Strategy, invest \$1.18 billion over five years, starting in 2019–20, and \$55.0 million per year ongoing.

Tax Compliance

- To combat tax evasion and aggressive tax avoidance, invest \$150.8 million over five years, starting in 2019–20 so that the CRA may fund new initiatives and extend existing programs, including:
 - Hiring additional auditors, conducting outreach and building technical expertise to target non-compliance associated with cryptocurrency transactions and the digital economy.
 - Creating a new data quality examination team to ensure proper withholding, remitting and reporting of income earned by non-residents.
 - Extending programs aimed at combatting offshore non-compliance.

Disaster Management and Response

- \$151.23 million over five years, starting in 2019–20, and \$9.28 million per year ongoing, to improve emergency management in Canada, including in Indigenous communities.

Zero Emissions Vehicle Charging & Refueling

- Expand the network of zero-emission vehicle charging and refueling stations with \$130 million over five years, starting in 2019–20,

You can find the full federal Budget package on the Government of Canada's dedicated website.

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DATE OF MEETING | September 18, 2019 |

AUTHORED BY | COURTNEY MEURY, ACCOUNTANT |

SUBJECT | **CAPITAL PROJECT RESULTS FOR THE SIX MONTHS ENDING 2019-JUN-30** |

OVERVIEW

Purpose of Report:

To present the Finance and Audit Committee with a summary of the capital project results for the six months ending 2019-JUN-30.

DISCUSSION

Projects that satisfy specific requirements as outlined in the City's Capital Asset Policy are classified as capital expenditures and are accounted for in the City's capital funds. There are three (3) Capital funds: General Capital, Sewer Capital and Water Capital funds. Projects that are smaller in scope and below specific capitalization thresholds are classified as "operating projects" and are accounted for in the City's operating funds.

Funding for project expenditures comes from a number of sources including general tax revenues, operating and statutory reserves, grants and borrowing. Statutory reserve funding sources include Development Cost Charges, Equipment Replacement Reserve, Asset Management Reserve, Community Works Reserve and the Facility Development Reserve.

Unfinished projects at the end of the year are usually carried forward to be completed in the following year. Due to this, capital fund variances usually do not impact the operating surplus value.

Attached to this report is Attachment B which outlines the summary of the capital project results by project type for the six months ending 2019-JUN-30. The summary is divided into two sections: Concurrent projects (i.e.: projects undertaken together to minimize disruption and maximize cost and service efficiencies) and all other capital projects.

Each section has been broken out into the following categories; which are defined as follows:

Status	Description
Completed	Project is fully complete and no additional costs are expected
Substantially Completed	Project is almost fully complete but there are a few minor costs still remaining to be incurred
In Progress	Project is currently underway
Not Started	Project has not been started but is anticipated to start by the end of the year
Delayed	Project has not been started or halted
Other	Project that does not fit into the categories above

For projects that have a 'Completed' status and come in under budget, the unused funds that are not transferred to other capital projects are transferred back to general reserves and/or other initial funding sources as appropriate to fund future projects.

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

Attachment B lists the total year-to-date expenditures for each project. This listing illustrates at a glance the status of individual projects as at 2019-JUN-30 compared to the budget for the year.

The City of Nanaimo has a capital budget of \$84.3 million for 2019, which includes \$40.6 million of carry-forwards from 2018. This is represented by 231 projects: 33 projects are now complete; 115 projects are in progress; 57 projects have not started and 26 have been delayed or other; 55% of the 2019 budget has either been spent to-date or committed.

Summary by Project Status as at 2019-JUN-30:

<i>Project Status</i>	<i># of Projects</i>	<i>% of Total Budget</i>	<i>Annual Budget</i>	<i>Actual & Committed Costs to Jun 30</i>	<i>Available Funds</i>
Completed / Substantially Complete	39	3%	\$ 2,925,529	\$ 2,347,118	\$ 578,411
In Progress	127	86%	72,349,344	43,625,490	28,723,854
Not Started	59	8%	6,570,424	-	6,570,424
Delayed / Other	<u>26</u>	3%	<u>2,494,434</u>	<u>-</u>	<u>2,494,434</u>
Total	<u>251</u>		<u>\$ 84,339,731</u>	<u>\$ 45,972,608</u>	<u>\$ 38,367,123</u>

SUMMARY POINTS

- \$45,972,608 of the \$84,339,731 capital budget has been spent or committed as at 2019-JUN-30.

ATTACHMENTS

- Attachment A: Variance Analysis of the summary of Capital Results for the Six Months Ending 2019-JUN-30.
- Attachment B: Summary of Capital Results for the Six Months Ending 2019-JUN-30.

Submitted by:

Courtney Meury
Accountant |

Concurrence by:

Laura Mercer
Director, Finance |

**Attachment A: Variance Analysis of the Summary of Capital Results
for the Six Months Ending 2019-JUN-30**

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

Black Diamond Dr Watermain: Jingle Pot to Jingle Pot \$ 2,432,650

This project is for the construction of a watermain on Black Diamond Drive from Jingle Pot Road to Jingle Pot Road. Construction is anticipated to be tendered in September and completed in June 2020. The funding source for this project is Water Fund Asset Management statutory reserve funds. This project is currently in progress.

College Drive Area Watermain Twinning \$1,914,993

This project includes installation of a new water supply main along College Drive, and upgrade for capacity and fire flow of the Towers Reservoir and Towers Pump station. This is a phased project with the pump station scheduled for 2019 and the reservoir for 2020 with some of the pump station work now shifted to 2020. Additional funds were overlooked and budgeted in 2019 that will not be required. The funding sources for this project are general reserves (\$8,000), water reserves (\$2,508,831), Water DCC statutory reserve funds (\$112,026), and the Water Fund Asset Management statutory reserve funds (\$375,000). This project is currently in progress.

Haliburton St Area Watermain & Pedestrian/Cycling \$ 1,357,000

This project is for the installation of a watermain on Haliburton Street and for pedestrian and cycling facilities on Haliburton from Chase River Road to 967 Haliburton Street. Construction started in August, completion is planned for Spring 2020. This is a cost share between the RDN and the City. The funding sources for this project are general taxation (\$357,000), general reserves (\$30,000), water reserves (\$70,000) and the Water Fund Asset Management statutory reserve funds (\$900,000). This project is currently in progress.

Fire Station #1 Replacement \$ 1,729,051

This is a multi-year project with an approved budget of \$17 million to build and replace Fire Station #1. The consultant has submitted the development permit to the City and is currently working towards 50% consultant/owner documentation review and coordination. Building permit application is scheduled for October 2019 and RFP for construction tender is scheduled for December 2019. The project is scheduled to be completed September 2022. The funding sources for this project are the General Fund Asset Management statutory reserve funds (\$10,879) and borrowing (\$3,370,000). This project is currently in progress.

Waterfront Walkway

\$ 8,034,790

In 2017, Council adopted the Waterfront Walkway Implementation Plan. The Plan sets out a phasing of the project. The funding sources for the year are general reserves (\$1,000,000), PILTs (\$125,000), Community Works statutory reserve fund (\$2,350,000) and borrowing (\$5,241,660). The project cost estimate for the Northfield Creek section exceeded the budget and a feasibility study is underway to determine if a different approach will be possible. Construction of the section is dependent on the outcome of the feasibility study which is expected to be completed in the Fall of 2019. The #1 Port Drive section will be completed this Fall, design is in progress on the Nanaimo Shipyard section and design on other sections has been delayed.

DCC WS36 Vandernuk Reservoir

\$ 1,000,000

This project relates to the future construction of a reservoir to serve the north end of Nanaimo. The funding sources for the year are water reserves (\$150,000), Water DCC statutory reserve funds (\$750,000) and Water Fund Asset Management statutory reserve fund (\$100,000). This project is currently not started and is not anticipated to be undertaken this year.

City of Nanaimo

Summary of Capital Results
Six Months Ended June 30, 2019

		2019 CAPITAL BUDGET	2019 YTD ACTUALS	2019 TOTAL COMMITMENTS	2019 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
								General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	Other Sources
<u>CONCURRENT PROJECTS:</u>												
<u>COMPLETED PROJECTS</u>												
P-5010	Argyle Ave: Departure Bay to Glenayr	5,000	-	-	-	5,000				5,000		
	Argyle Ave: Departure Bay to Glenayr	5,000	-	-	-	5,000	Substantially Completed	-	-	5,000	-	-
P-7279	Townsite & Boundary Pressure Reducing Valve	5,000	2,716	2,876	5,592	(592)				(592)		
	Boundary Area Corridor and Utility Project	5,000	2,716	2,876	5,592	(592)	Substantially Completed	-	-	(592)	-	-
P-5108	DCC R8 Boundary/Northfield Interim Improvements	88,000	49,109	4,100	53,209	34,791				34,791		
	Boundary/Northfield Intersection Upgrade	88,000	49,109	4,100	53,209	34,791	Substantially Completed	-	-	34,791	-	-
P-6243	DCC Bradley St Sanitary Sewer: 529 Bradley to Holly - Construction	10,211	-	-	-	10,211					10,211	
	Bradley/Wall Drainage & Sanitary Sewer Project	10,211	-	-	-	10,211	Completed	-	-	-	10,211	-
P-5218	Cinnabar Drive: End to Stacey Road Rehab	373,102	275,710	17,801	293,512	79,590				79,590		
	Cinnabar Drive Improvements	373,102	275,710	17,801	293,512	79,590	Substantially Completed	-	-	79,590	-	-
P-5013	Glenayr : Bay to Loat Rehab	5,000	-	-	-	5,000				5,000		
P-5217	Glenayr Drive Drainage: Loat to Bay	4,442	-	-	-	4,442				4,442		
P-6223	Departure Bay Area Sanitary Sewer	3,977	3,890	-	3,890	87					87	
P-7327	Bay St & Norfolk Hill Looping Watermain	7,651	3,673	-	3,673	3,978					3,978	
	Departure Bay Area Utility Project	21,070	7,563	-	7,563	13,507	Substantially Completed	-	-	9,442	4,065	-
P-6237	Hammond Bay Sanitary Sewer: 1326 Ivy Lane to 1318 Sherwood	118,062	114,393	2,316	116,709	1,353					1,353	
P-7389	Hammond Bay Watermain at Ivy Lane	264,750	267,818	3,487	271,305	(6,555)	Budget Transfer Completed				(6,555)	
	Hammond Bay at Ivy Ln Utility Project	382,812	382,211	5,803	388,014	(5,202)	Substantially Completed	-	-	-	(5,202)	-
P-5191	DCC R65 - Linley Valley Phase 2	10,872	-	10,872	10,872	-				-		
P-5191	Linley Valley W Access Pedestrian - Construction	25,000	-	-	-	25,000				25,000		
	Linley Valley Complete Street Project	35,872	-	10,872	10,872	25,000	Substantially Completed	-	-	25,000	-	-
P-7404	Mountain View Cres Watermain & Timber View Watermain	222,329	126,610	-	126,610	95,719			-		95,719	-
P-5013	Timberview Road Rehab	89,000	78,497	-	78,497	10,503				10,503		
	Mountain View Area Water Project	311,329	205,108	-	205,108	106,221	Substantially Completed	-	-	10,503	95,719	-
P-7431	Park Avenue Watermain: 403 & 425 Eighth Street	27,597	10,644	-	10,644	16,953					16,953	
	Park Avenue	27,597	10,644	-	10,644	16,953	Completed	-	-	-	16,953	-
P-6190	Poplar Street Sanitary Sewer: Brierly to Princess Royal - Construction	1,835	-	1,835	1,835	-			-	-	-	-
P-7301	Poplar Street Watermain: Estevan to Stewart - Construction	1,835	-	1,835	1,835	-			-	-	-	-
	Poplar Street Utility Upgrade	3,670	-	3,670	3,670	-	Substantially Completed	-	-	-	-	-
P-5234	Telescope Terr Easement Drainage: 3205 Telescope to 3176 Smugglers Hill	3,961	3,746	-	3,746	216				216		
P-6255	Telescope Terrace Sanitary Sewer	14,102	2,073	-	2,073	12,030					12,030	
P-7377	Telescope Terrace Watermain - construction	118,860	55,988	2,283	58,272	60,588					60,588	
	Telescope Terrace Utility Upgrades	136,923	61,806	2,283	64,090	72,833	Substantially Completed	-	-	216	72,618	-
P-5222	Terminal: St George to Brechin Pavement Preservation	20,000	12,554	6,827	19,380	620				620		
	Terminal Ave North Utility Project	20,000	12,554	6,827	19,380	620	Substantially Completed	-	-	620	-	-
P-7416	Third Street: Hillcrest Watermain	-	11,193	-	11,193	(11,193)	Budget Transfer Completed			(6,604)	(4,589)	
P-5271	DCC R90 Third Street Re-Profiling	2,449	31,043	-	31,043	(28,594)	Budget Transfer Completed	(8,071)		(20,523)		
P-5272	Third Street Re-profiling Drainage	175	2,217	-	2,217	(2,042)	Budget Transfer Completed	(2,042)				
	Third Street Road and Utility Upgrade	2,624	44,453	-	44,453	(41,829)	Completed	(10,113)	-	(27,127)	(4,589)	-
P-7279	Tom's Turnabout Pressure Reducing Valve	5,000	-	2,916	2,916	2,084					2,084	
	Tom's Turnabout Area Utility Upgrade	5,000	-	2,916	2,916	2,084	Substantially Completed	-	-	-	2,084	-
TOTAL PROJECTS 'COMPLETED'		1,428,210	1,051,874	57,148	1,109,022	319,188		(10,113)	-	137,442	191,859	-

