



**AMENDED AGENDA
SPECIAL FINANCE AND AUDIT COMMITTEE MEETING**

November 13, 2019, 9:00 AM - 12:00 PM
Board Room, Service and Resource Centre,
411 Dunsmuir Street, Nanaimo, BC

Pages

1. **CALL THE SPECIAL FINANCE AND AUDIT COMMITTEE MEETING TO ORDER:**
2. **INTRODUCTION OF LATE ITEMS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
 - a. **Minutes** 5 - 15

Minutes of the Finance and Audit Committee Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC on Wednesday, 2019-OCT-16 at 9:00 a.m.
 - b. **Minutes** 16 - 21

Minutes of the Special Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2019-OCT-21 at 4:30 p.m.
5. **PRESENTATIONS:**
 - a. **Brent Baroots, President and CEO, Partnership Goup, Sponsorship Specialists, re: Sponsorship**

To be introduced by Jake Rudolph, Chief Administrative Officer.
 - b. **Dave Witty, President, Vancouver Island Symphony, and Margot Holmes, CEO, Vancouver Island Symphony, requesting funding for Vancouver Island Symphony**

To be introduced by Richard Harding, General Manager, Parks, Recreation and Culture.
6. **REPORTS:**

a. 2020 Finance and Audit Committee Key Date Calendar

22 - 24

To be introduced by Sheila Gurrie, Director, Legislative Services.

Purpose: To provide for the Finance and Audit Committee's consideration, the draft 2020 key date calendar.

Recommendation: That the Finance and Audit Committee recommend that Council approve the 2020 Finance and Audit Committee Key Date Calendar.

b. Nanaimo BMX Track Redevelopment Design

25 - 53

To be introduced by Richard Harding, General Manager, Parks, Recreation and Culture.

Purpose: To provide more background information for a proposed BMX track redevelopment at the Marie Davidson BMX Park located at Beban Park and obtain Council approval to proceed with detailed design in collaboration with Nanaimo BMX Association and other community stakeholders.

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

1. consider funding of \$35,000, during the 2020 - 2024 Financial Plan review, for detailed design and cost estimates for the Nanaimo BMX track redevelopment; and,
2. direct staff to work with Nanaimo BMX Association and other stakeholders on the development of detailed design and costing for the project.

c. Emergency Medical Responder

54 - 62

To be introduced by Karen Fry, Fire Chief.

Purpose: To gain Council's support to raise the licensing level of Nanaimo fire fighters from First Responder to Emergency Medical Responder.

Presentation:

1. Karen Fry, Fire Chief

Recommendation: That the Finance and Audit Committee recommend to Council an increase to the Nanaimo Fire Rescue training budget of \$66,750 in the first year (2020) and \$60,000 for the following five years (2021-2025) to raise the service level to Emergency Medical Responder (EMR).

1. Replace wording of recommendation.

Recommendation: That the Finance and Audit Committee recommend that Council consider funding an increase to the Nanaimo Fire Rescue training budget of \$66,750 in the first year

(2020) and \$60,000 for the following five years (2021-2025) during the 2020-2024 Financial Plan review to raise the service level to Emergency Medical Responder (EMR).

d. Heritage Home Grant Application - 911 Wentworth Street

63 - 69

To be introduced by Dale Lindsay, General Manager, Development Services.

Purpose: To obtain Council approval for a Heritage Home Grant for the Ivers/Honey Residence located at 911 Wentworth Street.

Recommendation: That the Finance & Audit Committee recommend that Council approve a \$2,500 Heritage Home Grant for reroofing the Ivers/Honey Residence located at 911 Wentworth Street.

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

70 - 74

To be introduced by Laura Mercer, Director, Finance.

Purpose: To provide information in compliance with the City's Procurement Policy (03-1200-01) regarding single and sole source purchases, awards in excess of \$250,000 and policy non-compliance.

f. Procurement Policy Review

75 - 93

To be introduced by Laura Mercer, Director, Finance.

Purpose: To provide Council with information with respect to the review of the City of Nanaimo Procurement Policy with proposed enhancements to the social, environmental, and ethical aspects.

Recommendation: That the Finance and Audit Committee recommend that Council provide direction on what option they would like to undertake regarding the review of the Procurement Policy.

1. That Council direct Staff to undertake the planned review of the Procurement Policy with an increased focus on social, environmental and ethical elements for City purchases that specifically align with the desired outcomes of the Strategic Plan; or,
2. That Council direct Staff to undertake the planned review of the Procurement Policy only; or,
3. That Council direct Staff to take no action at this time other than to maintain the current inclusion of applicable elements of sustainable procurement in accordance with Article 8 - Sustainable Procurement of the current Procurement Policy.

7. OTHER BUSINESS:

- | | | |
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| a. | Delegation from Jennifer McAskill, Nanaimo Police Based Victim Services Society Co-Chair, and Cheryl Zapotichny, RCMP Victim Services Program Manager, requesting funding for Victim Services Program | 94 |
| b. | Correspondence dated 2019-OCT-24 from Nanaimo and Area Land Trust re: increasing City of Nanaimo funding of Nanaimo and Area Land Trust | 95 |

To be introduced by Mayor Krog.

8. QUESTION PERIOD:

9. ADJOURNMENT:

MINUTES
FINANCE AND AUDIT COMMITTEE MEETING
BOARD ROOM, SERVICE AND RESOURCE CENTRE
411 DUNSMUIR STREET, NANAIMO, BC
WEDNESDAY, 2019-OCT-16, AT 9:00 A.M.

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

Staff: J. Rudolph, Chief Administrative Officer
R. J. Harding, General Manager, Parks, Recreation and Culture
D. Lindsay, General Manager, Development Services (vacated 11:59 a.m.)
B. Sims, General Manager, Engineering and Public Works
J. Van Horne, Director, Human Resources
B. Corsan, Director, Community Development (arrived 9:37 a.m., vacated 11:29 a.m.)
P. Rosen, Director, Engineering
L. Mercer, Director, Finance
W. Fulla, Manager, Business, Asset & Financial Planning
K. Fry, Fire Chief
G. Norman, Deputy Fire Chief - Administration
M. Demecha, Manager, Civic Facilities
M. Dunstan, Manager, IT Application Services
F. Farrokhi, Manager, Communications
D. Fournier, Manager, Municipal Infrastructure (vacated 11:59 a.m.)
J. Rose, Manager, Transportation (arrived 9:17 a.m.)
B. Wardill, Manager, Revenue Services
B. Thomas, Assistant Manager, Transportation (vacated 11:59 a.m.)
M. Willoughby, Supervisor, Geographic Info Systems (vacated 11:59 a.m.)
C. Sholberg, Community Heritage Planner (arrived 11:58 a.m.)
D. Blackwood, Client Support Specialist (vacated 9:04 a.m.)
S. Gurrie, Director, Legislative Services
J. Vanderhoef, Recording Secretary

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

The Finance and Audit Committee Meeting was called to order at 8:59 a.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Mayor Krog requested that Agenda Item 7(a) Loudon Park Boathouse Project be moved to Agenda Item 4(a).

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-SEP-18 at 9:00 a.m. be adopted as circulated. The motion carried unanimously.

D. Blackwood vacated the Boardroom at 9:04 a.m.
Councillor Brown vacated the Boardroom at 9:05 a.m.

(a) Loudon Park Boathouse Project

Richard Harding, General Manager, Parks, Recreation and Culture, provided a presentation regarding the following:

- Active recreational area for the community
- Provided background on the boathouse project
- Provided draft boathouse facility design plans

Committee discussion took place regarding:

- Increased usage of the facility in recent years
- Total project costs including upkeep and maintenance
- Float planes using the lake and speeds of power boats

Presentations:

1. Craig Rutherford, Kate Rutherford and Nancy Ford, provided a presentation on behalf of Long Lake Flatwater Training Centre Society, as follows:
 - Nanaimo Canoe and Kayak Club and Nanaimo Rowing Club work together in collaboration to serve the mid-island area, primarily Nanaimo and Lantzville
 - Common vision to enhance and increase participation in their sports
 - Idea of a new joint facility has been a goal for 20 years
 - Provide coaching and tools to help members achieve their goals
 - Nanaimo Canoe & Kayak Club host: summer camps, school groups, Vancouver Island University International Students, Youth with Special Needs, Canuck Autism Network and is a training facility for indigenous and canoe kayak camps

J. Rose entered the Boardroom at 9:17 a.m.

- Long Lake Flatwater Training Centre Society formed in 2015
 - provides financial separation for the two clubs
 - purpose is to develop, maintain and operate facilities to support paddling sports on Long Lake
 - promote rowing and paddling sports in the mid-island area
- Existing structures have been renovated multiple times and are aging
- Valuable boats are too large to house inside the current building
- Not enough space to do exercise inside the current structure
- Several break-ins during the last few years with many thefts
- Bathrooms are dated and do not provide change stalls
- Dock accessibility issues are limiting access for para athletes
- Provided conceptual drawings and proposed floor plans
- Hosting competitive events

J. Rose vacated the Boardroom at 9:26 a.m.

- New building would provide a safe, clean facility for the community with accessible docks and paths
- Seeking a final design and cost estimate in order to move forward with fund raising capital
- Partnering with Rotary Club of Nanaimo North in a joint fund raising initiative and noted many other opportunities for fund raising

Committee discussion took place regarding:

- Average number of people using the facility – Nanaimo Rowing Club approximately 350 users annually and approximately 900 users for the Nanaimo Canoe and Kayak Club
- Fund raising goals
- Managing parking issues when hosting multiday events

2. Ed Poli, Rotary Club of Nanaimo North, provided a presentation as follows:

- Rotary Club of Nanaimo North chartered in 1972 and is a registered BC society
- Rotary Club of Nanaimo North has contributed more than \$1 million to the community through various organizations and clubs
- Want to commemorate the Rotary Club of Nanaimo North's 50th anniversary (2022) with a permanent addition to the community through the Loudon Boathouse project
- Committed to contributing \$100k

B. Corsan entered the Boardroom at 9:37 a.m.

Committee discussion took place regarding:

- Timeframe for receiving the contribution from the Rotary Club of Nanaimo North
- If money has been put aside in the budget for this project
- Amount of money being requested

- Capacity issues
- Options available for maintaining the current structure
- Funding from clubs

Councillor Thorpe noted that he and Councillors Brown and Turley are members of the Rotary Club Nanaimo North and asked if they would be considered to be in a conflict of interest.

Sheila Gurrie, Director, Legislative Services, stated that she could not determine if there was a conflict of interest, and that it was up to them to decide if they felt they were in conflict or not. She noted that they were not board members or the directing mind behind decision making.

Councillor Thorpe stated that he did not feel that he was in a conflict of interest regarding the Loudon Park Boathouse Project.

Councillor Turley also stated that he did not feel that he was in a conflict of interest regarding the Loudon Park Boathouse Project.

B. Corsan vacated the Boardroom at 9:50 a.m.

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

1. consider funding of \$123,750 during the 2020 financial plan review for detailed design and costing of the Loudon Boathouse (with \$15,000 coming from private contributions);
2. direct Staff to return with, final costing and funding options for Council's review and consideration during the 2021 budget review if design phase is approved; and,
3. direct Staff to work with the Long Lake Flatwater Training Centre Society and Rotary Club of Nanaimo North on fundraising and other sources of revenue for the project.

The motion carried unanimously.

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

S. Gurrie, J. Rudolph and J. Van Horne vacated the Boardroom at 9:55 a.m.

5. PRESENTATIONS:

(a) 2020 - 2024 Preliminary Project Plan

Laura Mercer, Director, Finance, spoke regarding:

- Finance and Audit Committee 2019-SEP-18 requested more information on projects in current project plan
- Project plan presented is the first five years of a ten year plan
- Provided an overview of the timeline for the project plan

J. Rudolph and J. Van Horne returned to the Boardroom at 9:58 a.m.

- 2020 department business plans will be presented during the November 20th and 22nd Finance and Audit Committee meetings
- Presentation regarding 2020 – 2024 project highlights scheduled for November 25th
- E-town hall meeting and potential budget meeting scheduled for December 2nd
- Currently anticipating a tax increase similar to 2018 and cautioned against including additional projects

S. Gurrie returned to the Boardroom at 10:00 a.m.

- Reserves may appear flush but the vast majority are restricted in their use

Wendy Fulla, Manager, Business, Asset & Financial Planning, provided a presentation regarding:

- \$291 million planned investment over the next five years
- Noted two largest areas receiving investment are:
 - Transportation Infrastructure
 - Water Infrastructure
- Large portion of investment showing for Parks is tied to the Waterfront Walkway

Committee discussion took place regarding:

- Beban Park facility roof replacement scheduled for 2021 and 2022
- Presentation does not include changes as a result of business cases being added for draft financial plan

Wendy Fulla, Manager, Business, Asset & Financial Planning, continued her presentation and spoke regarding:

- Infrastructure investment highlights
- 2020 Project Plan breakdown and concurrent projects

Committee discussion took place regarding concurrent projects potentially generating a loss by digging up/removing items that are not at the end of their useful life.

Wendy Fulla, Manager, Business, Asset & Financial Planning, continued her presentation and spoke regarding:

- Project funding sources and the use of reserves for funding projects
- New reserve policy comes into effect 2020-JAN-01 and changes many general reserves to statutory reserves, hence the large increase in the percentage of statutory reserves used for funding

Committee discussion took place regarding a dollar amount for the 0.8% Grants and Private Contributions.

Wendy Fulla, Manager, Business, Asset & Financial Planning, continued her presentation and spoke regarding debt funding.

Committee discussion took place regarding the function of a Development Cost Charges (DCCs).

Wendy Fulla, Manager, Business, Asset & Financial Planning, continued her presentation and spoke regarding:

- Debt amount does not reflect the Port Theatre expansion project
- Funding from General Revenue
- Project Funding – Strategic Infrastructure Reserve
- Reserves Summary:
 - new reserve policy sets minimum balances on some of the reserves
 - 33% of the balance in 2020 is related to DCC reserves which can only be used for their intended purpose
 - Includes water and sewer reserves which can only be used for water and sewer infrastructure and make up 42% of the 2020 reserve balance

Committee discussion took place regarding:

- Meeting minimum requirements for reserves
- Clarification on amounts being allocated to property acquisition and pedestrian improvements
- Projected closing balance at the end of 2020 is just under \$3.5 million assuming no changes to the draft plan
- 20 year Asset Management Plan and how frequently that is updated
- How reserves are being replenished

Jake Rudolph, Chief Administrative Officer, noted that this presentation is intended to be an introduction to this year's budget process.

Matt Dunstan, Manager, IT Application Services, provided a presentation regarding current projects:

- 2019/2020 content management system project
- 2022/2023 replacement or upgrade of enterprise resource planning software

Committee discussion took place regarding a budget number for replacement of enterprise resource planning software and the need for Staff training.

Matt Dunstan, Manager, IT Application Services, continued his presentation and spoke regarding the corporate asset management systems which is not included in the ten year project plan.

Committee discussion took place regarding:

- Cost estimate for corporate asset management system
- Coordinating the various systems currently in use
- Need for electronic document management

B. Corsan returned to the Boardroom at 10:37 a.m.

- Difference between geographic information systems (GIS) and corporate asset management systems
- Role of artificial intelligence software in systems

S. Gurrie vacated the Boardroom at 10:42 a.m.

- Status of the Perfect Mind system

K. Fry vacated the Boardroom at 10:47 a.m.

The Finance and Audit Committee Meeting recessed at 10:48 a.m.

The Finance and Audit Committee Meeting resumed at 10:57 a.m.

Poul Rosen, Director, Engineering, provided a presentation regarding:

- Engineering and Public Works project overviews

K. Fry returned to the Boardroom at 10:59 a.m.

- Millstone Trunk Sewer project – making capacity for growth and reducing overflow risks

Committee discussion took place regarding the possibility of the Bowen Park portion of Millstone Trunk sewer construction being completed without removing trees.

Poul Rosen, Director, Engineering, continued his presentation and spoke regarding:

- Rain events that have exceeded storm water capacity for drainage
- Eagle Point Catchment – to increase pipe capacity in priority locations to reduce flooding risk

Committee discussion took place regarding:

- Events being related to climate change and are they being tracked
- Development standards
- Having systems in place to handle routine rainfall and overland flow paths to deal with extreme weather events
- Charging for use of the storm water system

Poul Rosen, Director, Engineering, continued his presentation and spoke regarding the Metral Drive complete streets corridor to connect the E&N trail to Woodgrove area and extend the active transportation spine.

Committee discussion took place regarding:

- Phases for implementation of Metral Drive complete streets
- On street parking being incorporated where possible
- School Districts support of the improved connectivity

Poul Rosen, Director, Engineering, continued his presentation and spoke regarding the Boxwood Connector project. He noted that environmental consultation has been completed due to soil contamination and that the roundabout could present challenges relating to pedestrian safety.

Committee discussion took place regarding potential subdivision and sale of the southern parcel of the Boxwood property.

Poul Rosen, Director, Engineering, continued his presentation and spoke regarding:

- Madsen Road Upgrades – continuation of Boxwood Road project and upgrading streets to improve the connection between Boxwood Road and East Wellington
- Off Bowen Bikeway – to provide an active transportation alternative to Bowen Road
- Cranberry Connector – new road connection for Cinnabar Valley to the North to enhance mobility to the area by increasing capacity, plan to start in 2027

Committee discussion took place regarding environment and property challenges related to the Cranberry Connector project.

B. Corsan vacated the Boardroom at 11:29 a.m.

Poul Rosen, Director, Engineering, continued his presentation and spoke regarding Wakesiah Corridor Upgrades.

Committee discussion took place regarding:

- Moving Wakesiah Corridor upgrades ahead two or three years
- Potential to use green municipal funds to proceed with the Wakesiah Corridor Upgrades as soon as possible
- Assistance from School District and Vancouver Island University (VIU)
- Expansion of traffic lanes not planned, addition of bike lane and utilities being upgraded

Poul Rosen, Director, Engineering, continued his presentation and spoke regarding Downtown Cycle Loop. He noted that a report regarding the Downtown Cycle Loop is scheduled to come before Council.

Committee discussion took place regarding cycling infrastructure being added on Maffeo Street to Wallace Street.

Poul Rosen, Director, Engineering, continued his presentation and spoke regarding:

- Albert Street and Fourth Street – to provide a buffered bike lane and provide an active transportation connection from downtown to VIU

- Wellcox Secondary Access – an additional road connection from the Port Lands into downtown
- Terminal Trench Upgrades – utility renewal and street upgrades to renew end of life infrastructure and take opportunity to upgrade streetscape

Committee discussion took place regarding:

- Infrastructure replacement done in the 1990s
- Water main breaks resulted in replacing the water main ahead of schedule

Poul Rosen, Director, Engineering, continued his presentation and spoke regarding:

- Street Lights – often included in major transportation projects, LED streetlight conversion, phase one completed last year, four phases planned
- 2022 – 2024 Transportation Projects – 30% increase in pedestrian/cycling upgrades

Committee discussion took place regarding potentially not doing road rehabilitation and allocating those funds toward other projects.

Poul Rosen, Director, Engineering, continued his presentation and spoke regarding:

- Sidewalks – lots of interest from the public, limitations related to paving and implementing new sidewalk projects
- Provided a GIS map outlining the City's active transportation infrastructure and planned improvements for the next five years
- Cost of building sidewalks

Committee discussion took place regarding:

- Alternative drainage methods for storm water drainage
- 700 Block of Haliburton being a candidate for sidewalks

Sheila Gurrie, Director, Legislative Services, noted that the meeting was scheduled until 12:00 p.m. and suggested an additional meeting might be needed for this presentation. She suggested extending the meeting an additional hour or reviewing some of the time sensitive agenda items and returning to this presentation at a future meeting.

By unanimous consent the Finance and Audit Committee agreed to receive the Engineering and Public Works presentation before reviewing Agenda Item 7(d) Community Resiliency Investment Program (FireSmart Community Funding and Supports Program).

Poul Rosen, Director, Engineering, continued his presentation and spoke regarding:

- Notable changes from previous plan
- Projects not included in the plan:
 - Public Works facility renewal
 - Increase in asphalt renewal funding
 - Funding for streetlight infill (dark spots)
 - Georgia Greenway extension

Committee discussion took place regarding cost of building sidewalks.