City of Nanaimo

Summary of Capital Results
Six Months Ended June 30, 2019

		2019 CAPITAL BUDGET	2019 YTD ACTUALS	2019 YTD COMMITMENTS	2019 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
								General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	Other Sources
PROJECTS "IN-PROGRESS"												
P-7363	Black Diamond Dr Watermain: Jingle Pot to Jingle Pot	2,437,201		4,551	4,551	2,432,650				2,432,650		
	Black Diamond Dr Watermain: Jingle Pot to Jingle Pot	2,437,201	-	4,551	4,551	2,432,650	In Progress	-	-	2,432,650	-	-
P-5273	Bowen Road Rehab: Island Highway to Labieux	90,000		72,332	72,332	17,668				17,668		
P-7433	DCC WD55: Bowen Rd Watermain: Island Highway to Labieux Section	60,000		46,888	46,888	13,112				13,112		
	Bowen Road Area Watermain & Rehab	150,000	-	119,220	119,220	30,780	In Progress	-	-	30,780	-	-
P-5157	DCC R85 Boxwood Connector - Design/Construction	3,530,589	240,022	2,431,234	2,671,256	859,333				859,333		
P-5193	DCC SD60: Northfield Creek - Boxwood Connector Pond Drainage Ph 1	750,000	63,271	608,227	671,498	78,502				78,502		
	Boxwood Connector & Utility Project	4,280,589	303,294	3,039,461	3,342,755	937,835	In Progress	-	-	937,835	-	-
P-5201	Bruce: 7th to 8th - Cycling	7,500			-	7,500				7,500		
P-6235	DCC SS57 Bruce & Murray	179,025			-	179,025				179,025		
P-6256	Bruce Sanitary Sewer: 930 Bruce to 8th St & Weber to 930 Bruce	425,704			-	425,704					425,704	
P-7449	Bruce Ave Watermain: Eight to 867 Bruce	96,075			-	96,075					96,075	
	Bruce Area Sanitary Sewer & Cycling	708,304	-	-	-	708,304	In Progress	-	-	186,525	521,779	-
P-5238	Bruce: Rehab, Drainage & Cycling	662,567	18,983	653,103	672,085	(9,518)	Budget Transfer to be Completed			(9,518)		
P-5274	DCC R70 Bruce: Fourth to Pine - Cycling	620,250		630,809	630,809	(10,559)	Adjustments to commitments pending					
P-6253	Bruce Sanitary Sewer: Bruce to Catstream	221,194	3,812	220,858	224,670	(3,476)	Budget Transfer to be Completed				(3,476)	
P-7385	Bruce Watermain: Fourth to 320 Bruce - Design & Construction	366,320	6,846	364,255	371,101	(4,781)	Budget Transfer to be Completed				(4,781)	
	Bruce Areas Utility, Rehab & Cycling Project	1,870,331	29,640	1,869,025	1,898,665	(28,334)	In Progress	-	-	(9,518)	(8,257)	-
P-5220	Casper Way Drainage: Bowen to End - Design	37,000			-	37,000					37,000	
P-5220	Off Bowen (Caspers Way to Hansen Rd): Cycling - Design	20,000			-	20,000					20,000	
P-7370	Caspers Way Watermain: Bowen to Creekside - Design	15,000			-	15,000					15,000	
	Caspers Way Rehab & Utility Project	72,000	-	-	-	72,000	In Progress	-	-	-	72,000	-
P-6191	DCC SS45 Chase River Trunk Sanitary Sewer	5,089,286	1,944,736	2,938,273	4,883,009	206,277				78,862		127,414
P-6236	DCC SS64 Seventh Sanitary Sewer: Georgia to Bruce	256,000	97,345	144,945	242,290	13,710				13,710		
P-6245	DCC SS56 Seventh St Sanitary Sewer: 583 Seventh to Georgia Phase 1	162,000	60,223	92,675	152,898	9,102				9,102		
P-6248	DCC SS54 Seventh St Sanitary Sewer: Stirling to Park Ave	400,000	148,478	228,471	376,949	23,051				23,051		
P-7298	Seventh St Watermain Park to Douglas - Construction	861,923	325,438	488,100	813,538	48,385				48,385		
	Chase River Trunk Sanitary Sewer	6,769,209	2,576,220	3,892,464	6,468,684	300,525	In Progress	-	-	173,110	-	127,414
P-5235	Tower Reservoir Access - Drainage	8,000			-	8,000					8,000	
P-9263	Tower Pump Station Rehab	2,292,953	103,626	931,864	1,035,491	1,257,462					1,257,462	
P-9265	DCC WS42 Tower RES	598,867	10,527	12,385	22,912	575,955			482,740		93,215	
P-9266	College Drive Area Supply Watermain - Design	104,037	7,102	23,359	30,461	73,576					73,576	
	College Drive Area Watermain Twining	3,003,857	121,255	967,608	1,088,864	1,914,993	In Progress	-	-	482,740	1,432,253	-
	Stongitharm Esmnt 1628RW Sanitary Sewer: Strongitharm to 2550 Dep Bay - Design	50,000			-	50,000				50,000		
	Departure Bay Area Drainage Project	50,000	-	-	-	50,000	In Progress	-	-	50,000	-	-
P-5226	672 Winchester Drainage	5,800	5,800		5,800	-						
P-6246	DCC SS55 Sixth St Sanitary Sewer: Bruce to Georgia Phase 1	293,002	213,550	23,174	236,725	56,277				56,277		
P-7335	Duke & Sixth Watermain - Construction	683,449	495,624	52,970	548,595	134,854					134,854	
	Duke & Sixth St. Utility Upgrade	982,251	714,975	76,145	791,119	191,132	In Progress	-	-	56,277	134,854	-
P-5013	Emerald: Ruby to Uplands Rehab	59,880		40,286	40,286	19,594				19,594		
P-6258	Emerald Sanitary Sewer: 3301 Emerald to Uplands - Construction	50,000		30,000	30,000	20,000					20,000	
P-7406	Emerald Watermain: Ruby to Uplands	140,000	956	92,305	93,261	46,739					46,739	
	Emerald Area Utility & Rehab Project	249,880	956	162,591	163,546	86,334	In Progress	-	-	19,594	66,739	-
P-5240	Esplanade: Nicol to Crace Rehab - Design & Construction	357,426		344,500	344,500	12,926				12,926		
P-7386	Esplanade Watermain: Crace to Front	529,238	464,612	8,711	473,323	55,915					55,915	
	Esplanade Area Water & Rehab Project	886,664	464,612	353,211	817,823	68,841	In Progress	-	-	12,926	55,915	-
P-6228	First St SS: Ashlar to Howard & Wakesiah to Ashlar	187,000	138,895	46,669	185,564	1,436					1,436	
P-7436	Ashlar Rd Watermain: Kerr to First	206,000	131,103	30,674	161,777	44,223					44,223	

City of Nanaimo

Summary of Capital Results
Six Months Ended June 30, 2019

		2019 CAPITAL BUDGET	2019 YTD ACTUALS	COMMITMENTS	2019 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
								General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	Other Sources
First Street Area Utilities		393,000	269,998	77,343	347,340	45,660	In Progress	-	-	-	45,660	-
P-5278	Haliburton St: Chase River Rd to 967 Haliburton - Pedestrian & Cycling	387,000			-	387,000		357,000			30,000	
P-7438	Haliburton Watermain: 995 Haliburton to Island Hwy	970,000			-	970,000				900,000	70,000	
Haliburton St Area Watermain & Pedestrian/Cycling		1,357,000	-	-	-	1,357,000	In Progress	357,000	-	900,000	100,000	-
P-5135	DCC R84 & R103 Hammond Bay Rd	1,762,616	132,487	1,622,934	1,755,421	7,195				7,195		
P-7274	DCC W48 Hammond Bay Rd Watermain - Design & Construction	289,638	217,234	15,966	233,200	56,438				56,438		
Hammond Bay Corridor & Utility Project		2,052,254	349,721	1,638,900	1,988,621	63,633	In Progress	-	-	63,633	-	-
P-7450	Howard Watermain: Second to Third	328,000			-	328,000					328,000	
Howard Ave Area Watermain & Rehab		328,000	-	-	-	328,000	In Progress	-	-	-	328,000	-
P-6201	Howard Ave Sanitary Sewer: Siphon @ 723 Howard to Sixth St - Design	30,000			-	30,000					30,000	
P-7376	Howard Ave Watermain: 723 Howard to Sixth St	15,000			-	15,000					15,000	
Howard Ave Utility Upgrade		45,000	-	-	-	45,000	In Progress	-	-	-	45,000	-
P-5242	DCC Jingle Pot @ Westwood New Signal Vehicle	685,104	99,003	590,040	689,043	(3,939)	Budget Amendment Pending for Private Contribution					(3,939)
P-5266	Westwood: Rockwood to Cather View and Jingle Pot: Ashlee to Harwell - Rehab	473,000	15,878	452,739	468,617	4,383				4,383		
P-6259	Westwood Sanitary Sewer: MH6282 Westwood to RPL 238 Westwood	49,500	2,180	47,357	49,537	(37)					(37)	
P-7391	Jingle Pot Watermain: Ashlee to Westwood - Design & Construction	232,215	7,815	221,108	228,922	3,293					3,293	
Jingle Pot @ Westwood Area Complete Street & Utility Project		1,439,819	124,875	1,311,245	1,436,120	3,699	In Progress	-	-	4,383	3,255	(3,939)
P-5289	Laguna Way: Toms Turnabout Esmt to 5004 & Howard Rehab: Second to Third	254,500	2,025	12,475	14,500	240,000				240,000		
P-7350	Laguna Area Watermain - Design	50,672	39,757	10,003	49,760	912					912	
Laguna Area Water Project		305,172	41,782	22,478	64,260	240,912	In Progress	-	-	240,000	912	-
P-5204	Lambert Ave Drainage: 5th to 6th	750,937	41,465	669,472	710,937	40,000				40,000		
P-6183	Lambert Ave Sanitary Sewer: Fifth to Sixth	818,261	46,561	711,555	758,116	60,145				60,145		
P-7392	Lambert Watermain: Fifth to Sixth	602,617	34,272	547,525	581,796	20,821					20,821	
Lambert Ave. Utility Upgrade		2,171,815	122,297	1,928,552	2,050,849	120,966	In Progress	-	-	100,145	20,821	-
P-5221	Metral: Turner to Mostar - Cycling, Stop Upgrade & Sidewalk & Crosswalk -Design	250,000	11,812	113,188	125,000	125,000				125,000		
P-7368	Metral Corridor Watermain - Design	160,000	6,111	57,161	63,272	96,728					96,728	
Metral Corridor & Utility Project		410,000	17,923	170,348	188,272	221,728	In Progress	-	-	125,000	96,728	-
P-6263	Morningside Drive Sanitary Sewer: Hammond Bay to End	240,000		39,865	39,865	200,135					200,135	
P-7442	Morningside Dr Watermain: 970 Morningside to End	118,000		17,085	17,085	100,915					100,915	
Morningside Dr Area Utilities		358,000	-	56,950	56,950	301,050	In Progress	-	-	-	301,050	-
P-5255	Pheasant Terrace & Rosstown Road	688,500	1,609	600,000	601,609	86,891				86,891		
P-7423	DCC WD73 Pheasant Terrace Watermain: Labieux to Rosstown	345,000		300,000	300,000	45,000				45,000		
P-7424	Starlight Trail Watermain: Pheasant Terr to Golden Meadows	131,500		100,000	100,000	31,500					31,500	
Pheasant Terr Area Utilities, Storm Water & Rehab Project		1,165,000	1,609	1,000,000	1,001,609	163,391	In Progress	-	-	131,891	31,500	-
P-6246	DCC SS55 Sixth St SS: Georgia to Howard Ph 2 - Design	35,000		35,000	35,000	-				-	-	
P-6246	DCC SS55 Sixth St SS: Nanaimo Lakes to Howard - Design	67,000		67,000	67,000	-				-	-	
P-7399	Sixth Street Area Watermain - Design	22,000		22,000	22,000	-				-	-	
Sixth Street Area Utility Upgrade Phase 2		124,000	-	124,000	124,000	-	In Progress	-	-	-	-	-
P-5261	Sunset: Sealand to Parkway - Rehab	180,000	242	179,500	179,742	258				258		
P-7400	Sunset Watermain & Parkway Dr Watermain	569,066	378,786	44,682	423,468	145,598					145,598	
Sunset Area Water & Rehab Project		749,066	379,029	224,182	603,211	145,855	In Progress	-	-	258	145,598	-
P-5231	Terminal Corridor Upgrades, Terminal Trench Drainage & Campbell Drainage	463,299	5,967	97,512	103,479	359,820				359,820		
P-6219	Terminal Trench Sanitary Sewer: Comox to Nicol - Design	40,000			-	40,000					40,000	
P-7378	Terminal Ave Watermain: Commercial To Comox - Design & Construction	31,102	3,814	17,442	21,256	9,846					9,846	
Terminal Trench & Utility Project		534,401	9,781	114,954	124,735	409,666	In Progress	-	-	359,820	49,846	-
P-6238	Adby Sanitary Sewer: 3286 Adby to Departure Bay - Design & Construction	486,813	4,720	433,161	437,881	48,932					48,932	
P-7405	Uplands Dr Watermain: Dep Bay to Villa - Design & Construction	619,560	6,596	516,888	523,484	96,076					96,076	
Uplands Area Utilities		1,106,373	11,316	950,049	961,365	145,008	In Progress	-	-	-	145,008	-
P-5259	Wakesiah Ave Drainage & Rehab - Design	37,733	200	26,334	26,534	11,199				11,199		

City of Nanaimo

Summary of Capital Results
Six Months Ended June 30, 2019

		2019 CAPITAL BUDGET	2019 YTD ACTUALS	2019 TOTAL YTD COSTS	2019 REMAINING FUNDING	COMMENTS	Remaining Funding Sources					
							General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	Other Sources	
P-5292	DCC R81: Wakesiah Ave Cycling: 3rd to 6th & 1st to 3rd	76,693		25,614	25,614	51,079			38,000	13,079		
P-5010	Fifth: Parkway to Wakesiah Rehab	40,000			-	40,000			40,000			
Wakesiah Drainage, Cycling and Rehab Project		154,426	200	51,948	52,148	102,278	In Progress	-	-	89,199	13,079	-
P-5196	Wellcox Access: Phase 1 Front Street Extension	1,822,706	556,612	668,837	1,225,448	597,258			597,258			
P-5291	Wellcox Storm Sewers	600,000	121,489	220,163	341,652	258,348			258,348			
Wellcox Access		2,422,706	678,101	888,999	1,567,100	855,606	In Progress	-	-	855,606	-	-
TOTAL PROJECTS 'IN-PROGRESS'		36,576,318	6,217,585	19,044,223	25,261,808	11,314,510		357,000	-	7,242,853	3,601,741	123,475
NOT STARTED PROJECTS												
P-6195	Bartlett Street SS: Venlaw Road and Morey Road - Design	25,000			-	25,000					25,000	
P-7371	Bartlett & Venlaw Area Watermain - Design	61,000			-	61,000					61,000	
P-7418	DCC WD54 (60% Growth) Bartlett St Watermain, Pryde to end of Adams - Design	24,000			-	24,000			24,000			
Bartlett & Ventlaw Area Utility Upgrade		110,000	-	-	-	110,000	Not Started	-	-	24,000	86,000	-
P-6265	Cottlevue SS: Stronach to Hillside - Design	37,000			-	37,000					37,000	
P-7435	Cottlevue Watermain: Stronach to Hillside - Design	40,000			-	40,000					40,000	
Cottlevue Area Utilities		77,000	-	-	-	77,000	Not Started	-	-	-	77,000	-
P-5239	Front: Terminal to Gabriola Ferry - Rehab	58,800			-	58,800			58,800			
P-5239	Downtown Cycling Loop: Comox to Victoria Cres - Cycling	105,000			-	105,000			105,000			
Downtown Cycling & Rehab Project		163,800	-	-	-	163,800	Not Started	-	-	163,800	-	-
P-5224	Dufferin Cres: Boundary to Seafield SW - Pedestrian	11,000			-	11,000		11,000				
P-5224	Dufferin Cres Drainage: Boundary to Dufferin	14,000			-	14,000		14,000				
P-6202	Dufferin Cres SS: Seafield to Grant	32,000			-	32,000					32,000	
P-7367	Dufferin Cres Watermain: West of Boundary to Grant	45,000			-	45,000					45,000	
Dufferin Cres SW & Utility Upgrade		102,000	-	-	-	102,000	Not Started	25,000	-	-	77,000	-
P-7379	Estevan Road Watermain: 1997 Estevan to Poplar	50,000			-	50,000					50,000	
Estevan Utilities & Cycling		50,000	-	-	-	50,000	Not Started	-	-	-	50,000	-
P-5276	DCC R102 Fifth St: Wakesiah to Shepherd - Pedestrian	50,000			-	50,000			50,000			
Fifth Street Area Cycling & Rehab		50,000	-	-	-	50,000	Not Started	-	-	50,000	-	-
P-6247	Fillinger Cres Sanitary Sewer: 5100 Fillinger to 5190 Fillinger - Construction	164,500			-	164,500			164,500			
P-7364	Fillinger Cres Watermain: Entwhistle to 5100 Fillinger - Construction	501,500			-	501,500					501,500	
Fillinger Cres Utility Upgrade		666,000	-	-	-	666,000	Not Started	-	-	164,500	501,500	-
P-5253	Fourth and Albert Drainage and Cycling Project - Design	190,000			-	190,000		50,000	105,000	35,000		
P-7437	Fourth St Watermain: Harewood to Pine - Design	35,000			-	35,000				35,000		
Fourth and Albert Drainage and Cycling Project		225,000	-	-	-	225,000		50,000	-	105,000	70,000	-
P-5013	Glenayr: Loat to Argyle Rehab - Design	20,000			-	20,000			20,000			
P-6231	Glenayr Dr Sanitary Sewer: Argyle to Loat - Design	34,000			-	34,000				34,000		
Glenayr Sanitary & Rehab Argle to Loat		54,000	-	-	-	54,000	Not Started	-	-	20,000	34,000	-
P-6233	Haliday Cr and Esmt SS: Norfolk Hill to Fandell St	50,000			-	50,000				50,000		
P-7388	Haliday Cr Watermain: Norfolk Hill to Fandell St	17,000			-	17,000				17,000		
Haliday Cr Utility Upgrade		67,000	-	-	-	67,000	Not Started	-	-	-	67,000	-
P-6239	Hillside Sanitary Sewer: Caldwell to 3572 Hillside - Design	15,000			-	15,000				15,000		
P-7329	Hillside Ave Watermain - Design	37,000			-	37,000				37,000		
Hillside Ave Watermain & Sanitary Utility Project		52,000	-	-	-	52,000	Not Started	-	-	-	52,000	-
P-5280	Holland Drainage: 221/225 Holland	20,000			-	20,000		20,000				
P-7439	Holland Watermain: Ashlee to Jingle Pot	20,000			-	20,000				20,000		
Holland South Area Utilities		40,000	-	-	-	40,000	Not Started	20,000	-	-	20,000	-
P-6245	DCC SS56 Howard Ave: Seventh to Brookside Ph 2 - Design	38,000			-	38,000			38,000			
P-7440	Howard Watermain: Seventh to Brookside - Design	30,000			-	30,000				30,000		
Howard Ave Area Utilities		68,000	-	-	-	68,000	Not Started	-	-	38,000	30,000	-

City of Nanaimo

Summary of Capital Results
Six Months Ended June 30, 2019

		2019 CAPITAL BUDGET	2019 YTD ACTUALS	2019 TOTAL COMMITMENTS	2019 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
								General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	Other Sources
P-5254	Island Hwy S Cranberry Ave to 12th Pedestrian	30,000			-	30,000	Not Started	30,000				
P-5254	Island Hwy Drainage: Cranberry Ave to 12th	20,000			-	20,000		20,000				
Island Highway Sidewalk & Drainage Project		50,000	-	-	-	50,000		50,000	-	-	-	-
P-5281	Calder: Jingle Pot to Elena - Rehab	100,000			-	100,000	Not Started			100,000		
P-7277	King Rd Watermain & Calder Rd Watermain	710,500			-	710,500					710,500	
King/Calder Area Water & Rehab Upgrade		810,500	-	-	-	810,500		-	-	100,000	710,500	-
P-6224	Millstone Ave & Begbie St Sanitary Sewer: Design	20,000			-	20,000	Not Started				20,000	
P-7393	Begbie Watermain: Sunderland to Millstone - Design	24,000			-	24,000					24,000	
Millstone & Begbie Area Utility Upgrade		44,000	-	-	-	44,000		-	-	-	44,000	-
P-6264	Eighth Street Sanitary Sewer: 368 to 455 Eighth	36,000			-	36,000	Not Started				36,000	
P-7395	Park Watermain: Eighth to Seventh	70,000			-	70,000					70,000	
Park Ave Utilities & Rehab		106,000	-	-	-	106,000		-	-	-	106,000	-
P-5013	Roberta Rd West: Extension to Centennary Rehab - Design	20,000			-	20,000	Not Started			20,000		
P-7397	Roberta Rd West Watermain: Centennary to Extension - Design	28,000			-	28,000					28,000	
Roberta Rd West Water & Rehab Project		48,000	-	-	-	48,000		-	-	20,000	28,000	-
P-5236	Townsite Rd: Holly St to Parkway Trail - Cycling - Design	32,000			-	32,000	Not Started	32,000			-	
Townsite Area Cycling & Pedestrian		32,000	-	-	-	32,000		32,000	-	-	-	-
P-5287	Townsite Rd Drainage: Holly St to Parkway Trail	48,000			-	48,000				48,000		
P-7428	Townsite Rd Watermain: Waddington to Millstone	90,000			-	90,000	Not Started				90,000	
Townsite Area Utilities Upgrade		138,000	-	-	-	138,000		-	-	48,000	90,000	-
TOTAL PROJECTS 'NOT STARTED'		2,953,300	-	-	-	2,953,300		177,000	-	733,300	2,043,000	-
TOTAL CONCURRENT CAPITAL PROJECTS		40,957,828	7,269,459	19,101,371	26,370,830	14,586,998		523,887	-	8,113,595	5,836,600	123,475

ALL OTHER PROJECTS:												
COMPLETED PROJECTS												
P-2206	Bastion St. Parkade Upgrade: Post Tension Beam Replacement	367,784	272,790		272,790	94,994	Substantially Completed			94,994		
P-2712	Photocopier Purchases	17,000		18,106	18,106	(1,106)	Substantially Completed				(1,106)	
P-2713	VMWare Server Hardware	30,592	29,951		29,951	641	Completed				641	
P-2720	Recreation Management Software replacement (Class)	33,923			-	33,923	Substantially Completed				33,923	
P-2961	Bylaw Vehicles (new truck)	34,000	33,884		33,884	116	Substantially Completed	116				
P-3104	Road Dedication: Strickland Street	15,140			-	15,140	Substantially Completed	8,000			7,140	
P-4030	Parks Ops Equipment: Replace Unit #5009	49,220		50,130	50,130	(910)	Substantially Completed	(910)				
P-4030	Parks Ops Equipment: Replace Unit #6322	53,400	49,712		49,712	3,688	Completed	3,688				
P-4244	Railing Replacement - Diana Krall Plaza	115,000	73,015	25,801	98,816	16,184	Substantially Completed			16,184		
P-4244	Railing Replacement - Pioneer Plaza Ph2	147,386	92,335	27,148	119,483	27,903	Substantially Completed			27,903		
P-5014	Sign Maker - Printer	32,044	32,044		32,044	-	Completed					
P-5060	Fleet Replacement - Unit# 110,427,428,582	313,378	312,139		312,139	1,239	Completed			1,239		
P-5245	Jingle Pot Rd Drainage: 2413 - 2331 Jingle Pot	5,000			-	5,000	Substantially Completed	5,000				
P-5268	Automated Carts - Sanitation	22,284			-	22,284	Substantially Completed				22,284	
P-5269	LED Street Light Conversion Phase 1	161,722	170,989		170,989	(9,267)	Completed, Budget Transfer Completed			(9,267)		
P-6168	DCC SS17: Millstone Trunk Sanitary Sewer	59,446	35,972		35,972	23,474	Substantially Completed			2,787	20,687	
	FDCC Westdale Rd Easement Sanitary Sewer: Westdale to Hammond Bay Rd -											
P-6252	Construction	30,000	1,030		1,030	28,970	Substantially Completed			16,414	12,557	
P-9260	DCC WS 41 #1 Reservoir - College Pk Duplicate Supply Main	10,000	4,600	8,451	13,051	(3,051)	Substantially Completed					
					-							
TOTAL PROJECTS 'COMPLETED'		1,497,319	1,108,461	129,635	1,238,096	259,223		15,894	-	150,254	96,125	-

City of Nanaimo

Summary of Capital Results
Six Months Ended June 30, 2019

		2019 CAPITAL BUDGET	2019 YTD ACTUALS	2019 YTD COMMITMENTS	2019 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
								General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	Other Sources
PROJECTS "IN-PROGRESS"												
P-2206	Bastion St. Parkade Upgrade: Traffic Membrane Lower Levels 1-6	930,000	8,400	902,573	910,973	19,027	In Progress			19,027		
P-2207	Harbourfront Parkade: Membrane Renewal	146,243	7,497	50,836	58,333	87,910	In Progress			87,910		
P-2714	Enterprise Content Management	280,969		23,610	23,610	257,359	In Progress				257,359	
P-3104	Property Acquisitions - Seaspan Ferries ROW #1 Port Drive	1,196,531	1,157,312	102,378	1,259,690	(63,159)	In Progress, Budget Transfer Required				(63,159)	
P-3407	Fire Services: Replace Unit 702	1,560,000		1,598,591	1,598,591	(38,591)	In Progress			(38,591)		
P-3435	Fire Station #1: Replacement	3,380,879	342,299	1,309,529	1,651,828	1,729,051	In Progress			10,879		1,718,172
P-4031	Play Equipment Replacement - Maffeo Sutton Phase 1	492,828	3,911	206,336	210,247	282,581	In Progress				182,581	100,000
P-4031	Play Equipment Replacement - Westdale Leslie Park Upgrades	2,836	1,064	900	1,964	872	In Progress				872	
P-4031	Play Equipment Replacement - Maffeo Sutton Rotary	200,000			-	200,000	In Progress					200,000
P-4040	Trailway Development and Rehab - Parkway Trail	285,221		285,221	285,221	-	In Progress					
P-4045	VIP Program - Cinnabar Valley Park	4,162	380		380	3,782	In Progress			3,782		
P-4045	VIP Program - Linley Point - Gyro Park	-	9,880		9,880	(9,880)	Funded by in-kind donation, budget amendment required					(9,880)
P-4098	Serauxmen Stadium: Outfield Lights	310,500	1,053		1,053	309,447	In Progress			309,447		
P-4098	Sports Field Redevelopment: Outfield Safety Netting	79,350	6,453	1,283	7,735	71,615	In Progress	71,615				
P-4131	Harewood Centennial Park - Youth Park Phase 1	614,675	3,666		3,666	611,009	In Progress			379,640		231,369
P-4131	Harewood Centennial Park - Playground	86,300		1,600	1,600	84,700	In Progress			64,700		20,000
P-4164	Frank Crane Arena: Facility Amenities - Sound System	55,335		61,003	61,003	(5,668)	In Progress				(5,668)	
P-4164	Frank Crane Arena: REALIce	42,300			-	42,300	In Progress				33,468	8,832
P-4165	Cliff McNabb Arena: Facility Amenities - REALIce	41,500		32,643	32,643	8,857	In Progress				8,857	
P-4170	NAC Arena: Facility Amenities - Score Clock	37,000	4,819	24,326	29,146	7,854	In Progress			2,854		5,000
P-4194	Frank Crane Arena: Mechanical	875,700	477,389	402,327	879,716	(4,016)	In Progress			(4,016)		
P-4206	Beban Pool: HVAC	221,520	7,040	10,560	17,600	203,920	In Progress	82,900		121,020		
P-4216	Waterfront Walkway - Northfield Creek - Design	7,356,660	54,950	300,000	354,950	7,001,710	In Progress			2,250,000	645,050	4,106,660
P-4216	Waterfront Walkway - Nanaimo Shipyards - Design	50,000	2,936		2,936	47,064	In Progress			47,064		
P-4216	Waterfront Walkway - #1 Port Drive	1,000,000	226,356	97,628	323,984	676,016	In Progress					676,016
P-4225	Port Theatre: Mechanical	24,000			-	24,000	In Progress	24,000				
P-4227	Cliff McNabb Arena: Facility Amenities - Sound System	27,275		26,868	26,868	407	In Progress				407	
P-4239	Beban Social Centre: HVAC	57,048		29,853	29,853	27,195	In Progress			27,195		
P-4242	NAC: Roof Phase 1	402,975	44,467	58,740	103,207	299,768	In Progress			299,768		
P-4249	Oliver Woods Community Centre: DHW and HVAC Upgrades	84,000	2,420	21,780	24,200	59,800	In Progress			59,800		
P-4251	NAC: Domestic Water Lines	133,849	72,911	59,284	132,195	1,654	In Progress			1,654		
P-4254	Seabolt Stairs	34,879	3,041	288	3,329	31,551	In Progress				31,551	
P-4257	Brannen Lake Boat Ramp	153,200	7,705		7,705	145,495	In Progress	145,495				
P-4257	Gallows Point Dock	43,900	123	35,621	35,744	8,156	In Progress	8,156				
P-4265	Beban Complex: Envelope	325,000	700	250,777	251,477	73,523	In Progress	48,523		25,000		
P-5010	Major Road Rehab. Projects	574,660	73,876	842	74,718	499,942	In Progress			499,942		
P-5013	Local Road Rehab Projects	198,892	149,690		149,690	49,202	In Progress			49,202		
P-5060	Fleet Replacement - Unit# 231,247,101,404,426,571	825,000	33,074	524,399	557,473	267,527	In Progress			267,527		
P-5069	McGarrigle Esmt 3062RW DR: Jeff to Fremont Pedestrian Transportation Improvements - Jingle Pot SW: Bird Sanctuary to Wakesiah	235,000			-	235,000	In Progress			235,000		
P-5200	Pedestrian Transportation Improvements - Hammond Bay SW	32,135	36,367	2,562	38,929	(6,794)	In Progress, Budget Transfer Completed	(6,794)				
P-5200	Pedestrian Transportation Improvements - Hammond Bay SW	75,500	39,854	35,646	75,500	-	In Progress					
P-5203	Wallace St/Fitzwilliam St: Intersection Upgrade - Design	50,000	745	13,255	14,000	36,000	In Progress				36,000	
P-5210	SNIC Equip: Sanders	41,673		41,673	41,673	-	In Progress					
P-5211	Wild Otter Esmt VIP52002 DR: Starlight to Willow Grouse - Construction	250,000	1,350	2,470	3,820	246,180	In Progress			246,180		
P-5229	Bastion Bridge Rehab	2,314,329	523,383	1,369,292	1,892,675	421,654	In Progress			421,654		
P-5230	Dufferin @ Dufferin Street Upgrade	22,961	1,675	4,740	6,415	16,546	In Progress	16,546				
P-5243	Beaufort Park Pond Drainage - Design	28,443		12,985	12,985	15,458	In Progress	15,458				