C. Sholberg entered the Boardroom at 11:58 a.m.

D. Lindsay, D. Fournier, B. Thomas and M. Willoughby vacated the Boardroom at 11:59 a.m.

6. REPORTS:

(a) Community Resiliency Investment Program (FireSmart Community Funding and Supports Program)

Introduced by Karen Fry, Fire Chief.

It was moved and seconded that the Finance and Audit Committee recommend that Council support the City of Nanaimo's application to the Union of BC Municipalities for the Community Resiliency Investment Program (FireSmart Community Funding and Support Program) and if successful the 2020-2024 Financial Plan be amended to include this grant. The motion carried unanimously.

(b) Heritage Façade Grant Application - 34 Victoria Crescent

Introduced by Dale Lindsay, General Manager, Development Services.

It was moved and seconded that the Finance and Audit Committee recommend Council approve a Heritage Façade Grant of up to \$20,000 for the Queen's Hotel located at 34 Victoria Crescent to repaint the building's exterior, as well as install new brick cladding, a new awning system, new signage (including a vintage refurbished Queen's sign), and new exterior lighting to the building's Victoria Crescent façade. The motion carried unanimously.

Sheila Gurrie, Director, Legislative Services, noted that Staff estimate Agenda Item 7(b) Downtown Priority Projects - Update and Funding Request will require an hour to review and suggested this item be rescheduled for another meeting. She suggested that a Special Finance and Audit Committee meeting could be scheduled for 2019-OCT-21 at 4:30 p.m. prior to the start of the Regular Council meeting at the Vancouver Island Conference Centre.

7. QUESTION PERIOD:

No one in attendance wished to ask questions.

8. ADJOURNMENT:

It was moved and seconded at 12:04 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

MINUTES
SPECIAL FINANCE AND AUDIT COMMITTEE MEETING
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2019-OCT-21, AT 4:30 P.M.

Present: Mayor L. Krog, Chair
Councillor S. D. Armstrong (arrived 4:32 p.m.)
Councillor D. Bonner
Councillor T. Brown
Councillor B. Geselbracht (arrived 4:32 p.m.)
Councillor E. Hemmens
Councillor I. W. Thorpe
Councillor J. Turley

Absent: Councillor Z. Maartman

Staff: J. Rudolph, Chief Administrative Officer
R. J. Harding, General Manager, Parks, Recreation and Culture
D. Lindsay, General Manager, Development Services
B. Sims, General Manager, Engineering and Public Works
L. Mercer, Director, Finance
K. Fry, Fire Chief
B. Corsan, Director, Community Development (arrived 4:55 p.m.)
A. Groot, Director, Facilities and Parks Maintenance
P. Rosen, Director, Engineering
J. Rose, Manager, Transportation
F. Farohki, Manager, Communications
W. Fulla, Manager, Business, Asset and Financial Planning
S. Gurrie, Director, Legislative Services
K. Gerard, Recording Secretary

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

The Special Finance and Audit Committee Meeting was called to order at 4:30 p.m.

Councillor Armstrong entered the Shaw Auditorium at 4:32 p.m.

2. ADOPTION OF AGENDA:

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

Councillor Geselbracht entered the Shaw Auditorium at 4:32 p.m.

3. PRESENTATIONS:

(a) 2020 - 2024 Preliminary Project Plan continued from 2019-OCT-16

Introduced by Laura Mercer, Director, Finance.

Richard Harding, General Manager, Parks, Recreation and Culture, provided Council with a presentation regarding the Parks, Recreation and Culture Plan Review, which included the following information:

- Review plan is for 2019-2021 and will provide directives for future facility development and upgrades, recommend park acquisition priorities and management directives as well as service delivery options over the next 10 years
- Review will involve background research, GIS analysis, best practices and demographic analysis as services and community priorities change with every 5 year plan
- Parks, Recreation and Culture priority items will come to Council for final approval in 2021, if not sooner
- Examples of facilities, services and structures that are in need of replacement or repairs over the next 5 years, include:
 - Nanaimo Aquatic Centre Play Structure
 - Port Theatre Upholstered Seat Replacement
 - Beban Park Complex Electrical Substation Upgrade; substation is the original from 1974/1975, design will come to Council in 2020, completion in 2023
 - Frank Crane Arena and Beban Park Social Centre Roof Replacements; original roof from 1986, roof replacement will take place over 3 years

Committee discussion took place regarding:

- End of life and how that is determined
- Seating at the Port Theatre

Richard Harding, General Manager, Parks, Recreation and Culture, continued the presentation regarding the Parks, Recreation and Culture Plan Review:

- Facilities and Park Amenities Condition Assessment Program began this year and will provide a snapshot of the current condition of facilities, structures and amenities, funding required to maintain the current level of service and replacement/renewal timelines

Committee discussion took place regarding:

- Determining which projects are a priority and which projects can be postponed
- A risk assessment and priority order of items that need replacing or renewal

Richard Harding, General Manager, Parks, Recreation and Culture, continued the presentation regarding the Parks, Recreation and Culture Plan Review:

- The intent of the Assessment Management program is to list all assets, to provide an end of life date and replacement costs
- Examples of upcoming projects and projects already approved are:
 - Harewood Youth Park
 - Gallows Point Dock Replacement
 - Maffeo Sutton Playground – Phase 1 along with Rotary Centennial Garden
 - Neck Point Park Washrooms
 - Serauxmen Stadium Field Lights
- Projects not included in the Master Plan include South End Recreation Facility and Loudon Boathouse

B. Corsan entered the Shaw Auditorium at 4:55 p.m.

Committee discussion took place regarding:

- Expansion of the RCMP building
- Listing all projects on the report to Council; those approved and not approved
- Working with School District 68 and other organizations to assist with costs and create partnerships
- Accelerating the plan to have an alternative access route to Chase River and put this ahead of the Metral Drive plan
- Assessing the need for a rebuild or renovation of the Public Works Yard

P. Rosen, Director, Engineering, advised that City Staff have been studying the Chase River/Cranberry Connector area, transportation mobility funding has been made available and a study will be completed in 2020 to provide Council with the best opportunity to ease congestion in this area.

Committee discussion took place regarding:

- Decrease in funding for the Urban Forestry Strategy
- Community programs that are no longer being funded after 2020 include the shower program, downtown clean up program and the toilet rebate program
- Parking and parking equipment, signage along Wallace Street and if vandalized parking meters were being replaced
- What each of the five line items under the Dam heading are specifically pertaining too

L. Mercer, Director, Finance, stated that the shower program was given an end date when created and the urban clean up was a one time endeavour. Any of these programs can be brought back by Council direction.

Bill Sims, General Manager, Engineering and Public Works, advised that the City owns 10 dams. A dam review is completed every 10 years including a flood study and safety review of each dam.

Committee discussion took place regarding:

- Core review line items
- Funding of projects through reserves and specifying in the budget which reserves are funding which projects
- Documenting project costs relating to street lighting
- Transit amenities and inclusion of the downtown transit hub

4. REPORTS:

(a) Downtown Priority Projects - Update and Funding Request

Introduced by Dale Lindsay, General Manager, Development Services.

Bill Corsan, Director, Community Development, provided Council with a presentation regarding the Downtown Priority Projects which included the following information:

- Public Realm Improvement and Beautification included higher additional funding requests such as:
 - Down-Lighting installed at the Great National Land Building, requesting additional funding of \$25,000
 - Improve/refresh way-finding signage in the downtown core, requesting additional funding of \$100,000
 - Diana Krall Plaza redevelopment Plan, requesting additional funding of \$20,000
 - Clean and update public walkway from Robson Street to Fitzwilliam Street, requesting additional funding of \$20,000
- Public Realm Improvement and Beautification included smaller additional funding requests such as:
 - Hoard and place a wrap around excavation at 10 Front Street, funding at developers cost Animate decorative lighting and lasers to the back wall of the Port Theatre, requesting additional funding of \$10,000
 - Complete crosswalk with “the Crescent” for Victoria Crescent, requesting additional funding of \$5,000
 - Create a five-foot tall, 3D Nanaimo sign for Public Events Downtown, requesting additional funding of \$10,000
 - Downtown tree lighting, requesting additional funding of \$10,000
 - Landscape and public realm improvements on Wesley Street, requesting additional funding of \$15,000
- Public Realm Improvement and Beautification items that will be funded through the existing budget included:
 - Paint/repaint street lights on Bastion Bridge and Bastion/Fitzwilliam Street, funded through existing street light budget
 - Reinstate eternal street light adjacent to Cenotaph, funded in existing budget

- Increase frequency of street sweeping, sidewalk sweeping and power washing, funded in existing budget
 - Create mural program in downtown area, funded through existing downtown grant and private contributions
 - Improve lighting at the City-owned parking lots, 295 and 299 Selby Street, funded in existing budget
- Staff are in the early stages of creating a mural program for downtown and this will be included in the downtown grant program

Committee discussion took place regarding:

- Increasing the budget for murals in the downtown area and requesting that property owners of buildings contribute to the murals
- Christmas decorations and hanging plants in the downtown core
- The addition of seating/benches in the downtown area and Diana Krall plaza

Jamie Rose, Manager, Transportation, provided Council with a presentation regarding the Mobility – Front Street/Waterfront Walkway, which included the following information:

- Update intersection at corner of Bastion Street and Commercial Street to enhance pedestrian experience
- Cut-off the slip lane at Front Street and the Cenotaph, funded in existing budget
- Reconfigure pedestrian crosswalk at Commercial Street, Wallace Street, Albert Street and Victoria Crescent, funded in existing budget
- Installation of bi-directional cycle track on Front Street, funding of \$400,000 from the Community Works Fund
- Installation of the cycle track on Front Street includes three main benefits:
 - Allow for more cycle traffic
 - Shortens pedestrian crossings
 - Accommodate a net gain of on-street parking

Committee discussion took place regarding:

- Consultation with Service Canada, Pacifica, RCMP, emergencies services and other businesses in the area
- Public engagement sessions and community input
- Transit stops and safety of pedestrians
- Feasibility of moving the bike lanes to the west side of Front Street so parking and loading zones remain outside of Service Canada and Pacifica
- Process of consultation and timeline to see final drawings
- Ensuring that studies and documentation will be provided regarding flow of vehicle traffic and the impact of transit stops in the vehicle lane
- Completing the entire cycle loop for downtown by putting smaller projects aside and allocating that funding to the cycle loop
- Property Tax increase to fund these projects
- Ensuring that Snuneymuxw First Nations are recognized in these projects and that signage will include Hul'q'umin'um

It was moved and seconded that the Finance and Audit Committee recommend that Council allocate \$220,000 from the Strategic Infrastructure Reserve Fund to implement the Public Realm Improvements identified for the downtown core.