City of Nanaimo

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		2019 CAPITAL BUDGET	2019 YTD ACTUALS	COMMITMENTS	2019 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
								General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	Other Sources
P-5246	Stewart Ave Drainage: 1000 Stewart to Outfall - Design	45,244	3,138	33,560	36,699	8,546	In Progress	8,546				
P-5251	Georgia Ave Greenway Pedestrian/Cycling - Construction	996,264	829,327	91,827	921,154	75,110	In Progress			75,110		
P-5264	DCC R97 Madsen Rd: East Wellington Rd to Griffiths Rd Corridor Improvements - Design	210,603	35,086	51,964	87,049	123,554	In Progress			123,554		
P-5267	Bus Shelters - various	115,700		23,140	23,140	92,560	In Progress		92,560			
P-5269	LED Street Light Conversion Phase 2	200,000	7,000	183,800	190,800	9,200	In Progress			9,200		
P-5274	Bruce @ Fifth Traffic Signal	130,843			-	130,843	In Progress			64,113	66,730	
P-5290	Departure Bay Slope Stabilization Wall	330,000	10,686	153,735	164,421	165,579	In Progress	165,579				
P-5294	New Automated Truck 2019	440,000		437,677	437,677	2,323	In Progress					2,323
P-6107	Mt Benson Sanitary Sewer: Cleanout 37 Stewart to Mt Benson	122,000			-	122,000	In Progress				122,000	
P-6144	Garner Crescent Sanitary	33,726			-	33,726	In Progress				33,726	
P-6149	DCC SS19 Millstone Trunk South - Design	296,002	86,005	115,397	201,402	94,600	In Progress			94,600		
P-6149	DCC SS19 Millstone Trunk South: Westwood Road to Pryde - Design	137,932	45,780	59,768	105,547	32,385	In Progress			32,385		
P-6171	DCC44 HB Rd, McGirr/Kenwill/Turner/Kenni	49,600		49,582	49,582	18	In Progress			18	0	
P-6226	White Street Area Sanitary Sewer	36,000	4,746		4,746	31,254	In Progress				31,254	
P-6227	Comox Area Sanitary Sewer - Design	100,173	20,899	23,777	44,676	55,497	In Progress			55,497		
P-6251	DCC SS46 Richard Lake Truck Sewer: Easement 40 Maki Rd to Chase River Pump Station - Design & Construction	359,500	5,399	262,913	268,312	91,189	In Progress			91,189		
P-6261	Stewart Street Utilities Upgrade	15,700	656	11,044	11,700	4,000	In Progress				4,000	
P-6266	Fourteenth St Sanitary Sewer: Cranberry to Catcher	80,000	41,942	8,590	50,532	29,468	In Progress				29,468	
P-7104	Water Infrastructure - various	127,260			-	127,260	In Progress				127,260	
P-7279	East Wellington Pressure Reducing Valve Replacement - Design	20,000			-	20,000	In Progress				20,000	
P-7279	Cinnabar & Stacey Pressure Reducing Valve Replacement	194,416	2,000	446	2,446	191,970	In Progress				191,970	
P-7279	Bay & Neyland Pressure Reducing Valve Replacement	8,291	3,000	3,291	6,291	2,000	In Progress				2,000	
P-7279	Addison Pressure Reducing Valve Replacement	235,546	3,000	446	3,446	232,100	In Progress				232,100	
P-7305	Turnabout View & Centennary Drive Watermain - Design & Construction	463,920	11,766	3,340	15,107	448,813	In Progress				448,813	
P-7306	Nanaimo Parkway & Cranberry Watermain - Construction	398,388	61,249	20,160	81,409	316,979	In Progress				316,979	
P-7326	Cumberland & Locksley Watermain - Construction	21,079	26		26	21,053	In Progress				21,053	
P-7344	Wakesiah Lane Watermain: Harewood to Fourth - Construction	5,000	5,059		5,059	(59)	In Progress				(59)	
P-7345	Glen Eagle & Quilchena Cres Watermain: Design & Construction	122,626	43,673	6,985	50,658	71,968	In Progress				71,968	
P-7365	Hawkins Rd Watermain End to End - Construction	5,000			-	5,000	In Progress				5,000	
P-7366	Jingle Pot Watermain: 4151 to 4215 Jingle Pot - Design & Construction	383,124	2,900	723	3,624	379,500	In Progress				379,500	
P-7372	Richardson Road Watermain: 1805 Richardson to Ranchview - Design & Construction	345,518	2,653	661	3,313	342,205	In Progress				342,205	
P-7390	Island Hwy Watermain: Mackenzie to Melideo & Estuary to Melideo	18,152	2,863	7,269	10,132	8,020	In Progress				8,020	
P-7402	Holland Easement Watermain: Dockside to Michigan - Construction	10,000			-	10,000	In Progress				10,000	
P-7403	Holmes Rd Watermain: Neen to Mill - Construction	10,000	1,775		1,775	8,225	In Progress				8,225	
P-7425	Shamrock Place Watermain: Departure Bay to Shamrock - Design	35,000			-	35,000	In Progress				35,000	
P-7430	Bulk Water Filling Station #1 Cedar	259,420	15,603	221,191	236,794	22,626	In Progress				22,626	
P-7430	Bulk Water Filling Station #2 Public Works Yard	179,685	1,588	170,921	172,509	7,176	In Progress				7,176	
P-7453	Departure Bay Looping Watermain: Montrose to Windsor	160,000	101,172	6,416	107,588	52,412	In Progress				52,412	
P-9259	Emergency Water Supply Pump Station	3,886,086	96,454	3,760,409	3,856,864	29,222	In Progress				29,222	
TOTAL PROJECTS 'IN-PROGRESS'		35,773,026	4,752,232	13,611,451	18,363,683	17,409,343		580,024	92,560	5,932,302	3,745,966	7,058,492
NOT STARTED PROJECTS												
P-2208	Parking Equipment: Parking Meters	139,725				139,725	Not Started				139,725	
P-3402	Fire Services: Rescue Equipment	37,500			-	37,500	Not Started	37,500				
P-4031	Play Equipment Replacement - Westwood Lake Park	50,000			-	50,000	Not Started	50,000				
P-4031	Play Equipment Replacement - Loudon Park	50,000			-	50,000	Not Started	50,000				
P-4040	Trailway Development and Rehab - Maffeo Sutton Park	52,000			-	52,000	Not Started				52,000	

City of Nanaimo

Summary of Capital Results
Six Months Ended June 30, 2019

		2019 CAPITAL BUDGET	2019 YTD ACTUALS	2019 TOTAL COMMITMENTS	2019 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
								General		General		Other Sources
								Revenue Fund	Grants	Statutory Reserve Funds	Revenue Reserve	
P-4045	VIP Program - Fern Neighbourhood	53,000	-	-	-	53,000	Not Started				25,000	28,000
P-4045	VIP Program - Cambie Park	32,800	-	-	-	32,800	Not Started				25,000	7,800
P-4045	VIP Program - Royal Oak	25,000	-	-	-	25,000	Not Started	12,500		12,500		
P-4166	25 Victoria Road: Exterior	293,100	-	-	-	293,100	Not Started	11,500		281,600		
P-4230	Oliver Woods Community Centre: Facility Amenities - Sound System	22,400	-	-	-	22,400	Not Started				22,400	
P-4236	Sport Field Amenities: Score Clock Merle Logan	39,700	-	-	-	39,700	Not Started	39,700				
P-4240	Park Ops: Vehicles	44,000	-	-	-	44,000	Not Started	44,000				
P-4245	Chase River Estuary Viewing Platform & Boardwalk	32,500	-	-	-	32,500	Not Started				32,500	
P-4258	Beban Complex: Water Service	51,800	-	-	-	51,800	Not Started			51,800		
P-4264	Pirates Park Stairs Replacement	47,000	-	-	-	47,000	Not Started	47,000				
P-5014	Fluid Section on unit #400	14,000	-	-	-	14,000	Not Started	14,000				
P-5200	Pedestrian Transportation Improvements - Extension Rd: Cowling Pl to Cranberry Ave SW	12,000	-	-	-	12,000	Not Started	12,000				
P-5200	Pedestrian Transportation Improvements - Uplands Dr: Hammond Bay to Dover Rd	40,000	-	-	-	40,000	Not Started	40,000				
P-5201	Cycling Transportation Improvements - Off Bowen Road: Morey Rd to Casper Way - Cycling	172,000	-	-	-	172,000	Not Started			159,913	12,087	
P-5203	Norwell Dr and Departure Bay Rd: Intersection Upgrade - Vehicle	50,000	-	-	-	50,000	Not Started			50,000		
P-5210	SNIC Equip: Front Plow Replacement for unit# 6282	10,000	-	-	-	10,000	Not Started	10,000				
P-5247	DCC SD 57 Wexford Creek Drainage	190,000	-	-	-	190,000	Not Started			190,000		
P-5249	Stewart Ave: Complete Street - Pedestrian/Cycling	59,000	-	-	-	59,000	Not Started	59,000				
P-5267	Bus Shelters: Wakesiah Ave West Side	53,725	-	-	-	53,725	Not Started	53,725				
P-5294	Used Automated Truck 2019	114,880	-	-	-	114,880	Not Started				114,880	
P-6100	Sewer Equip: Launcher Tractor Camera	86,000	-	-	-	86,000	Not Started				86,000	
P-6199	Park Ave Sanitary Sewer: 6th Street to 740 Park - Design	60,000	-	-	-	60,000	Not Started				60,000	
P-6225	Rosehill Lane Sanitary Sewer: 540 Rosehill to Holly - Design	20,000	-	-	-	20,000	Not Started				20,000	
P-6268	Brookwood Pump Station	35,000	-	-	-	35,000	Not Started				35,000	
P-7279	Cinnabar and Lakeside Preassure Reducing Valve - Design	20,000	-	-	-	20,000	Not Started				20,000	
P-7369	Rutherford Road Watermain: Rutherford to Kerry - Design	29,994	-	-	-	29,994	Not Started				29,994	
P-7394	Nottingham & Arrow Way Watermain	65,000	-	-	-	65,000	Not Started			65,000		
P-7451	Trinity Dr Watermain: College to End - Design	15,000	-	-	-	15,000	Not Started				15,000	
P-9252	DCC WS36 Vanderneuk Reservoir	1,000,000	-	-	-	1,000,000	Not Started			850,000	150,000	
P-9269	Lost Lake Reservoir #2 Rehab	75,000	-	-	-	75,000	Not Started				75,000	
P-9271	South Fork Dam Seismic Upgrade	500,000	-	-	-	500,000	Not Started				500,000	
P-9285	WTP: Garage/Storage Shed - Design	25,000	-	-	-	25,000	Not Started				25,000	
TOTAL PROJECTS 'NOT STARTED'		3,617,124	-	-	-	3,617,124		480,925	-	1,660,813	1,439,586	35,800
DELAYED/CANCELLED PROJECTS												
P-2212	PoNC: Parkade: CCTV Cameras	62,000	-	-	-	62,000	On Hold				62,000	
P-2958	VICC Facility Amenities: Security, CCTV Cameras	73,700	-	-	-	73,700	On Hold				73,700	
P-4131	Harewood Centennial Multiuse Court Improvements	10,300	-	-	-	10,300	Cancelled	10,300				
P-4131	Harewood Centennial Multiuse Court - CCTV Cameras	15,400	-	-	-	15,400	On Hold	15,400				
P-4164	Frank Crane Arena: Facility Amenities - CCTV Cameras	6,400	-	-	-	6,400	Cancelled			6,400		
P-4170	NAC Arena: Facility Amenities - CCTV Cameras	32,408	-	-	-	32,408	On Hold				32,408	
P-4171	Beban Pool: Facility Amenities - Security	44,700	-	-	-	44,700	Cancelled	44,700				
P-4209	Beban Social Centre: Facility Amenities - Security	14,000	-	-	-	14,000	On Hold				14,000	
P-4216	Waterfront Walkway - Asia Pacific Yacht Club - Design	50,000	-	-	-	50,000	Delayed			50,000		
P-4216	Waterfront Walkway - Nanaimo Yacht Club - Design	125,000	-	-	-	125,000	Delayed					125,000
P-4216	Waterfront Walkway - Newcastle Marina - Design	35,000	-	-	-	35,000	Delayed					35,000
P-4216	Waterfront Walkway - White Eagle Trail - Design	100,000	-	-	-	100,000	Delayed					100,000

City of Nanaimo

Summary of Capital Results
Six Months Ended June 30, 2019

		2019 CAPITAL BUDGET	2019 YTD ACTUALS	2019 TOTAL COMMITMENTS	2019 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
								General		Statutory Reserve Funds	General	
								Revenue Fund	Grants		Revenue Reserve	Other Sources
P-4255	Beban Complex: Facility Amenities	25,000			-	25,000	On Hold	25,000				
P-4266	Nanaimo Museum: CCTV Cameras	27,200			-	27,200	On Hold	27,200				
P-5014	Air Compressor Replacement of unit # 5002	18,000			-	18,000	Delayed	18,000				
P-5193	DCC SD60 Lady Rose Place Drainage: 230 Lady Rose to Spencer	160,000			-	160,000	Cancelled			160,000		
P-5227	Construction Equipment - Trench Cage	12,000			-	12,000	Delayed	12,000				
					-							
TOTAL PROJECTS 'DELAYED/CANCELLED'		811,108	-	-	-	811,108		152,600	-	216,400	182,108	260,000
PROJECTS OTHER												
P-3104	Property Acquisitions: Unallocated	600,000			-	600,000	No Spending Year to Date				600,000	
P-4045	VIP Program - Unallocated	25,000			-	25,000	No Spending Year to Date	12,500		12,500		
P-5081	DCC Unspecified Road Design	100,000			-	100,000	No Spending Year to Date			100,000		
P-5200	Pedestrian Transportation Improvements Unallocated	300,000			-	300,000	No Spending Year to Date				300,000	
P-5270	DCC Unspecified Drainage Projects	96,926			-	96,926	No Spending Year to Date			96,926		
P-6103	Sanitary Infrastructure - Unallocated	186,504			-	186,504	No Spending Year to Date				186,504	
P-6215	DCC Unspecified Sanitary Sewer Designs	50,896			-	50,896	No Spending Year to Date			50,896		
P-7104	Water Infrastructure - Unallocated	224,000			-	224,000	No Spending Year to Date				224,000	
P-7131	DCC Water Design & Usage	100,000			-	100,000	No Spending Year to Date			100,000		
TOTAL PROJECTS 'OTHER'		1,683,326	-	-	-	1,683,326		12,500	-	360,322	1,310,504	-
TOTAL OTHER CAPITAL PROJECTS		43,381,903	5,860,693	13,741,085	19,601,779	23,780,124		1,241,943	92,560	8,320,091	6,774,290	7,354,292
TOTAL CAPITAL PROJECTS FOR 2019		84,339,731	13,130,152	32,842,456	45,972,608	38,367,123		1,765,830	92,560	16,433,686	12,610,890	7,477,767

DATE OF MEETING September 18, 2019

AUTHORED BY [DAN BAILEY, SENIOR ACCOUNTANT]

SUBJECT **COUNCIL EXPENSES FOR THE SIX MONTHS ENDING
2019-JUN-30**

OVERVIEW

Purpose of Report:

To present the Finance and Audit Committee with a summary of Council expenses for the six months ending 2019-JUN-30.

BACKGROUND

Council member expenses are incurred in accordance with the Council Spending and Amenities Policy 1-0530-05. This policy establishes governance and control parameters regarding expenditures for and by elected officials. |

DISCUSSION

[This report summarizes Council expenses for the six-month period ending 2019-JUN-30.

Summary of Council expenses at 2019-JUN-30:

Name	Budget	YTD Actuals	Budget Variance
Mayor Krog	\$ 12,600.00	\$ 6,278.09	\$ 6,321.91
Councillor Armstrong	11,100.00	3,844.87	7,255.13
Councillor Bonner	11,100.00	6,180.08	4,919.92
Councillor Brown	11,100.00	5,342.91	5,757.09
Councillor Geselbracht	11,100.00	7,121.35	3,978.65
Councillor Hemmens	11,100.00	7,429.85	3,670.15
Councillor Maartman	11,100.00	1,745.60	9,354.40
Councillor Thorpe	11,100.00	6,624.36	4,475.64
Councillor Turley	<u>11,100.00</u>	<u>715.47</u>	<u>10,384.53</u>
Total	<u>\$ 101,400.00</u>	<u>\$ 45,282.58</u>	<u>\$ 56,117.42</u>

Attachment A lists the total year-to-date expenses for each member of Council. This listing gives a detailed summary of the overall expenses of an individual Council member as at 2019-JUN-30 compared to the annual budget for that individual. |

[]

SUMMARY POINTS

- Mayor and Council have spent \$45,282.58 of the \$101,400 annual budget at 2019-JUN-30

ATTACHMENTS

- Attachment A: Detailed Council Expense Summaries []

Submitted by:

Dan Bailey
Senior Accountant []

Concurrence by:

Laura Mercer
Director, Finance []

ATTACHMENT A

STATEMENT OF FINANCIAL INFORMATION EXPENSES AS AT JUNE 30, 2019 LEONARD KROG

	Budget	Q1	Q2	Q3	Q4	YTD 2019	%	2018
Sponsored Events	\$ 1,500.00	\$ 181.58	\$ 284.09	\$ -		\$ 465.67	31%	\$ -
Hospitality	500.00	-	-	-	-	-	0%	-
Conferences/Travel - Other	500.00	227.16	402.84	-	-	630.00	126%	-
LGLA	-	-	-	-	-	-		-
FCM	3,000.00	2,471.01	1,510.24	-	-	3,981.25	133%	-
UBCM	2,500.00	-	-	-	-	-	0%	-
AVICC	1,000.00	413.94	787.23	-	-	1,201.17	120%	-
Legal Fees	3,000.00	-	-	-	-	-	0%	-
Telephone/Internet	600.00	-	-	-	-	-	0%	-
	<u>\$ 12,600.00</u>	<u>\$ 3,293.69</u>	<u>\$ 2,984.40</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,278.09</u>	50%	<u>\$ -</u>

CITY OF NANAIMO
STATEMENT OF FINANCIAL INFORMATION
LEONARD KROG 2019 EXPENSES
as at June 30, 2019

Dates	Purpose	Location	Air fare	Accommodation	Meals	Registration	Other Travel	Other	Total Cost
									\$ -
Jan 9, 2019	Chamber of Commerce Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Feb 13, 2019	Chamber of Commerce Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Feb 9, 2019	Port Theatre Lunar New Year Gala	Nanaimo			\$ 29.33				\$ 29.33
Feb 21, 2019	CHBA-VI Building Industry Forum dinner	Nanaimo			\$ 55.52				\$ 55.52
Mar 3, 2019	EV Central Vancouver Island International Womens Day	Nanaimo			\$ 24.03				\$ 24.03
Apr 27, 2019	CHBA-VI VIBE Awards Gala	Nanaimo			\$ 131.20				\$ 131.20
May 8, 2019	Chamber of Commerce Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Jun 21, 2019	Run for Recovery Event	Nanaimo						\$ 31.92	\$ 31.92
Jun 19, 2019	Leadership Prayer Breakfast	Nanaimo			\$ 36.54				\$ 36.54
Jun 24, 2019	VIU Foundation Ralph Nilson Celebration Gala	Nanaimo			\$ 48.08				\$ 48.08
Apr 2, 2019 - Apr 4, 2019	2019 Symposium on Water Stewardship	Parksville				\$ 227.16			\$ 227.16
May 30, 2019 - Jun 2, 2019	FCM Conference	Quebec City	\$ 1,020.29	\$ 1,455.79		\$ 988.34	\$ 516.83		\$ 3,981.25
Apr 12, 2019 - Apr 14, 2019	AVICC Conference	Powell River		\$ 444.52		\$ 413.94	\$ 342.71		\$ 1,201.17
Oct 23, 2019 - Oct 24, 2019	VI Economic Alliance Summit	Nanaimo				\$ 402.84			\$ 402.84
									\$ -
			\$ 1,020.29	\$ 1,900.31	\$ 433.75	\$ 2,032.28	\$ 859.54	\$ 31.92	\$ 6,278.09

STATEMENT OF FINANCIAL INFORMATION
EXPENSES AS AT JUNE 30, 2019
SHERYL ARMSTRONG

	Budget	Q1	Q2	Q3	Q4	YTD 2019	%	2018
Sponsored Events	\$ 250.00	-	\$ 48.08	\$ -	\$ -	\$ 48.08	19%	\$ 278.79
Hospitality	-	-	-	-	-	-	0%	-
LGLA	-	353.37	-	-	-	353.37		1,039.12
Conferences/Travel - Other	750.00		-	-	-	-	47%	352.36
FCM	3,000.00	2,450.02	993.40	-	-	3,443.42	115%	-
UBCM	2,500.00	-	-	-	-	-	0%	1,958.82
AVICC	1,000.00	-	-	-	-	-	0%	936.47
Legal Fees	3,000.00	-	-	-	-	-	0%	4,455.94
Telephone/Internet/Etc	600.00	-	-	-	-	-	0%	-
	<u>\$ 11,100.00</u>	<u>\$ 2,803.39</u>	<u>\$ 1,041.48</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,844.87</u>	35%	<u>\$ 9,021.50</u>

CITY OF NANAIMO
STATEMENT OF FINANCIAL INFORMATION
SHERYL ARMSTRONG 2019 EXPENSES
as at June 30, 2019

Dates	Purpose	Location	Air Fare	Accommodation	Meals	Registration	Other Travel	Other	Total Cost
Jun 24, 2019	VIU Foundation Ralph Nilson Celebration Gala	Nanaimo			\$ 48.08				\$ 48.08
Feb 12, 2019 - Feb 14, 2019	LGLA Elected Officials Seminar	Parksville				\$ 353.37			\$ 353.37
May 30, 2019 - Jun 2, 2019	FCM Conference	Quebec City	\$ 999.30	\$ 1,455.78		\$ 988.34			\$ 3,443.42
			\$ 999.30	\$ 1,455.78	\$ 48.08	\$ 1,341.71	\$ -	\$ -	\$ 3,844.87

STATEMENT OF FINANCIAL INFORMATION
EXPENSES AS AT JUNE 30, 2019
DON BONNER

	Budget	Q1	Q2	Q3	Q4	YTD 2019	%	2018
Sponsored Events	\$ 250.00	\$ 154.85	\$ 149.82	\$ -	\$ -	\$ 304.67	122%	\$ 186.98
Hospitality	-	-	-	-	-	-	0%	-
LGLA	-	353.37	-	-	-	353.37		-
Conferences/Travel - Other	750.00	227.16	607.59	-	-	834.75	158%	-
FCM	3,000.00	2,494.48	1,277.06	-	-	3,771.54	126%	-
UBCM	2,500.00	-	-	-	-	-	0%	-
AVICC	1,000.00	393.75	522.00	-	-	915.75	92%	-
Legal Fees	3,000.00	-	-	-	-	-	0%	-
Telephone/Internet/Etc	\$ 600.00	-	-	-	-	-	0%	-
	<u>\$ 11,100.00</u>	<u>\$ 3,623.61</u>	<u>\$ 2,556.47</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,180.08</u>	56%	<u>\$ 186.98</u>

CITY OF NANAIMO
STATEMENT OF FINANCIAL INFORMATION
DON BONNER 2019 EXPENSES
as at June 30, 2019

Dates	Purpose	Location	Air fare	Accommodation	Meals	Registration	Other Travel	Other	Total Cost
Jan 9, 2019	Chamber of Commerce Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Feb 9, 2019	Port Theatre Lunar New Year Gala	Nanaimo			\$ 29.32				\$ 29.32
Feb 21, 2019	Attendance at CHBA-VI Building Industry Forum dinner	Nanaimo			\$ 55.53				\$ 55.53
Mar 8, 2019	Zonta Nanaimo International Women's Day Luncheon	Nanaimo			\$ 33.65				\$ 33.65
Mar 23, 2019	Medical Cannabis Conference	Nanaimo				\$ 24.04			\$ 24.04
Mar 30, 2019	Nanaimo African Heritage Society Gala	Nanaimo				\$ 28.85			\$ 28.85
May 23, 2019	Indigenous Resource Opportunities Conference	Nanaimo				\$ 200.91			\$ 200.91
May 8, 2019	Chamber of Commerce Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Jun 19, 2019	Leadership Prayer Breakfast	Nanaimo			\$ 36.54				\$ 36.54
Jun 24, 2019	VIU Foundation Ralph Nilson Celebration Gala	Nanaimo			\$ 48.08				\$ 48.08
Apr 2, 2019 - Apr 4, 2019	2019 Symposium on Water Stewardship	Parksville				\$ 227.16			\$ 227.16
Feb 12, 2019 - Feb 14, 2019	LGLA Elected Officials Seminar	Parksville				\$ 353.37			\$ 353.37
May 30, 2019 - Jun 2, 2019	FCM Conference	Quebec City	\$ 1,043.75	\$ 1,455.80		\$ 988.34	\$ 283.65		\$ 3,771.54
Apr 12, 2019 - Apr 14, 2019	AVICC Conference	Powell River		\$ 444.52		\$ 393.75	\$ 77.48		\$ 915.75
Oct 23, 2019 - Oct 24, 2019	VI Economic Alliance Summit	Nanaimo				\$ 382.64			\$ 382.64
									\$ -
			\$ 1,043.75	\$ 1,900.32	\$ 275.82	\$ 2,216.42	\$ 361.13	\$ -	\$ 6,180.08

STATEMENT OF FINANCIAL INFORMATION
EXPENSES AS AT JUNE 30, 2019
TYLER BROWN

	Budget	Q1	Q2	Q3	Q4	YTD 2019	%	2018
Sponsored Events	\$ 250.00	\$ 24.04	\$ 48.08	\$ -	\$ -	\$ 72.12	29%	\$ 15.00
Hospitality	-	-	-	-	-	-	0%	-
LGLA	-	-	-	-	-	-		-
Conferences/Travel - Other	750.00	-	598.02	-	-	598.02	80%	-
FCM	3,000.00	2,580.72	1,325.13	-	-	3,905.85	130%	-
UBCM	2,500.00	-	-	-	-	-	0%	-
AVICC	1,000.00	363.46	403.46	-	-	766.92	77%	-
Legal Fees	3,000.00	-	-	-	-	-	0%	-
Telephone/Internet/Etc	\$ 600.00	-	-	-	-	-	0%	-
	<u>\$ 11,100.00</u>	<u>\$ 2,968.22</u>	<u>\$ 2,374.69</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,342.91</u>	48%	<u>\$ 15.00</u>

CITY OF NANAIMO
STATEMENT OF FINANCIAL INFORMATION
TYLER BROWN 2019 EXPENSES
as at June 30, 2019

Dates	Purpose	Location	Air fare	Accommodation	Meals	Registration	Other Travel	Other	Total Cost
									\$ -
Mar 3, 2019	EV Central Vancouver Island International Womens Day	Nanaimo			\$ 24.04				\$ 24.04
Jun 17, 2019	BC Active Transportation Summit	New Westminster	\$ 215.38						\$ 215.38
Jun 24, 2019	VIU Foundation Ralph Nilson Celebration Gala	Nanaimo			\$ 48.08				\$ 48.08
May 30, 2019 - Jun 2, 2019	FCM Conference	Quebec City	\$ 1,129.99	\$ 1,455.79		988.34	\$ 331.73		\$ 3,905.85
Apr 12, 2019 - Apr 14, 2019	AVICC Conference	Powell River		\$ 148.17		\$ 363.46	\$ 255.29		\$ 766.92
Oct 23, 2019 - Oct 24, 2019	VI Economic Alliance Summit	Nanaimo				\$ 382.64			\$ 382.64
									\$ -
			\$ 1,345.37	\$ 1,603.96	\$ 72.12	\$ 1,734.44	\$ 587.02	\$ -	\$ 5,342.91