It was moved and seconded that the motion be amended to include the following:

“Council direct Staff to remove the \$10,000 request for funding for the “Animate decorative lighting/lasers to the back wall of the Port Theatre” from the Public Realm Improvements/Beautification initiatives”.

The motion carried unanimously.

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

That the Finance and Audit Committee recommend that Council allocate \$220,000 from the Strategic Infrastructure Reserve Fund to implement the Public Realm Improvements identified for the downtown core and that Council direct Staff to remove the \$10,000 request for funding for the “Animate decorative lighting/lasers to the back wall of the Port Theatre” from the Public Realm Improvements/Beautification initiatives. The motion carried unanimously.

It was moved and seconded that the Finance and Audit Committee recommend that Council accelerate the Front Street bi-directional cycle track portion of the Downtown Cycling Loop project from 2021 to 2020 and direct Staff to return to Council at a future Regular Council Meeting upon completion of the final design of the Installation of the Bi-directional Cycle Track on Front Street. The motion carried unanimously.

5. ADJOURNMENT:

It was moved and seconded at 6:38 p.m. that the meeting terminate. The motion carried unanimously.

CERTIFIED CORRECT:

CHAIR

CORPORATE OFFICER

DATE OF MEETING November 13, 2019

AUTHORED BY JESSICA VANDERHOEF, STENO, LEGISLATIVE SERVICES

SUBJECT 2020 FINANCE AND AUDIT COMMITTEE KEY DATE CALENDAR

OVERVIEW

Purpose of Report

To provide for the Finance and Audit Committee's consideration, the draft 2020 key date calendar.

Recommendation

That the Finance and Audit Committee recommend that Council approve the 2020 Finance and Audit Committee Key Date Calendar.

BACKGROUND

The purpose of the Finance and Audit Committee (committee) is to assist Council in fulfilling its oversight responsibilities over the finance of the City in accordance with the provisions of the *Community Charter* by providing advice on financial matters, enterprise risk matters, community investment matters, subsidiary companies as well as service agreements. Delegations related to financial matters are directed to attend Finance and Audit Committee meetings.

Prior to December 31st of each year a key date calendar for the upcoming year is prepared for each Council Committee or Task Force. Starting in February 2019 the Finance and Audit Committee meetings have been scheduled from 9:00 a.m. to 12:00 p.m. on the 3rd Wednesday of every month. At that time meetings were also moved to the Service and Resource Centre, Boardroom instead of the Vancouver Island Conference Centre, Shaw Auditorium. This has reduced costs by hosting meetings in City-owned facilities. Meetings will continue to be live streamed to the City's website and available for viewing after meetings end.

DISCUSSION

The Committee Operating Guidelines state that the Corporate Officer is responsible for determining the regular schedule of days, times and locations for committees. Staff have prepared the attached key date calendar (Attachment A) for the committee's consideration.

Recent amendments to the "Council Procedure Bylaw 2018 No. 7272" include a clause that no Regular Council Meetings will be held in August to allow for a summer break. Finance and Audit Committee Meetings have not been scheduled in August in order to align with this schedule; however, special meetings may still be held, if required. During budget time it is expected that additional meetings will be scheduled as needed.

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve the 2020 Finance and Audit Committee Key Date Calendar.
 - The advantages of this option: If adopted, the key date calendar would provide meeting dates for 2020 and Staff can begin preparing for these meetings.
 - The disadvantages of this option: None identified at this time.
2. That the Finance and Audit Committee provide alternate direction regarding the 2020 Key Date Calendar.
 - The advantages of this option: The Finance and Audit Committee could make adjustments to the schedule as needed.
 - The disadvantages of this option: There may be some delays in adopting the Finance and Audit Committee Key Date Calendar which could put future meetings on hold if not adopted before December 31st.

SUMMARY POINTS

- Committee meetings will be held on the 3rd Wednesday of the month from 9:00 a.m. to 12:00 p.m. in the Boardroom, Service and Resource Centre.
- No committee meetings have been scheduled for August.
- The 2020 Finance and Audit Committee key date calendar needs to be adopted prior to December 31st to avoid meeting delays.

ATTACHMENTS:

Attachment A – 2020 Finance and Audit Key Date Calendar

Submitted by:

Sheila Gurrie,
City Clerk

ATTACHMENT A

City of Nanaimo

FINANCE AND AUDIT COMMITTEE KEY DATE CALENDAR – 2020

Finance and Audit Committee meetings are held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, unless otherwise stated.

Committee	Start Time	End Time	Day of the Month
Finance and Audit Committee	9:00 a.m.	12:00 p.m.	3 rd Wednesday

January 1 New Years Day

January 15 Finance and Audit Committee

February 17..... Family Day

February 19..... Finance and Audit Committee

March 18..... Finance and Audit Committee

April 10..... Good Friday

April 13..... Easter Monday

April 15..... Finance and Audit Committee

April 17-19..... AVICC Convention – Nanaimo

May 18 Victoria Day

May 20 Finance and Audit Committee

June 4 - 7..... FCM Conference – Toronto

June 17..... Finance and Audit Committee

July 1..... Canada Day

July 15..... Finance and Audit Committee

August 3..... BC Day

No Meeting in August

September 7..... Labour Day

September 16..... Finance and Audit Committee

September 21-25..... UBCM Conference – Victoria

October 12 Thanksgiving Day

October 21 Finance and Audit Committee

November 11..... Remembrance Day

November 18..... Finance and Audit Committee

December 16..... Finance and Audit Committee

December 25..... Christmas Day

December 26..... Boxing Day

DATE OF MEETING November 13, 2019

AUTHORED BY SCOTT NEWLANDS, PARKS PROJECT COORDINATOR AND ART GROOT, DIRECTOR, FACILITY & PARKS OPERATIONS

SUBJECT NANAIMO BMX TRACK REDEVELOPMENT DESIGN

OVERVIEW

Purpose of Report

To provide more background information for a proposed BMX track redevelopment at the Marie Davidson BMX Park located at Beban Park and obtain Council approval to proceed with detailed design in collaboration with Nanaimo BMX Association and other community stakeholders.

Recommendation

That the Finance and Audit Committee recommend that Council:

1. consider funding of \$35,000, during the 2020 - 2024 Financial Plan review, for detailed design and cost estimates for the Nanaimo BMX track redevelopment; and,
2. direct staff to work with Nanaimo BMX Association and other stakeholders on the development of detailed design and costing for the project.

BACKGROUND

In 1989, the Kinsmen requested permission to convert some of the grounds into a BMX track within Beban Park. Permission was granted and the track opened in 1991 on the former logger sports area, which today is known as the Marie Davidson BMX Park. Since 1991, the Nanaimo BMX Association, a non-profit society, has held a license of use agreement with the City of Nanaimo and continues to operate and maintain the track and surrounding site. The track is well-utilized and open to the public year round except during club practices and race days. The club operates under the umbrella of the BMX Canada sanctioning body and current membership is approximately 350 riders who live in the mid-island area.

The Nanaimo BMX Association executive committee has always highlighted safety as their top priority for all users of the facility. Many of the components within the track are original and require replacement or remediation to ensure safe operation and function. The association has been working hard to identify these issues and determining a course of action to continue to provide safe, competitive and fun BMX riding for their club and the broader community.

Earlier this year, the Nanaimo BMX Association met with Parks and Recreation staff to advise of the need for updating and redevelopment of the Marie Davidson BMX Park. Since that time, the Association has acquired the services of an international consulting firm that specializes in action sport facilities. The consultant and the Nanaimo BMX Association have developed a conceptual design that will meet the current and future needs of the club and Nanaimo citizens.

The Nanaimo BMX Association is now at a point to further develop the conceptual plan into a detailed final project with the assistance of City of Nanaimo in order to progress from conceptual design through to final detailed design. At the Committee of the Whole meeting held on 2019-OCT-28, Nanaimo BMX presented to council to introduce the club and the vision of this potential infrastructure upgrade project. Following the presentation, Council passed the following motion:

“That the Committee of the Whole recommend that Council refer the request from the Nanaimo BMX Association for \$35,000 for infrastructure upgrades to the Marie Davidson BMX Park to Staff to prepare a report for Council consideration as Council enters budget deliberations for this year.”

DISCUSSION

The Nanaimo BMX Association has launched a fundraising campaign called “Get Behind The Gate” which has raised over \$70,000 to replace the existing start gate structure. The gate is the original start component and needs replacement to address safety concerns. Additional areas of concern at the facility include:

- Aging/deteriorating asphalt corners
- Start hill structure
- Track lighting

The association has also invested \$3,000 to develop the schematic and conceptual design for a track redevelopment, which was presented at the 2019-OCT-28 Committee of the Whole meeting.

The Nanaimo BMX Association has requested that the City consider providing \$35,000 towards continuing detailed design work already under way with the design consultant and additionally, the continued support from Staff to coordinate and manage design through to completion.

Staff recommend proceeding with the detailed design of a track redevelopment project for the Marie Davidson BMX Park in collaboration with the Nanaimo BMX Association and other community stakeholders. The goal would be to complete a comprehensive detailed design of a new BMX track facility with detailed cost estimates in early 2020. After detailed design completion, fundraising and the ability to source out other opportunities of revenue for the project would be possible due to the level of detail that will be available from this portion of the project as a whole being complete.