STATEMENT OF FINANCIAL INFORMATION
EXPENSES AS AT JUNE 30, 2019
BEN GESELBRACHT

	Budget	Q1	Q2	Q3	Q4	YTD 2019	%	2018
Sponsored Events	\$ 250.00	\$ 104.81	\$ 48.08	\$ -	\$ -	\$ 152.89	61%	\$ 81.35
Hospitality	-	-	-	-	-	-	0%	-
LGLA	-	353.37	-	-	-	353.37		-
Conferences/Travel - Other	750.00	227.16	382.64	-	-	609.80	128%	-
FCM	3,000.00	2,488.86	1,447.87	-	-	3,936.73	131%	-
UBCM	2,500.00	-	-	-	-	-	0%	-
AVICC	1,000.00	363.46	613.70	-	-	977.16	98%	-
Legal Fees	3,000.00	-	-	-	-	-	0%	-
Telephone/Internet/Etc	\$ 600.00	1,091.40	-	-	-	1,091.40	182%	-
	<u>\$ 11,100.00</u>	<u>\$ 4,629.06</u>	<u>\$ 2,492.29</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,121.35</u>	64%	<u>\$ 81.35</u>

CITY OF NANAIMO
STATEMENT OF FINANCIAL INFORMATION
BEN GESELBRACHT 2019 EXPENSES
as at June 30, 2019

Dates	Purpose	Location	Air fare	Accommodation	Meals	Registration	Other Travel	Other	Total Cost
Jan 29, 2019	VI Economic Alliance Foreign Trade Zone Seminar	Nanaimo			\$ 25.24				\$ 25.24
Feb 21, 2019	Attendance at CHBA-VI Building Industry Forum & Dinner	Nanaimo			\$ 55.53				\$ 55.53
Mar 3, 2019	EV Central Vancouver Island International Womens Day	Nanaimo			\$ 24.04				\$ 24.04
Jun 24, 2019	VIU Foundation Ralph Nilson Celebration Gala	Nanaimo			\$ 48.08				\$ 48.08
Jan 1, 2019 - Dec 31, 2019	Reimbursement for Internet Fee	Nanaimo						\$ 1,091.40	\$ 1,091.40
Apr 2, 2019 - Apr 4, 2019	2019 Symposium on Water Stewardship	Parksville				\$ 227.16			\$ 227.16
Feb 12, 2019 - Feb 14, 2019	LGLA Elected Officials Seminar	Parksville				\$ 353.37			\$ 353.37
May 30, 2019 - Jun 2, 2019	FCM Conference	Quebec City	\$ 1,038.13	\$ 1,455.79		\$ 988.34	\$ 454.47		\$ 3,936.73
Apr 12, 2019 - Apr 14, 2019	AVICC Conference	Powell River		\$ 444.52		\$ 363.46	\$ 169.18		\$ 977.16
Oct 23, 2019 - Oct 24, 2019	VI Economic Alliance Summit	Nanaimo				\$ 382.64			\$ 382.64
									\$ -
			\$ 1,038.13	\$ 1,900.31	\$ 152.89	\$ 2,314.97	\$ 623.65	\$ 1,091.40	\$ 7,121.35

STATEMENT OF FINANCIAL INFORMATION
EXPENSES AS AT JUNE 30, 2019
ERIN HEMMENS

	Budget	Q1	Q2	Q3	Q4	YTD 2019	%	2018
Sponsored Events	\$ 250.00	\$ 94.04	\$ 152.89	\$ -		\$ 246.93	99%	\$ 99.42
Hospitality	-	-	-	-	-	-	0%	-
LGLA	-	427.37	-	-	-	427.37		-
Conferences/Travel - Other	750.00		382.64	-	-	382.64	108%	-
FCM	3,000.00	2,580.71	1,459.32	-	-	4,040.03	135%	-
UBCM	2,500.00	-	-	-	-	-	0%	-
AVICC	1,000.00	363.46	557.02	-	-	920.48	92%	-
Legal Fees	3,000.00	-	-	-	-	-	0%	-
Telephone/Internet/Etc	\$ 600.00	1,412.40	-	-	-	1,412.40	235%	-
	<u>\$ 11,100.00</u>	<u>\$ 4,877.98</u>	<u>\$ 2,551.87</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,429.85</u>	67%	<u>\$ 99.42</u>

CITY OF NANAIMO
STATEMENT OF FINANCIAL INFORMATION
ERIN HEMMENS 2019 EXPENSES
as at June 30, 2019

Dates	Purpose	Location	Air fare	Accommodation	Meals	Registration	Other Travel	Other	Total Cost
Mar 13, 2019	Chamber of Commerce Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Mar 3, 2019	EV Central Vancouver Island International Womens Day	Nanaimo			\$ 24.04				\$ 24.04
Mar 8, 2019	Zonta Nanaimo International Women's Day Luncheon	Nanaimo			\$ 33.65				\$ 33.65
May 8, 2019	Chamber of Commerce Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Jun 21, 2019	Run for Recovery Event	Nanaimo				\$ 31.92			\$ 31.92
Jun 19, 2019	Leadership Prayer Breakfast	Nanaimo			\$ 36.54				\$ 36.54
Jun 24, 2019	VIU Foundation Ralph Nilson Celebration Gala	Nanaimo			\$ 48.08				\$ 48.08
Jan 1, 2019 - Dec 31, 2019	Reimbursement for Internet Fee	Nanaimo						\$ 1,412.40	\$ 1,412.40
Feb 12, 2019 - Feb 14, 2019	LGLA Elected Officials Seminar	Parksville				\$ 353.37	\$ 74.00		\$ 427.37
May 30, 2019 - Jun 2, 2019	FCM Conference	Quebec City	\$ 1,129.99	\$ 1,455.78		\$ 988.34	\$ 465.92		\$ 4,040.03
Apr 12, 2019 - Apr 14, 2019	AVICC Conference	Powell River		\$ 444.52		\$ 363.46	\$ 112.50		\$ 920.48
Oct 23, 2019 - Oct 24, 2019	VI Economic Alliance Summit	Nanaimo				\$ 382.64			\$ 382.64
									\$ -
			\$ 1,129.99	\$ 1,900.30	\$ 215.01	\$ 2,119.73	\$ 652.42	\$ 1,412.40	\$ 7,429.85

STATEMENT OF FINANCIAL INFORMATION
EXPENSES AS AT JUNE 30, 2019
ZENI MAARTMAN

	Budget	Q1	Q2	Q3	Q4	YTD 2019	%	2018
Sponsored Events	\$ 250.00	\$ 269.34	\$ 128.18	\$ -	\$ -	\$ 397.52	159%	\$ 63.07
Hospitality	-	-	-	-	-	-	0%	-
LGLA	-	-	-	-	-	-		-
Conferences/Travel - Other	750.00	-	382.64	-	-	382.64	51%	-
FCM	3,000.00	-	-	-	-	-	0%	-
UBCM	2,500.00	-	-	-	-	-	0%	-
AVICC	1,000.00	-	-	-	-	-	0%	-
Legal Fees	3,000.00	-	-	-	-	-	0%	-
Telephone/Internet/Etc	\$ 600.00	965.44	-	-	-	965.44	161%	-
	<u>\$ 11,100.00</u>	<u>\$ 1,234.78</u>	<u>\$ 510.82</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,745.60</u>	16%	<u>\$ 63.07</u>

CITY OF NANAIMO
STATEMENT OF FINANCIAL INFORMATION
ZENI MAARTMAN 2019 EXPENSES
as at June 30, 2019

Dates	Purpose	Location	Air fare	Accommodation	Meals	Registration	Other Travel	Other	Total Cost
Jan 9, 2019	Chamber of Commerce Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Jan 29, 2019	VI Economic Alliance Foreign Trade Zone Seminar	Nanaimo			\$ 25.24				\$ 25.24
Feb 9, 2019	Port Theatre Lunar New Year Gala	Nanaimo			\$ 29.33				\$ 29.33
Feb 21, 2019	Attendance at CHBA-VI Building Industry Forum & Dinner	Nanaimo			\$ 55.53				\$ 55.53
Feb 22, 2019	Nanaimo Sport Achievement Awards	Nanaimo						\$ 62.50	\$ 62.50
Mar 13, 2019	Chamber of Commerce Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Mar 3, 2019	EV Central Vancouver Island International Womens Day	Nanaimo			\$ 24.04				\$ 24.04
Mar 30, 2019	Nanaimo African Heritage Society Gala	Nanaimo			\$ 28.85				\$ 28.85
Apr 11, 2019	Nanaimo Annual Business Awards	Nanaimo						\$ 26.44	\$ 26.44
May 8, 2019	Chamber of Commerce Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Jun 19, 2019	Leadership Prayer Breakfast	Nanaimo			\$ 36.54				\$ 36.54
Jan 1, 2019 - Dec 31, 2019	Reimbursement for Internet Fee	Nanaimo						\$ 965.44	\$ 965.44
Oct 23, 2019 - Oct 24, 2019	VI Economic Alliance Summit	Nanaimo				\$ 382.64			\$ 382.64
									\$ -
			\$ -	\$ -	\$ 308.58	\$ 382.64	\$ -	\$ 1,054.38	\$ 1,745.60

STATEMENT OF FINANCIAL INFORMATION
EXPENSES AS AT JUNE 30, 2019
IAN THORPE

	Budget	Q1	Q2	Q3	Q4	YTD 2019	%	2018
Sponsored Events	\$ 250.00	\$ 132.50	\$ 120.97	-	-	\$ 253.47	101%	\$ 372.58
Hospitality	-	-	-	-	-	-	0%	-
LGLA	-	416.62	-	-	-	416.62		925.34
Conferences/Travel - Other	750.00		382.64	-	-	382.64	107%	407.89
FCM	3,000.00	2,091.03	1,333.41	-	-	3,424.44	114%	3,471.92
UBCM	2,500.00	-	-	-	-	-	0%	1,770.40
AVICC	1,000.00	413.94	770.25	-	-	1,184.19	118%	1,038.42
Legal Fees	3,000.00	-	-	-	-	-	0%	-
Telephone/Internet/Etc	\$ 600.00	963.00	-	-	-	963.00	161%	558.54
	<u>\$ 11,100.00</u>	<u>\$ 4,017.09</u>	<u>\$ 2,607.27</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,624.36</u>	60%	<u>\$ 8,545.09</u>

CITY OF NANAIMO
STATEMENT OF FINANCIAL INFORMATION
IAN THORPE 2019 EXPENSES
as at June 30, 2019

Dates	Purpose	Location	Air Fare	Accommodation	Meals	Registration	Other Travel	Other	Total Cost
Feb 22, 2019	Nanaimo Sport Achievement Awards	Nanaimo						\$ 62.50	\$ 62.50
Mar 8, 2019	Zonta Nanaimo International Women's Day Luncheon	Nanaimo			\$ 33.65				\$ 33.65
Mar 13, 2019	Chamber of Commerce Luncheon	Nanaimo			\$ 36.35				\$ 36.35
May 8, 2019	Chamber of Commerce Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Jun 19, 2019	Leadership Prayer Breakfast	Nanaimo			\$ 36.54				\$ 36.54
Jun 24, 2019	VIU Foundation Ralph Nilson Celebration Gala	Nanaimo			\$ 48.08				\$ 48.08
Jan 1, 2019 - Dec 31, 2019	Reimbursement for Internet Fee	Nanaimo						\$ 963.00	\$ 963.00
Feb 12, 2019 - Feb 14, 2019	LGLA Elected Officials Seminar Mileage	Parksville				\$ 353.37	\$ 63.25		\$ 416.62
Apr 12, 2019 - Apr 14, 2019	AVICC Conference	Powell River		\$ 444.52		\$ 413.94	\$ 325.73		\$ 1,184.19
May 30, 2019 - Jun 2, 2019	FCM Conference	Quebec City	\$ 1,102.69	\$ 865.04		\$ 988.34	\$ 468.37		\$ 3,424.44
Oct 23, 2019 - Oct 24, 2019	VI Economic Alliance Summit	Nanaimo				\$ 382.64			\$ 382.64
			\$ 1,102.69	\$ 1,309.56	\$ 190.97	\$ 2,138.29	\$ 857.35	\$ 1,025.50	\$ 6,624.36

STATEMENT OF FINANCIAL INFORMATION
EXPENSES AS AT JUNE 30, 2019
JIM TURLEY

	Budget	Q1	Q2	Q3	Q4	YTD 2019	%	2018
Sponsored Events	\$ 250.00	\$ 143.27	\$ 48.08	\$ -	\$ -	\$ 191.35	77%	\$ 87.54
Hospitality	-	-	-	-	-	-	0%	-
LGLA	-	-	-	-	-	-		-
Conferences/Travel - Other	750.00	-	-	-	-	-	0%	-
FCM	3,000.00	-	-	-	-	-	0%	-
UBCM	2,500.00	-	-	-	-	-	0%	-
AVICC	1,000.00	300.00	224.12	-	-	524.12	52%	-
Legal Fees	3,000.00	-	-	-	-	-	0%	-
Telephone/Internet/Etc	\$ 600.00	-	-	-	-	-	0%	-
	<u>\$ 11,100.00</u>	<u>\$ 443.27</u>	<u>\$ 272.20</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 715.47</u>	6%	<u>\$ 87.54</u>

CITY OF NANAIMO
STATEMENT OF FINANCIAL INFORMATION
JIM TURLEY 2019 EXPENSES
as at June 30, 2019

Dates	Purpose	Location	Air fare	Accommodation	Meals	Registration	Other Travel	Other	Total Cost
									\$ -
Jan 29, 2019	VI Economic Alliance Foreign Trade Zone Seminar	Nanaimo			\$ 25.24				\$ 25.24
Feb 21, 2019	Attendance at CHBA-VI Building Industry Forum & Dinner	Nanaimo			\$ 55.53				\$ 55.53
Feb 22, 2019	Nanaimo Sport Achievement Awards	Nanaimo			\$ 62.50				\$ 62.50
Jun 24, 2019	VIU Foundation Ralph Nilson Celebration Gala	Nanaimo			\$ 48.08				\$ 48.08
Apr 12, 2019 - Apr 14, 2019	AVICC Conference	Powell River				\$ 300.00	\$ 224.12		\$ 524.12
									\$ -
			\$ -	\$ -	\$ 191.35	\$ 300.00	\$ 224.12	\$ -	\$ 715.47

DATE OF MEETING SEPTEMBER 18, 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 information in compliance with the City's Procurement Policy (03-1200-01) regarding single and sole source purchases, awards in excess of \$250K and policy non-compliance.

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 Attachment A, Attachment B, and Attachment C 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 fourteen (14) Sole Source and Single Source Purchases >\$25,000<=\$250,000 subject to Procurement Policy (03-1200-01) reporting for a total amount of \$9,834.48 (USD) and \$566,597.37 (CAD) including PST for the period ending 2019-JUN-30.
- The City undertook eleven (11) Instances of Purchases >\$250,000.00 subject to Procurement Policy (03-1200-01) reporting for a total amount of \$15,097,038.34 for the period ending 2019-JUN-30.
- The City undertook one (1) Instance of Non-Compliant >\$25,000<=\$250,000 purchases subject to Procurement Policy (03-1200-01) reporting for a total amount of \$95,391.00 for the period ending 2019-JUN-30.

ATTACHMENTS

- Attachment A: Q2 2019 – Sole Source and Single Source Purchases >\$25,000<=\$250,000
- Attachment B: Q2 2019 – Purchases : >\$250,000
- Attachment C: Q2 2019 – Non-Compliant: >\$25,000<=\$250,000

Submitted by:

Jane Rushton
Manager, Purchasing and Stores

Concurrence by:

Laura Mercer
Director, Finance

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Reason/Comment
2425	Information Technology	Cherwell Software	Continuation of the city's Helpdesk Software solution	\$9,834.48 USD	One with which staff have specialized training and/or expertise. Accumulated spend exceeds \$25k
2410	Construction	Computrol Security Systems Ltd	Annual Subscription	\$32,100.00	Where there is an absence of competition and no acceptable alternative or substitute exists
2439	Parks & Recreation	Johnson Controls	Port Theatre Digital Control System Upgrade	\$26,939.00	To ensure compatibility with existing equipment, facilities
2210	Engineering & Public Works	Lafarge Canada Inc (dba Hub City Paving)	Mountainview Crescent and Timberview Drive road repaving	\$78,097.15	Where there is an absence of competition and no acceptable alternative or substitute exists
1113	Legislative Services	Nanaimo Community Archives	Archiving record services and assisting the public in finding records and research for 2019	\$56,574.00	One with which staff have specialized training and/or expertise. Accumulated spend exceeds \$25k
2412	Real Estate	Neilson Strategies Inc	Terms of reference development for the Economic Development Model	\$28,500.00	One with which staff have specialized training and/or expertise
2346	Roads & Traffic	RGH Pacific Emergency Services	Purchase of the only Siren Pre-Emption System as allowable under the City's Approved Products List	\$11,365.65	To ensure compatibility with the existing equipment, or to maintain specialized products by the manufacturer. Accumulated spend exceeds \$25k

2435	Public Works, Utility Department	Simark Controls Ltd	ClearSCADA annual Service and Support	\$7,293.12	To maintain the specialized product through the one authorized reseller. Accumulated spend exceeds \$25k
2408	Community Planning	Tanis Dagert	Facilitation for Nanaimo Community Action Team	\$30,000.00	One with which staff have specialized training and/or extensive experience
2402	Parks & Recreation	Team Aquatic Supplies	Score Clock	\$24,326.45	To ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative
2389	Traffic/Transportation Group	TransTech Data Services	Provide Intersection Turning Movement Counts at 19 locations on a single day	\$11,980.00	One with which staff have specialized training and/or expertise. Accumulated spend exceeds \$25k
2268	Engineering and Public Works – Water Resources Section	Knappett Industries (2006) Ltd	Decommissioning and removal of the Water Process Centre located at 2209 Bramley Road	\$142,875.00	The originally issued Request for Tender resulted in no bids received. Single source fee proposals were sought and negotiated so that the work could be completed.
2268	Engineering and Public Works – Water Resources Section	Milner Group Ventures Inc	Decommissioning and removal of the Water Process Centre located at 2209 Bramley Road	\$66,965.00	The originally issued Request for Tender resulted in no bids received. Single source fee proposals were sought and negotiated so

					that the work could be completed.
2430	Engineering Services	Newcastle Engineering Ltd	Preliminary Design of Sanitary Sewer Upgrade Tweedsmuir Cres/Turner Rd/Hammond Bay Rd	\$49,582.00	One with which staff have specialized training and/or extensive experience. 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
2334	Construction Department	CMF Construction Ltd	Bastion Bridge Seismic Retrofit	\$1,498,683.42	Five Tender Submissions Received
2374	Construction Department	Copcan Civil Ltd	Lambert Avenue Utility Replacements and Road Rehab	\$1,757,367.00	Four Tender Submissions Received
2345	Construction Department	Hazelwood Construction Services Inc	Jingle Pot Road and Westwood Lake Road Intersection	\$1,247,460.57	Five Tender Submissions Received
2338	Construction Department	0848631 BC Ltd dba Ecklundson Construction Group	Supply and Install Towers Pump Station	\$846,932.90	Seven Tender Submissions Received
2326	Construction Department	Knappett Industries (2006) Ltd	Emergency Water Supply Pump Station	\$3,654,974.40	Five Tender Submissions Received
2388	Construction Department	Milner Group Ventures Inc	Boxwood Connector Ground Improvement	\$2,753,719.93	Eight Tender Submissions Received
2393	Engineering Services	Knappett Industries (2006) Ltd	Uplands Area Utility Upgrade	\$1,085,000.00	Four Tender Submissions Received
2335	Finance Department	Municipal Insurance Association of BC Civic Risk Insurance Solutions Inc	General Insurance	\$451,666.00	Four Tender Submissions Received
2248	Fire Department	Commercial Emergency Equipment Corp	Fire Aerial Apparatus	\$1,176,732.50	Six Tender Submissions Received
2026	Water Resources	Koers & Associates Engineering	Continuation of engineering services for the emergency Water Pump Station	\$335,055.50	Where there is demonstrated value to continue consultant services into the next project phase. All services were contemplated in the RFP
1797	Information Technology	Microsoft Canada	Three Year Enterprise agreement	\$289,446.12	Maintain specialized product

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Reason/Comment
2064	Engineering Services	Parsons Inc	Wellcox Yard and Assembly Wharf Interim Access Road Detailed Design	\$95,391.00	Scope of the project grew beyond the initial award; was not feasible to change consultants mid-project.

DATE OF MEETING September 18, 2019

AUTHORED BY DAN BAILEY, SENIOR ACCOUNTANT

SUBJECT OPERATING RESULTS FOR THE SIX MONTHS ENDING 2019-JUN-30

OVERVIEW

Purpose of Report:

To present the Finance and Audit Committee with a summary of the operating results for the six months ending 2019-JUN-30.

DISCUSSION

The intent of this report is to provide the Finance and Audit Committee with a summary of the City's financial operating results for the six months ending 2019-JUN-30 as compared to the 2019 Financial Plan.

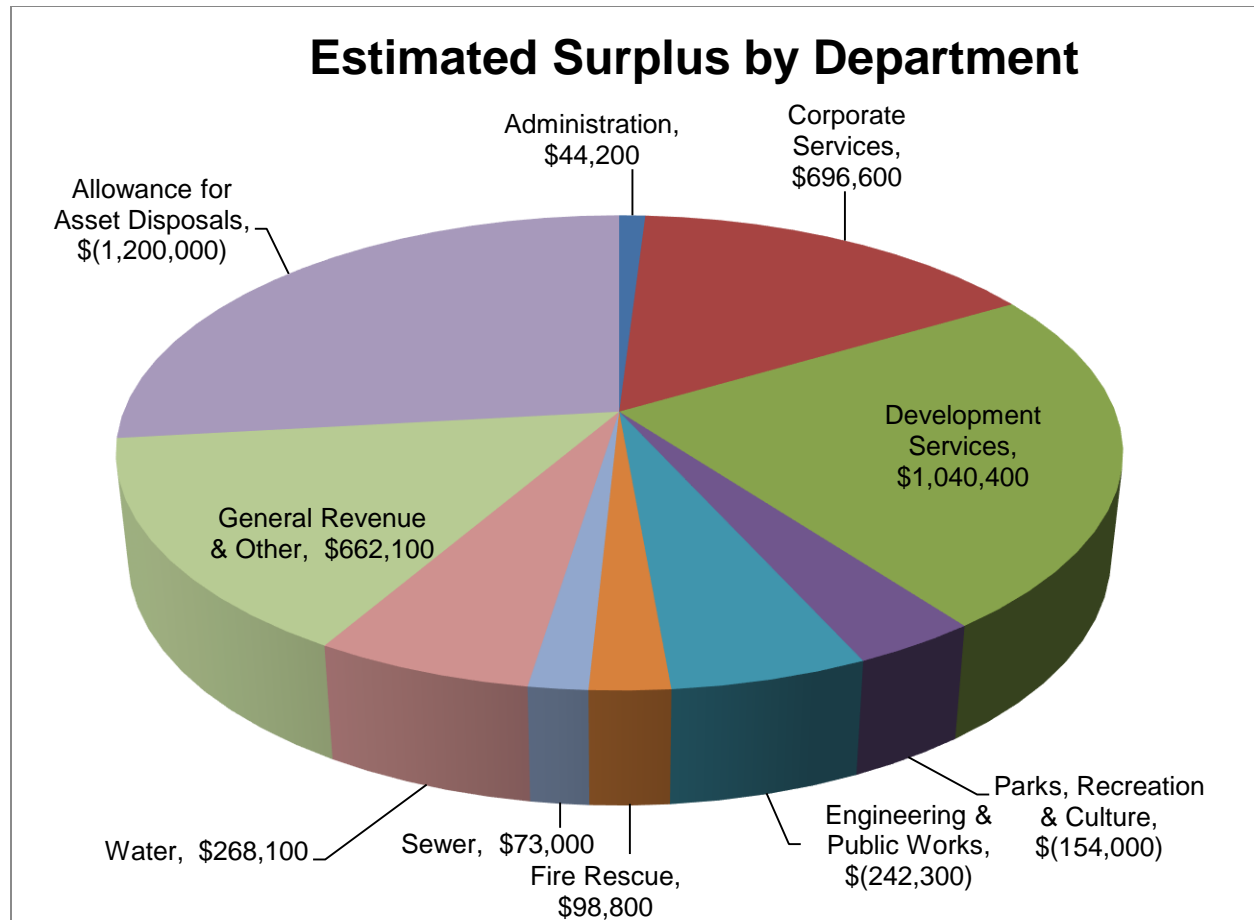
Managers from all departments review monthly financial reports in order to identify budget variances as they occur, and to ensure that immediate action is taken to address any potential deficits.

Summary of Operating Position at 2019-JUN-30

<i>Operating Fund</i>	<i>Revenues</i>	<i>Expenditures</i>	<i>Surplus(Deficit) at June, 2019</i>	<i>Surplus(Deficit) Projected at Dec 31, 2019</i>
General	\$ 134,372,078	\$ 71,791,768	\$ 62,580,310	\$ 2,145,800
Sewer	13,461,659	14,880,802	(1,419,143)	73,000
Water	12,034,034	14,561,982	(2,527,948)	268,100
Total Surplus	<u>\$ 159,867,771</u>	<u>\$ 101,234,553</u>	<u>\$ 58,633,219</u>	2,486,900
Less:	Reserves required to fund disposals of capital assets and any associated gains or losses			<u>1,200,000</u>
Net Surplus				<u><u>\$ 1,286,900</u></u>

The projected net operating surplus for the year is \$2,486,900. However, each year, the surplus must be used to fund any disposals of tangible capital assets during the year, along with any gains or losses associated with the asset disposals. During the last five years, the average amount of these adjustments has been around \$1,200,000.

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



Assuming an even distribution of revenues and expenditures throughout the year, the current financial performance benchmark would be approximately 50% versus budget. Where significant variances over \$100,000 have been identified, Staff have provided comments in the departmental sections listed in Attachment A.

The summary of operating results by department is documented at a more detailed level in Attachment B. This report lists the total year-to-date revenue and expenditures for the functions within each department. This listing illustrates, at a glance, the overall status of an individual service as at June 30 compared to the overall budget for that service for the entire year. The variance column displays the surplus or deficit for the year for each department. Positive values increase surplus, while negative amounts (displayed in parentheses) decrease surplus.

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

SUMMARY POINTS

- The overall projected operating surplus for the 2019 fiscal year is \$2,486,900, which is broken down between the general operating fund at \$2,145,800, the sewer operating fund at \$73,000 and the water operating fund at \$268,100.
- A reserve of \$1,200,000 is required to fund any disposals of tangible capital assets and any associated gains or losses on disposal, resulting in a projected net surplus of \$1,286,900.
- On a monthly basis, department managers review financial reports to identify and address budget variances as they occur.

ATTACHMENTS

- Attachment A: Variance Analysis of the Operating Results for the Six Months Ending 2019-JUN-30 and Projections for the Year Ending 2019-DEC-31.
- Attachment B: Summary of the Operating Results for the Six Months Ending 2019-JUN-30.

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ATTACHMENT A
Variance Analysis of the Operating Results
for the Six Months Ending 2019-JUN-30 & Projections for the Year Ending 2019-DEC-31

On a monthly basis, each City department monitors its actual financial results as compared to the Financial Plan. The following section provides a summary of the projected surplus (deficit) by department for 2019, and also includes an explanation for significant variances over \$100,000.

City Administration

The City Administration division shows year-to-date total revenues at 86% and expenditures at 43%. Based on the analysis of these accounts, at 2019-JUN-30, a net surplus of \$44,200 is projected made up of small surpluses and deficits in the various departments with no specific variances over \$100,000.

Corporate Services

The Corporate Services division shows year-to-date total revenues at 51% and expenditures at 48%. Based on the analysis of these accounts, at 2019-JUN-30, a net surplus of \$696,600 is projected. The majority of the surplus is outlined below:

- Financial services and purchasing - \$379,600 – The elimination of the Deputy Director position and vacancies in the Manager of Accounting Services and other positions offset by the addition of a Financial Analyst and a Buyer position account for approximately \$323,500 of the projected surplus.
- RCMP and Police Services – \$312,500 – A one-time \$205,600 rebate for the 2018/19 final reconciliation of costs has been received from the RCMP which is a major contributor to the surplus. As well, the Support Services manager position and other vacancies account for approximately \$200,600 of the projected surplus, which is partially offset by additional costs across multiple sections, including \$55,000 for snow and ice clearing.

Development Services

The Development Services division shows year-to-date total revenues at 83% and expenditures at 41%. Based on the analysis of these accounts, at 2019-JUN-30, a net surplus of \$1,040,400 is projected. Areas with variances exceeding \$100,000 are outlined below:

- Building Inspections – \$837,500 – The volume of building inspections has exceeded expectations in the first two quarters of 2019 and is projected to exceed budget by \$870,000 for the year. Additionally there are wage savings for a vacant position.
- Business Licenses – \$100,700 – The volume of business licenses issued has also exceeded expectations in the first two quarters and this trend is anticipated to continue throughout the year, resulting in a projected surplus.

Parks and Recreation

The Parks and Recreation division shows year-to-date total revenues at 45% and expenditures at 46%. Based on the analysis of these accounts, at 2019-JUN-30 there is a projected year end deficit of \$154,000.

There is no single service area with a variance exceeding \$100,000; the total is the result of multiple smaller variances across the department's services. Overall the deficit can be attributed to additional costs for vandalism repairs and snow and ice removal which has been offset by costs savings resulting from position vacancies.