OPTIONS

1. That the Finance and Audit Committee recommend that Council:
 1. consider funding of \$35,000, during the 2020 - 2024 Financial Plan review, for detailed design and cost estimates for the Nanaimo BMX track redevelopment; and,
 2. direct staff to work with Nanaimo BMX Association and other stakeholders on the development of detailed design and costing for the project.
 - The advantages of this option: The Nanaimo BMX Association can continue to do immediate safety repairs with limited available funds. A completed, detailed design will allow the association and the City to fully understand the scope and cost of a redevelopment project. The process is supported by the Beban Park Master Plan Update 2015, which promotes the continued development and improvement of Beban Park and the fostering of community partnerships.
 - The disadvantages of this option: The actual amount of fundraising for the future project may not reach anticipated or estimated levels.
 - Financial Implications: \$35,000 would be required and a 2020 design project would be added to the 2020-2024 project plan. The cost estimate for the entire project has not been developed at this time.
2. That the Finance and Audit Committee recommend that Council keep the existing facilities at the Marie Davidson BMX Park as is.
 - The advantages of this option: Capital expenditure for design is delayed until a future date.
 - The disadvantages of this option: The existing infrastructure will continue to degrade and maintenance costs to the club will rise beyond maintainable levels. The track and related amenities would still need to be replaced at a future date. An opportunity to work together with community groups to replace this aging facility with an updated, modern, safer track will be lost.
 - Financial implications: None identified at this time.
3. That the Finance and Audit Committee recommend that Council provide alternate direction to Staff. |

SUMMARY POINTS

- A detailed design and cost estimating exercise is being proposed for the Marie Davidson BMX Park.
- A completed, detailed design will allow the association and the City to fully understand the scope and cost of a redevelopment project.
- The Nanaimo BMX Association can continue to do immediate safety repairs with limited available funds.

- The association has been working to identify these issues and determining a course of action to continue to provide safe, competitive and fun BMX riding for their club and the broader community.
- The Beban Park Master Plan Update 2015 promotes the continued development and improvement of Beban Park and the fostering of community partnerships.

ATTACHMENTS:

ATTACHMENT A: Nanaimo BMX presentation from 2019-OCT-28 Committee of the Whole Meeting

ATTACHMENT B: Nanaimo BMX Sponsorship Package 2019 Season. |

Submitted by:

Scott Newlands
Parks Project Coordinator

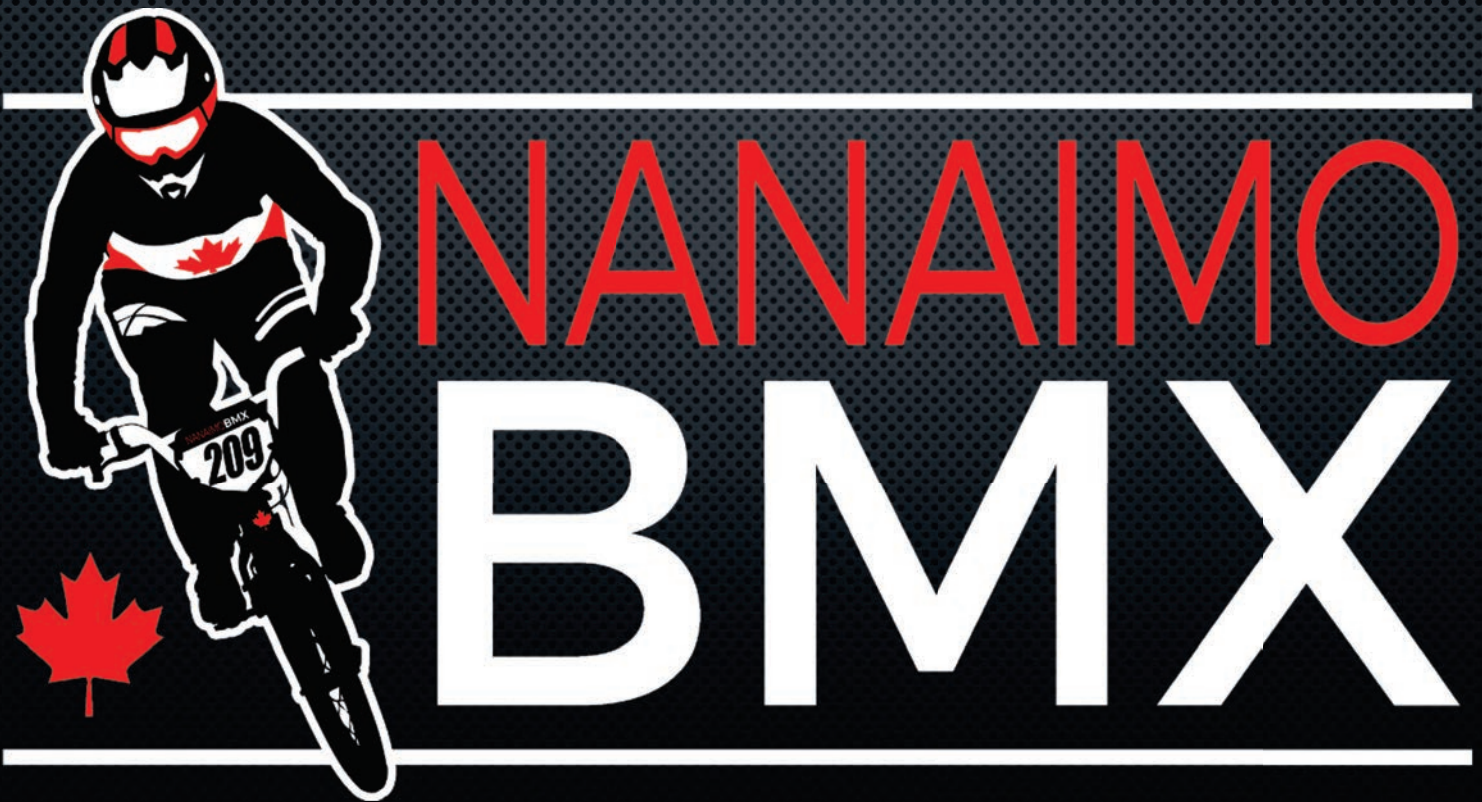
Art Groot
Director, Facility & Parks Operations |

Concurrence by:

Laura Mercer
Director of Finance

Richard Harding
General Manager, Parks, Recreations and Culture
|

ATTACHMENT A



MARIE DAVIDSON BMX PARK INFRASTRUCTURE UPDATE & COMMUNITY DEVELOPMENT PROJECT



NANAIMO BMX

- FOUNDED 1986 BY MARIE DAVIDSON
- MARIE BROUGHT THE SPORT OF BICYCLE MOTO CROSS RACING TO CANADA
- ORIGINALLY LOCATED IN NORTH CEDAR
- MOVED TO ITS CURRENT LOCATION IN BEBAN PARK IN 1989
- ONE OF OLDEST BMX CLUBS IN CANADA





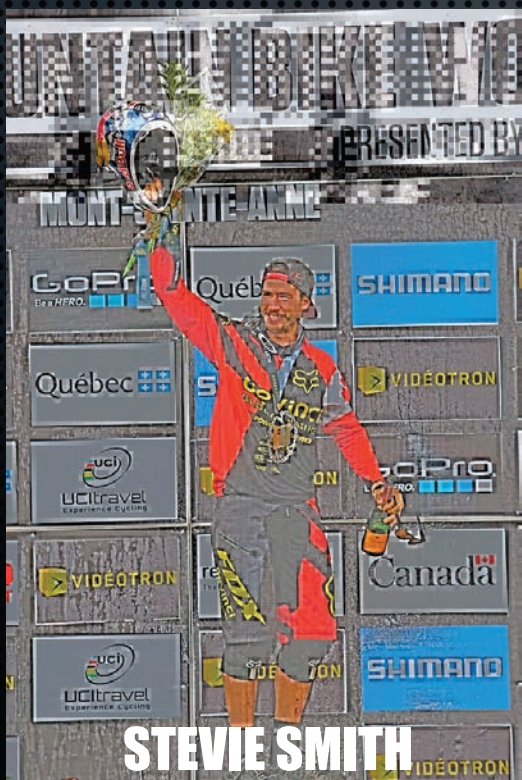
**NANAIMO
BMX**

OUR GOAL IS TO PROVIDE A SAFE AND
CHALLENGING PLACE, FOR RIDERS YOUNG AND OLD
TO ENJOY THE SPORT OF BMX









STEVIE SMITH



DARREN BERRECLOTH



BEN LESLIE





PIPER GRAATEN

5x Canadian + 3x US Champion
for her age group



ALEXANDER BOOTH

3x Canadian National Champion





CURRENT TRACK DESIGN



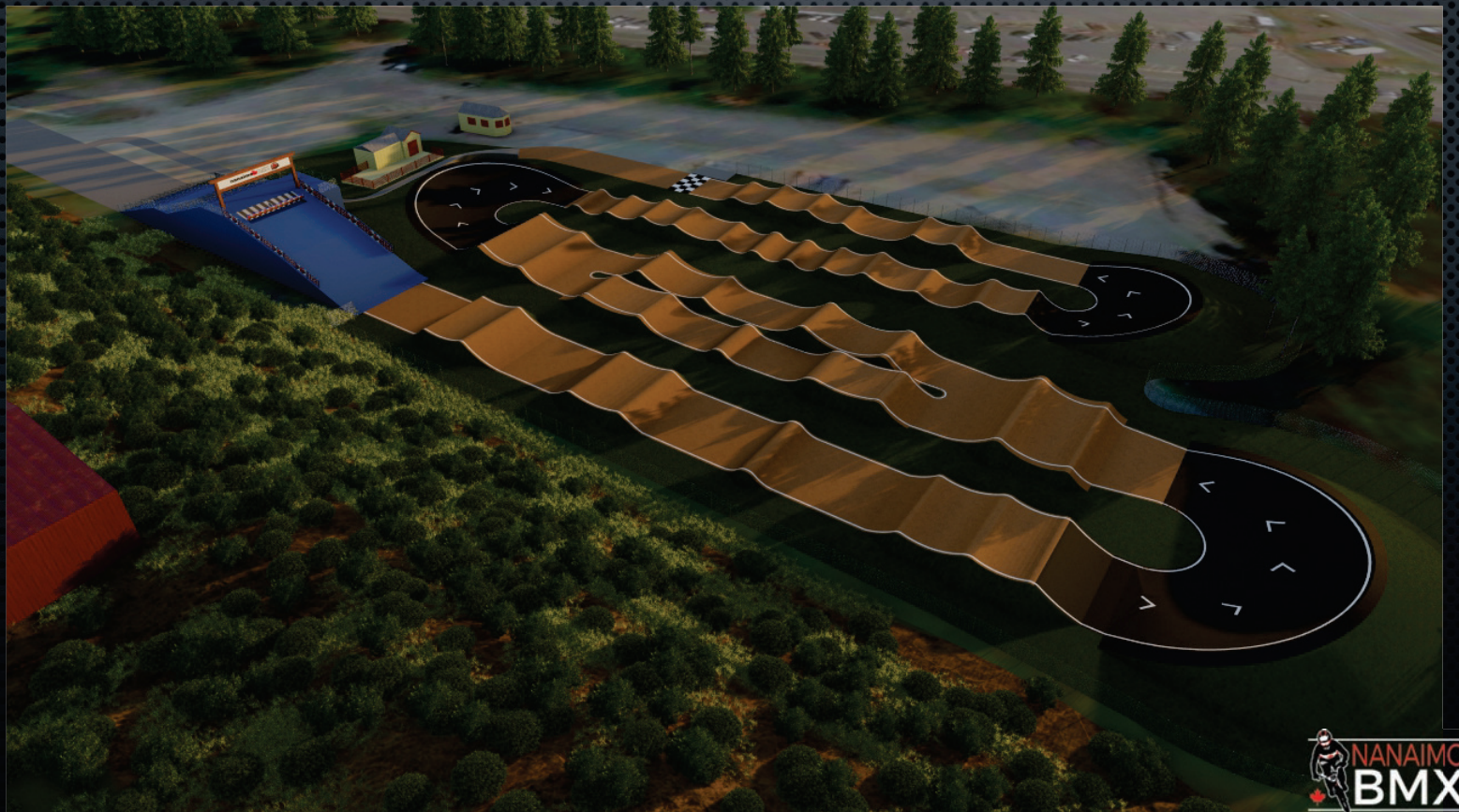
NEW DESIGN SUPERIMPOSED ON TOP OF EXISTING