Engineering and Public Works

The Engineering and Public Works division shows year-to-date total revenues at 51% and expenditures at 47%. Based on the analysis of these accounts, at 2019-JUN-30, a net deficit of \$242,300 is projected. Areas with variances exceeding \$100,000 are outlined below:

- Engineering Services – \$166,700 – The projected surplus is due largely to three position vacancies expected to be filled by September.
- Transportation – (\$406,700 deficit) – The higher than anticipated snow event earlier in the year resulted in significantly higher snow clearing costs in both wages and contracted services.

Fire Rescue

The Fire Rescue division shows year-to-date total revenues at 89% and expenditures at 48%.

Based on the analysis of these accounts, at 2019-JUN-30, there is a projected year end surplus of \$98,800 made up of multiple small variances across the Fire Services Department sections.

Utilities

The Utilities departments show year-to-date total revenues at 63% and expenditures at 73%. Based on the analysis of these accounts, at 2019-JUN-30 there is a projected year end surplus of \$73,000 in the sewer fund and \$268,100 in the water fund. The key variances over \$100,000 from budget are:

- Water – \$268,100 – There is \$115,000 of water contingency funds that are not anticipated to be required. Water main flushing work is lower than planned (\$66,000 savings) and various cost savings including a vacant water tech position make up the remaining balance.

Other (VICC, Economic Development, and Corporate Facilities)

The Other category shows year-to-date total revenues at 42% and expenditures at 42%.

Based on the analysis of these accounts, at 2019-JUN-30, there is a projected year end deficit of \$65,300. There are no departments with variances exceeding \$100,000 in this area.

General Revenues

The General Revenues department shows year-to-date total revenues at 96% and expenditures at 65%. The majority of revenues in this department relate to property taxation which are all recorded in May and June of each year. Correspondingly, the majority of expenditures relate to tax payovers and transfers to reserve.

Based on the analysis of these accounts, at 2019-JUN-30 an estimated surplus of \$727,400 is expected. Comments on the variances from budget are as follows:

- Grants in Lieu of Taxes – \$172,700 – Monies received from a variety of other government organizations were higher than anticipated, resulting in a surplus.
- Investment Income – \$550,000 – A surplus is projected due to the Bank of Canada interest rate increases in the last year and a competitive investment environment with banks and other institutions actively seeking investments.

APPENDIX 2

**City of Nanaimo
Summary of Operating Results
June 30, 2019**

	Revenues			Expenditures			Year to Date	June Projection
	2019 Annual Budget	2019 YTD Actual	Variance	2019 Annual Budget	2019 YTD Actual	Variance	Net Surplus (Deficit)	Annual Surplus (Deficit)
Administration								
CAO Office	-	-		1,008,182.00	450,089.32	45%	558,092.68	(12,400)
Communications	-	-		378,059.00	134,016.74	35%	244,042.26	50,000
Human Resources	8,086.00	8,244.42	102%	2,158,815.00	858,126.76	40%	1,300,846.66	(25,600)
Legislative Services	-	49,302.86	0%	1,998,970.00	971,279.55	49%	1,076,993.31	32,200
CAO Office Projects	-	-	0%	70,000.00	73,436.68	105%	(3,436.68)	
Human Resources Projects	9,000.00	-	0%	16,900.00	9,802.45	58%	(1,902.45)	
Legislative Services Projects	50,000.00	-	0%	152,600.00	10,662.87	7%	91,937.13	
	67,086.00	57,547.28	86%	5,783,526.00	2,507,414.37	43%	3,266,572.91	44,200
Corporate Services								
Emergency Management	-	-		205,875.00	89,262.29	43%	116,612.71	(13,900)
Financial Services and Purchasing	142,700.00	65,049.08	46%	4,302,917.00	1,911,695.09	44%	2,313,570.99	379,600
General Administration	792,200.00	31,678.46	4%	14,570.08	85,129.16	584%	(831,080.62)	(19,500)
Grants in Aid & Special Celebrations	-	-		133,533.92	83,905.91	63%	49,628.01	
Information Technology	91,954.00	1,000.00	1%	4,293,506.00	2,127,346.78	50%	2,075,205.22	37,900
Police Services	1,843,934.00	1,574,664.10	85%	29,725,596.00	14,456,889.23	49%	14,999,436.87	312,500
Emergency Management Projects	-	-	0%	5,333.00	5,333.00	100%	-	
Financial Services and Purchasing Projects	12,425.00	5,000.00	40%	55,475.00	24,426.35	44%	23,623.65	
Information Technology Projects	445,496.00	67,615.68	15%	603,428.00	62,738.29	10%	162,809.39	
Police Services Projects	66,950.00	-	0%	221,850.00	18,431.61	8%	136,468.39	
	3,395,659.00	1,745,007.32	51%	39,562,084.00	18,865,157.71	48%	19,046,274.61	696,600
Development Services								
Building Inspections	1,762,500.00	2,631,186.83	149%	1,798,136.00	856,399.17	48%	1,810,423.66	837,500
Bylaw Enforcement Including Parking	2,022,024.00	1,246,094.59	62%	3,339,459.92	1,630,730.97	49%	932,799.54	41,000
Community Planning	-	1,000.00	0%	597,992.00	210,406.69	35%	388,585.31	51,400
Current Planning	97,200.00	47,241.27	49%	876,460.00	399,972.74	46%	426,528.53	-
Development Services Admin	-	-	0%	556,590.00	239,948.58	43%	316,641.42	(39,700)
Economic Development	-	-	0%	157,337.00	75,867.79	48%	81,469.21	-
Engineering	11,000.00	5,550.00	50%	609,918.00	286,803.05	47%	317,664.95	7,400
Environment	75,000.00	76,122.71	101%	609,088.96	288,484.20	47%	321,727.47	27,600
Permit Centre & Business Licencing	1,018,400.00	1,110,908.75	109%	548,044.00	234,273.55	43%	406,279.20	100,700
Real Estate	224,000.00	171,777.85	77%	731,286.00	336,333.77	46%	342,730.08	31,900
Social Planning	-	-	0%	235,620.00	117,068.09	50%	118,551.91	35,200
Subdivisions	108,000.00	47,250.00	44%	436,330.00	214,971.99	49%	160,608.01	(52,600)
Bylaw Enforcement Including Parking Projects	148,515.00	23,032.06	16%	151,515.00	33,718.62	22%	(7,686.56)	
Community Planning Projects	632,209.00	14,703.50	2%	752,209.00	14,715.50	2%	119,988.00	
Economic Development Projects	-	-	0%	30,000.00	21,210.00	71%	8,790.00	
Environment Projects	185,838.00	56,966.54	31%	213,088.00	54,795.84	26%	29,420.70	
Social Planning Projects	552,081.00	269,919.19	49%	866,437.00	126,350.99	15%	457,924.20	
	6,836,767.00	5,701,753.29	83%	12,509,510.88	5,142,051.54	41%	6,232,445.63	1,040,400

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**City of Nanaimo
Summary of Operating Results
June 30, 2019**

	Revenues			Expenditures			Year to Date	June Projection
	2019 Annual Budget	2019 YTD Actual	Variance	2019 Annual Budget	2019 YTD Actual	Variance	Net Surplus (Deficit)	Annual Surplus (Deficit)
Parks, Recreation & Culture								
Aquatics Operations	2,999,242.00	1,542,521.49	51%	7,818,807.16	3,688,754.71	47%	2,673,331.94	(50,000)
Arena Operations	1,568,850.00	773,805.50	49%	2,953,319.04	1,403,812.39	48%	754,462.15	(22,000)
Culture & Events	42,000.00	25,043.95	60%	2,200,839.04	1,632,066.41	74%	551,816.58	(32,100)
Parks Operations	340,614.00	233,417.59	69%	6,897,948.04	3,153,851.61	46%	3,636,900.02	(32,700)
Administration	45,000.00	22,350.32	50%	672,812.00	265,386.79	39%	384,775.53	46,900
Civic Properties	128,836.00	58,863.32	46%	116,725.00	42,244.49	36%	4,507.83	-
Community Development	1,231,500.00	-	0%	54,500.00	33,200.00	61%	(1,210,200.00)	-
Facilities Planning & Maintenance	12,500.00	12,500.00	100%	974,148.04	527,044.62	54%	447,103.42	(97,700)
Recreation Services	2,312,584.00	1,580,747.76	68%	5,946,580.32	2,878,384.39	48%	2,336,359.69	33,600
Tourism	-	-	0%	659,570.00	293,372.51	44%	366,197.49	
Aquatics Projects	290,055.00	8,034.27	3%	480,855.00	65,503.42	14%	133,330.85	
Arena Projects	16,400.00	13,685.38	83%	112,750.00	13,685.38	12%	96,350.00	
Culture & Events Projects	153,205.00	571.30	0%	309,105.00	29,486.20	10%	126,985.10	
Parks Operations Projects	513,061.00	224,894.73	44%	1,088,811.00	294,517.15	27%	506,127.58	
Civic Properties Projects	17,732.00	14,898.23	84%	17,732.00	14,898.23	84%	-	
Facilities Planning & Maintenance Projects	301,500.00	1,500.00	0%	544,680.00	76,506.64	14%	168,173.36	
Recreation Services Projects	85,966.00	35,522.22	41%	269,156.00	27,049.33	10%	191,662.89	
	10,059,045.00	4,548,356.06	45%	31,118,337.64	14,439,764.27	46%	11,167,884.43	(154,000)
Engineering and Public Works								
Cemetery Operations	74,500.00	38,510.00	52%	269,705.12	81,773.73	30%	151,941.39	600
Engineering Services	7,300.00	7,072.15	97%	3,114,700.00	1,351,419.50	43%	1,763,052.65	164,200
Fleet Operations	-	8,158.41	0%	(1.04)	8,158.41	-784462%	(1.04)	(9,900)
PW Support Services	433,000.00	307,389.45	71%	1,411,093.96	1,280,412.37	91%	5,071.04	14,500
Sanitation	5,883,484.00	2,942,708.51	50%	6,372,793.88	2,730,246.37	43%	701,772.02	(2,500)
Storm Drainage	40,500.00	27,580.00	68%	2,185,792.00	925,901.80	42%	1,246,970.20	(2,500)
Transportation	69,484.00	30,310.02	44%	6,187,283.44	3,281,802.26	53%	2,866,307.20	(406,700)
Cemetery Operations Projects	-	-	0%	27,150.00	-	0%	27,150.00	
Engineering Services Projects	13,037.00	9,753.04	75%	265,094.00	34,236.10	13%	227,573.94	
Fleet Operations Projects	18,500.00	12,474.63	67%	18,500.00	12,474.63	67%	-	
PW Support Services Projects	50,605.00	33,965.25	67%	171,055.00	99,142.80	58%	55,272.45	
Storm Drainage Projects	233,911.00	94,447.94	40%	401,394.00	112,024.57	28%	149,906.37	
Transportation Projects	506,274.00	195,220.13	39%	1,302,974.00	241,196.60	19%	750,723.53	
	7,330,595.00	3,707,589.53	51%	21,727,534.36	10,158,789.14	47%	7,945,739.75	(242,300)
Fire Rescue								
Emergency Services Communications 911	1,053,882.00	1,115,038.18	106%	1,610,803.00	840,007.53	52%	831,951.65	-
Nanaimo Fire Rescue	692,373.00	502,440.79	73%	16,820,859.08	8,112,384.88	48%	8,518,541.99	98,800
Emergency Services Communications 911 Projects	55,005.00	-	0%	55,005.00	-	0%	-	
Nanaimo Fire Rescue Projects	80,272.00	53,520.22	67%	277,452.00	103,072.06	37%	147,628.16	
	1,881,532.00	1,670,999.19	89%	18,764,119.08	9,055,464.47	48%	9,498,121.80	98,800

APPENDIX 2

**City of Nanaimo
Summary of Operating Results
June 30, 2019**

	Revenues			Expenditures			Year to Date	June Projection
	2019 Annual Budget	2019 YTD Actual	Variance	2019 Annual Budget	2019 YTD Actual	Variance	Net Surplus (Deficit)	Annual Surplus (Deficit)
Utilities								
Sewer	16,743,685.00	13,156,402.96	79%	16,743,685.00	14,575,546.05	87%	(1,419,143.09)	73,000
Water	19,911,200.00	11,672,017.77	59%	19,745,533.00	14,177,147.97	72%	(2,670,797.20)	268,100
Sewer Projects	1,485,992.00	305,256.06	21%	1,485,992.00	305,256.06	21%	-	
Water Projects	2,396,929.00	362,016.66	15%	2,562,596.00	384,833.66	15%	142,850.00	
	40,537,806.00	25,495,693.45	63%	40,537,806.00	29,442,783.74	73%	(3,947,090.29)	341,100
Other								
Port of Nanaimo Centre Operations (VICC)	1,734,726.00	965,380.22	56%	2,845,093.00	1,301,321.30	46%	774,425.92	(53,300)
Port of Nanaimo Centre Debt Payments	574,493.00	-	0%	2,175,250.00	803,726.25	37%	797,030.75	-
Corporate Facilities	-	-	0%	650,420.04	305,648.34	47%	344,771.70	(12,000)
Port of Nanaimo Centre Projects	15,000.00	10,608.00	71%	15,000.00	10,608.00	71%	-	
Corporate Facilities Projects	29,200.00	1,315.18	5%	127,371.00	1,315.18	1%	98,171.00	
	2,353,419.00	977,303.40	42%	5,813,134.04	2,422,619.07	42%	2,014,399.37	(65,300)
General Revenue								
BIA Levy	41,594.00	41,593.87	100%	41,594.00	41,593.87	100%	-	-
Grants in Lieu of Taxes	3,351,956.00	3,524,608.75	105%	-	-	0%	172,652.75	172,700
Investment Income	1,900,000.00	1,398,062.25	74%	-	10,849.13	0%	(512,786.88)	550,000
Misc Income	1,633,000.00	145,287.23	9%	998,000.00	188,093.96	19%	(677,806.73)	(700)
Provincial Revenue Sharing	2,525,000.00	514,249.81	20%	1,725,000.00	-	0%	(285,750.19)	-
Real Property Taxes	110,334,306.00	110,339,719.75	100%	-	-	0%	5,413.75	5,400
Transfer to/from Reserves	-	-	0%	6,554,479.00	6,554,479.00	100%	-	-
Transfers from Surplus	500,000.00	-	0%	-	-	0%	(500,000.00)	-
VIRL Library	-	-	0%	4,810,985.00	2,405,492.00	50%	2,405,493.00	-
	120,285,856.00	115,963,521.66	96%	14,130,058.00	9,200,507.96	65%	607,215.70	727,400
Transfers to Capital	26,067,714.00	-	0%	28,869,369.00	-	0%	2,801,655.00	
Total All Services	218,815,479.00	159,867,771.18	73%	218,815,479.00	101,234,552.27	46%	58,633,218.91	2,486,900

Less: Reserve required to fund disposals of capital assets and any associated gains or losses (1,200,000)

Net Projected Surplus **1,286,900**