BMX TRACK PROPOSAL - Nanaimo
Aerial Superimposition

ASD
ACTION Sports Design, L.L.C.
September 3, 2019







CURRENT START GATE

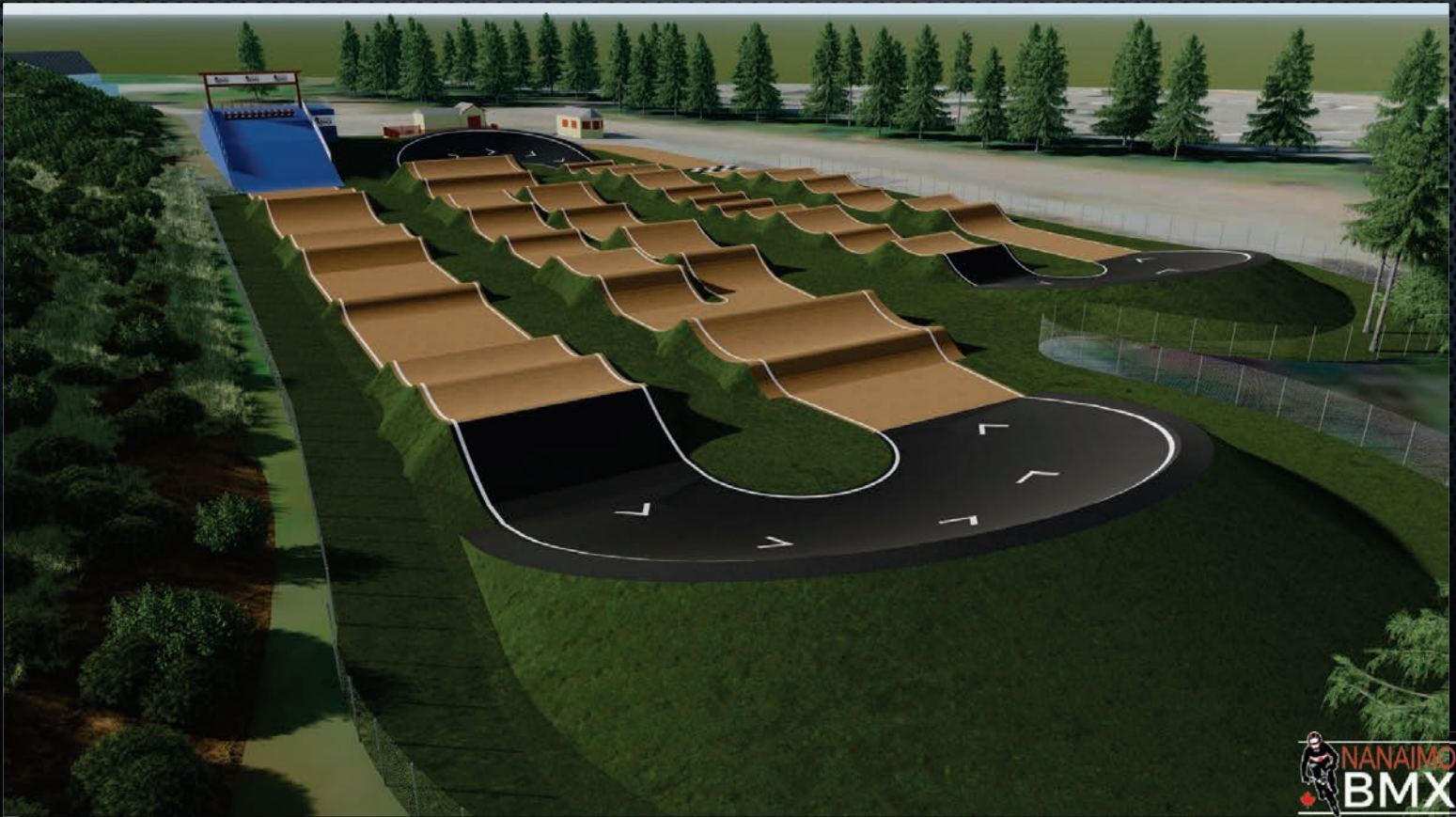
- Installed in 1989

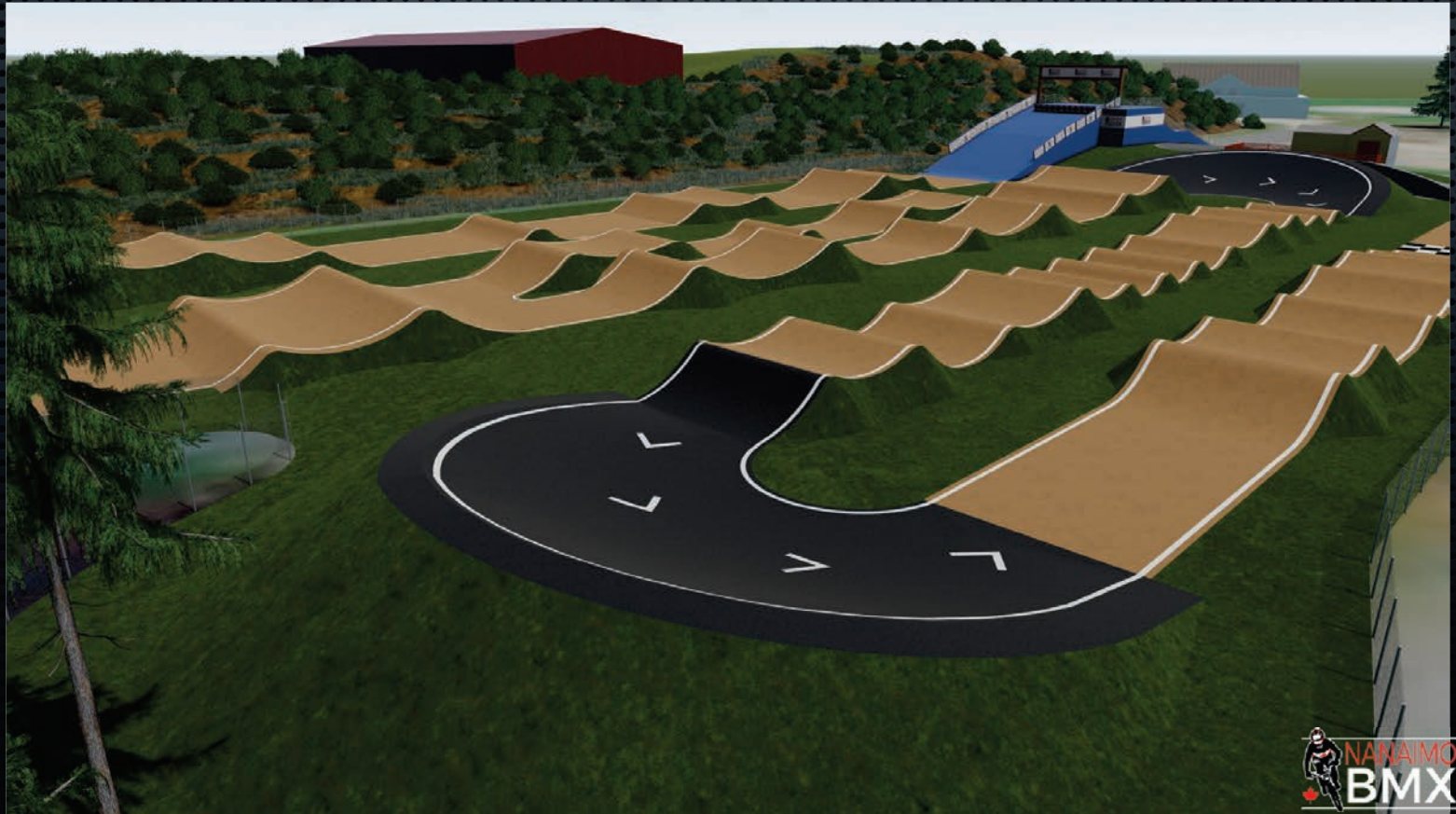


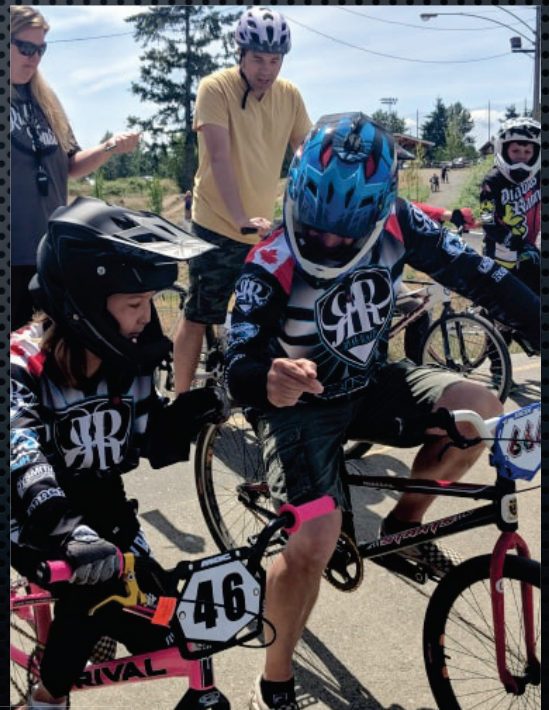
PROPOSED SAFETY BARREL GATE

- Reduces the risk entrapment in case of gate malfunction









THANK YOU FOR YOUR
CONSIDERATION.



Committee of the Whole
Nanaimo BMX “Get Behind The Gate” Campaign
October 28th, 4:30 pm

Presentation Notes:

My name is Keir Graaten and I am here on behalf of the Nanaimo BMX Association. I am here along with... ▲

Thank you for allowing us this opportunity to introduce Nanaimo BMX and a Project for which we have just completed the conceptual and schematic design phases for. We are here to request \$35,000 in financial support, from the City, to help us complete the Design Development Phase; as well as, ongoing support and assistance from staff with the planning and design for this project. ▲

Nanaimo BMX has been serving the Nanaimo community since 1986. It was originally started out in Cedar but moved to its current location, at the Marie Davidson BMX Park located within Beban Park, in 1989. ▲

It was founded by Marie Davidson, who some of you might remember, as she was named **BC’s Most Amazing Mom**, in 2007, by the Vancouver Province for her dedication to fostering over 140 children. She fell in love with the sport of BMX because it provided a place for her foster children to ride safely, to ride all together as one large family, and a place that fostered healthy role models and mentors. ▲

Today, if you were to visit our track, you would find these values still hold true. You would find... ▲

- that our track is open and inclusive to all individuals, all you need is a bike, helmet, long sleeves and pants and you can ride.
- It continues to be a place that draws families to participate together. Our riders age from 2 to well into their 60’s
- Riders compete hard against one another but will always wait at the finish line to fist bump and high five each other. ▲
- Older riders continue to coach and mentor the younger riders.
- Trophy nights occur on the last race of every month. Everyone celebrates the accomplishments of the newest and youngest, newest riders who get the largest trophies.

- And most importantly, No one rides the bench in BMX. The way our races are set up, each rider, no matter their age or ability, will have a competitive moto to ride in.

With these values in place for the past 30 years Nanaimo BMX has been successful in producing top level riders and attracting National and International attention. ▲

Riders like:

- The late Stevie Smith, UCI world downhill champion,
- Darren Berrecloth, world freeride champion
- Ben Leslie, 2018 Canadian Pro Champion all started their cycling careers at Nanaimo BMX.
- And top developing riders such as Piper Graaten and Alexander Booth, who are both top riders in both Canada and the US, both started at Nanaimo BMX. ▲

We are proud to say that in our 30 years of operation we have been completely self-sufficient. Our members have always been able to pull our resources together to rebuild sections of the track, repair equipment and buildings when necessary, and keep the track in pristine shape, not only for our benefit but also the entire community, as our track remains open to the public outside of scheduled race times. ▲

Now however, after 30 years of operation an infrastructure project is required. This upgrade is essential to keep our riders safe, and to be able to continue to offer our programming to our membership. ▲

The need to upgrade the infrastructure is not a new idea but really became a priority over the past two years. There are new technologies and design advancements making the sport safer for the participants and assisting in their development. During the past two years the club has reviewed our facility needs and undertaken a series of fundraising campaigns enabling us to take these discussions from ideas to reality. ▲

There has been a lot of community interest and support shown already, and now that we have been in discussions with the City staff, we have developed a clear vision and scope for this project to address our concerns

and needs, which will bring Nanaimo BMX and the Marie Davidson BMX park back to “***the***” destination track in North America. ▲

Specifically, our infrastructure upgrade will include:

- i. A New Safety Barrel start gate,
- ii. A larger start hill relocated to provide safer access,
- iii. A new track design offering a “Pro line” for a wider range of riding levels
- iv. And new lighting for the facility to bring lighting up to safe sporting levels
- v. These improvements would allow us to extend our season, hold larger events and to help position our riders to be on top of the podium for many years to come. ▲

Nanaimo BMX is looking to partner with the City for financial assistance in the amount of \$35,000; as well as, assistance with the planning and project management required for the Design Phase of this infrastructure upgrade. This next Design Development Phase of the project is crucial to allow us to understand the full scope and costs, and better enable us to reach out to the broader community to get behind this project. ▲

With these upgrades, Nanaimo BMX and the Marie Davidson BMX Park, could go another 30 years without major outside support. We are working with the Rotary Clubs of Nanaimo and other local businesses to bring this project to reality, and hope that the City to join in support.

Thank you again to Mayor and Council for this opportunity to present to you today. If anyone has any questions about this project or Nanaimo BMX and the programs we offer please do hesitate to ask...



Sponsorship Package 2019 Season

GET BEHIND THE GATE



Thank you for considering a Sponsorship with the Nanaimo BMX Association and the Get Behind the Gate project. This sponsorship package provides you and your organization the necessary information to ensure a good business case for sponsoring our non-profit society as we undertake one of the largest fundraising campaigns since we began with the goal of replacing our start gate and hill.

About Nanaimo BMX

The Nanaimo BMX Association is a non-profit society incorporated under the Societies Act of the Province of British Columbia. The BMX Club operates under the umbrella of the BMX Canada sanctioning body. The Nanaimo BMX Association is a bicycle motocross facility located at Beban Park. It was developed to be accessible by all bike riders in the Nanaimo area. Our intent is to provide bikers with a safe and challenging place to ride and help eliminate the hazards of bike riding on streets and public pathways.

Most BMX racing is conducted on a dirt track of about 300 to 400 metres with a series of jumps. Up to eight cyclists compete in each qualifying race to determine eight finalists who meet for the championship. The sport of BMX provides riders with the opportunity to enhance their individual skills; competitively, socially, and physically. Our local membership is comprised of approximately 350 riders who live in the mid-island area between Coombs and Duncan. The facility attracts a variety of different age groups. Our club has riders attending our sanctioned races as young as 18 months and as "young at heart" as 70. BMX is a family sport that encourages both boys and girls; parents and other adults to race. BMX continues to garner interest with its inclusion in the Olympic Summer Games beginning in 2008.

We are entering our 30th year of operation this season, and thus have literally thousands of club alumni. One shining example is Steve Smith who was a UCI World Champion Downhill racer before his tragic passing in 2015. Steve's love for all forms of biking started at the Nanaimo BMX track and allowed him to develop his skills to become a World Champion. Another is Piper Graaten who is currently the National #1 Girl in Canada. She is also the current US and Canadian Champion for her age class. This is not an easy feat, but one she has accomplished the past 2 years. We are equally proud of our other alumni who have taken the lessons they have learned through their pursuit of excellence in sport and translated them into excellence in life.

Our facility attracts BMX bike riders, mountain bike riders, strider bikes and 10-speed bike riders. The track is open "free of charge" to the public during daylight hours with the exception of our weekly sanctioned race events and occasional special race weekends. We welcome everyone to our track and do not charge a spectators fee for any of our race events.



Sponsorship Package 2019 Season

GET BEHIND THE GATE

Our aim as a BMX club is to provide high quality, affordable, and safe programs within our facility that:

- Builds the foundation of a healthy lifestyle and self-esteem in participants;
- Recognizes different biking abilities and interests as part of the skill development process;
- Encourages individuals to achieve their highest potential in BMX racing
- Recognizes the importance of a fun environment in everything we do;

In order to foster our athlete's unique interests and skills, our club provides a number of different programs:

- **Strider / Run Bike Racing** (ages 1 – 6) encourages participation, interaction and the development of a love for BMX racing and being on a bike.
- **District Racing** - Local Racers of all ages and abilities compete in these weekly races throughout the season, learning skills and sportsmanship, teaching the values of winning and losing, and encouraging all riders to have fun within a safe environment.
- **Provincial / National Racing** – Hosting of larger scale races in support of our racers who travel and compete on the provincial, national and even international level. These races also allow all club members to participate in a higher level of competition without additional travel requirements.

Why does Nanaimo BMX Association need sponsorship and where will your dollars go?

Nanaimo BMX needs to update our aging infrastructure, making our track safe, enjoyable and elevating its status once again to one of the top training facilities in the country.

The purpose of our Sponsorship program is to enable the Nanaimo BMX association to continue providing excellent programs and opportunities to our athletes at an accessible cost. With decreasing levels of government funding in the form of applicable grants, and dwindling fundraising dollars; sponsorship from our local businesses is vital to our existence.

Since moving the facility to our current location in 1989, very little has been done to keep the infrastructure up to date. The dirt has been moved and reshaped to change the riding environment; however, the same starting gate that was fabricated and installed by one of the founding families is still in place almost 30 years later. Times have changed and so has the technology. The Nanaimo BMX Association executive committee has highlighted safety as their number one concern and the need to upgrade the current BMX start gate to a barrel safety start gate as a priority enhancement to the facility. A barrel safety gate will ensure the safety of all riders in the case of a gate malfunction or accident. Safety gates eliminate the possibility of anyone flipping over the start gate and getting trapped underneath and thus provides a much safer environment for all using the facility.

Upgrading to a safety start gate will require a large capital investment; as well as, significant changes to our start hill. Our current start hill will require structural changes and upgrades in order to accommodate the barrel safety gate.

We thank you in advance for considering our request.



Sponsorship Package 2019 Season

GET BEHIND THE GATE

Potential Benefits of Sponsorship (based on Sponsorship level)

- Nanaimo BMX Website presence
- Facebook presence
- Instagram presence
- **Sponsored Race** – you will have the opportunity to have a regular season race named after your company. This will also allow you the opportunity to set-up an information kiosk/tent at the race, display equipment and educate the club about your company.
- **Signage at the track (Training & Race)** – Sign/Banner (provided by Sponsors) placed in prominent locations of fence and facilities around the track
- **Advertising on Moto Shed** – With a membership of over 250, and race host to many visiting riders & families, the Nanaimo BMX moto shed experiences a great deal of athlete and family traffic throughout the season and year-round.
- **Club Jersey: front or back** – your logo will be prominently placed on the Nanaimo BMX jerseys which are available for purchase and are popular amongst the club riders.

Why Become a Sponsor for the Nanaimo BMX Association

You and your organization value and recognize that youth sport provides a building block for the future.

Your corporate vision, mission and values align with the Nanaimo BMX Associations values of:

- Excellence
- Expertise
- Sportsmanship
- Friendship
- Fun

You want to contribute to youth BMXing because you understand that it:

- Builds confidence and self esteem by teaching riders about and reaching goals;
- Teaches discipline by helping kids focus energy in a positive direction;
- Encourages individuals to achieve their highest potential;
- Recognizes the importance of a fun environment in everything we do as a BMX club;
- Is a good cause in the local community and provides a healthy, motivating, inspiring environment for youth to learn and grow and become active for life.

Our athletes...

- Love to ride their bikes!
- Range in age from 1 to 70
- Compete at the local, Provincial, National and International Levels and need your support, to help us maintain the facility that helps them fulfill their goals.
- Work hard and play hard, all in an effort to learn from the expertise of their peers and their coaches while striving for excellence in every step of the way.



Sponsorship Package 2019 Season

GET BEHIND THE GATE

Sponsorship Levels

LEVEL OF SPONSORSHIP	VALUE OF SPONSORSHIP	BENEFIT OF SPONSORSHIP
Named Sponsor	\$20,000 or Greater	<ul style="list-style-type: none"> • ONE Sponsorship opportunity available • Exclusive sponsorship of start ramp (large logo painted on start ramp for a 5 year term) • Centre sign space** on start gate (~2 m x .7m for 5 year term) • Signage** at track (2 large signs on fence for 5 year term) • Sponsored race during a regular season race – opportunity to set-up tent with company info, equipment display etc. for term of sponsorship • Banner Flags** on track during racing (2 flags) for 5 year term • Advertising on website (interactive, large size) • Formal acknowledgement as Named Sponsor on: <ul style="list-style-type: none"> - Moto Shed - Start Hill and Start Gate - Newsletter & club correspondence - Social media accounts • Logo on club jersey for 5 year term • Club photo
Platinum	\$5000 or Greater	<ul style="list-style-type: none"> • Sponsored race during a regular season race – opportunity to set-up tent with company info, equipment display etc. for a 3 year term • Sign space** on start gate (~1 m x .7m for 3 year term) • Signage** at track (large sign on fence) for a 3 year term • Advertising on website (interactive, large size) • Formal acknowledgement as Platinum Sponsor on: <ul style="list-style-type: none"> - Moto Shed - Start Hill and Start Gate - Newsletter & club correspondence - Social media accounts • Logo on club jersey for a 3 year term • Club photo
Gold	\$2500 or Greater	<ul style="list-style-type: none"> • Signage** at track (large sign on fence) for a 2 year term • Advertising on website (interactive, medium size) • Formal acknowledgement as Gold Sponsor on: <ul style="list-style-type: none"> - Moto Shed - Newsletter & club correspondence - Social media accounts • Logo on club jersey for a 2 year term • Club photo
Silver	\$1250 or Greater	<ul style="list-style-type: none"> • Signage** at track (large sign on fence) for a 2 year term • Advertising on website (interactive, medium size) • Formal acknowledgement as Gold Sponsor on: <ul style="list-style-type: none"> - Moto Shed - Newsletter & club correspondence - Social media accounts • Club photo
Bronze	\$500 or Greater	<ul style="list-style-type: none"> • Signage** at track (small sign on fence) for a 1 year term • Formal acknowledgement as Bronze Sponsor on Moto Shed; as well as, our newsletter and social media accounts • Club photo

** Please note that all signage and flags need to be supplied by sponsors.



Sponsorship Package 2019 Season

GET BEHIND THE GATE

What we require from you as a sponsor

- Your financial and/or in-kind support
- Detailed information of contacts within your organization with whom our sponsorship coordinator can work with
- High quality company logo in .jpg/.tif and or vector format – Camera Ready
- Website address
- Signage as per agreement for advertising at the track

Contact info

Keir Graaten | 250-741-4814
thegraatens@shaw.ca

Chris Barfoot | 250-739-2949
theextensionbarfoots@gmail.com

Glen Reed | 250-714-3132
drglen@rfgwellness.ca

Samples of sponsor advertising:

Start Hill Advertising



Start Gate Advertising



Sponsored Race



Banner Flags



Club Jersey



DATE OF MEETING NOVEMBER 13, 2019

AUTHORED BY JODI LE MASURIER, ASSISTANT CHIEF, EDUCATION & TRAINING

SUBJECT EMERGENCY MEDICAL RESPONDER

OVERVIEW

Purpose of Report

To gain Council's consent to raise the licensing level of Nanaimo fire fighters from First Responder to Emergency Medical Responder.

Recommendation

That the Finance and Audit Committee recommend that Council consider funding an increase to the Nanaimo Fire Rescue training budget of \$66,750 in the first year (2020) and \$60,000 for the following five years (2021-2025) during the 2020-2024 Financial Plan review to raise the service level to Emergency Medical Responder (EMR).

BACKGROUND

Currently, Nanaimo Fire Rescue (NFR) provides pre-hospital emergency medical care to citizens at the certification level of first responder. When someone calls 911 for a medical issue or motor vehicle incident, BC Emergency Health Services (BCEHS) dispatch takes pertinent details and patient information. Based on the assessment (medical priority dispatch system) and using the Clinical Response Model (CRM), it is determined if a response is required. The response may include BC Ambulance Service (BCAS) Basic Life Support (BLS), Advanced Life Support (ALS), and/or fire department first responders as part of a layered response. The Clinical Response Model dictates that fire first responders attend "urgent, serious, time critical, or immediately life threatening" calls.

The support provided by first responders during medical emergencies is an essential part of the delivery of emergency health services to the people of British Columbia. There are situations when fire first responders are with patients before BCAS paramedics. The location of the patient can make it impossible for paramedics to access patients until fire fighters can bring them to a safe location. Some examples include a patient at a fire (within the hot zone), patients off-road and over-the-bank, as well as patients trapped in vehicles surrounded by leaking fluids or other hazards.

Using the fire department records management system as a means to track and assess response times and incident details, NFR attended 26,605 total incidents between January 2016 and December 2018. Medical related incidents accounted for 66% (17,621) of those incidents. From

2015-2018, 9,543 medical incidents (54%) have timestamps for NFR and BCAS arrival times. Of those incidents, BCAS was on-scene prior to NFR or within 30 seconds 23.3% of the time. NFR Staff were on-scene before BCAS paramedics 76.7% of the time. Of those incidents, NFR was on-scene before BCAS: 47.8% (4565) for between 30 seconds and 6 minutes; and 28.9% (2779) for 6-15 minutes or more. The ability for NFR first responders to make a difference in patient care and outcomes during those times is invaluable. The majority of the calls fire first responders attend are “urgent, serious, time critical, or immediately life threatening” as referenced in the BCEHS CRM.

However as first responder license holders, firefighters are currently restricted from delivering several services including, but not limited to:

- measuring blood pressure to help assess and monitor patient conditions
- using traction to immobilize fractures especially off-road and over-the-bank
- delivering ASA and Nitroglycerine to treat and calm chest pain patients
- measuring blood glucose levels to determine treatment of patients with a reduced level of consciousness
- delivering pain management to provide relief

One of the biggest concerns is that fire first responders are restricted from using a pulse oximeter to measure and monitor oxygen in the blood. Current standards indicate that the routine use of high-flow oxygen in a myocardial infarction (MI) can make it worse and can increase mortality. NFR responded to 611 heart related medical incidents between 2016 and 2018. An Automated External Defibrillator (AED) was used in 58 incidents during this time and Bystander CPR was performed in 101 incidents. The standard dictates that blood oxygen levels be at not more than 94% for an MI; however, without a pulse oximeter to place on the patient's finger FRs cannot measure the oxygen level in order to reduce it appropriately. Too much oxygen is harmful but so is too little. Many fire departments were using pulse oximeters in their response and training to monitor their own fire fighters and prior to administering Naloxone. The Emergency Medical Assistants (EMA) Licensing Board saw this as performing duties outside of a firefighter's scope of practice as First Responders. In 2019, Nanaimo removed the pulse oximeters from their supply bags.

In addition to a negative impact on patient care and outcomes, a lack of knowledge and skills is having a negative impact on the mental health of responders. A general fear of making mistakes due to limited knowledge and skills increases stress and anxiety, and the inability to adequately help patients leads to feelings of guilt and shame that contributes to depression and Post-Traumatic Stress Disorder (PTSD). Providing responders with the knowledge, skills and tools they need to do the best they can for their patients, not only positively impacts patients, it contributes to responder mental health and resiliency.

Several fire departments around the province have raised the level of service to the Emergency Medical Responder (EMR) License level including Campbell River, Sun Peaks, Prince George, Vancouver, Big White, District of North Vancouver, Port Coquitlam and Delta. This reflects a trend among local governments to decide for themselves the level of pre-hospital care their fire department delivers. The political implications of this appear to have been limited to interagency

relations. For example, some departments reported increased animosity on the street from some paramedics to fire fighters. However, in Nanaimo we recently had a positive meeting with a BCAS Supervisor about EMR to continue to strengthen our working relationship. In 2016, the University of the Fraser Valley Centre for Social Research conducted a review of the EMR program operating in the Delta Fire Department and concluded,

“Overall, the EMR program in Delta has enhanced the skills and knowledge of Fire First Responders in a manner that supports patient care and is a proactive and evidenced-based approach to improving pre-hospital care capabilities.”

DISCUSSION

In 2018, NFR responded to more than 8,150 patients (some incidents have more than one patient). Nanaimo Fire first responders attending to patients are limited in their ability to provide adequate care. The cost for a local government to provide first responder or additional pre-hospital care to its community is borne by the municipality. There is a provincial movement among municipalities (many from the Metro Vancouver local governments) to determine the standard of care or level of service they choose to provide to their community.

The cost for each fire fighter to complete EMR is approximately \$5,800. It is anticipated that a transition and implementation plan will result in the minimum training of 10 firefighters per year. The initial investment would allow citizens to receive a higher level of care for the foreseeable future. With a first year investment in 2020 of \$6,750 for equipment, this totals approximately \$66,750 in the first year and \$60,000 in the following five years (2021-2025). This investment of \$366,750 will supplement our current training budget.

On-call fire fighters at Fire Station 7 on Protection Island are currently trained and practice to the EMR certification level. This has been in practice since 2009. Raising the service delivery level to EMR for all fire fighters would have the following anticipated benefits:

- Enhance the current response – fire first responders are currently responding to the same incidents, but they will be more valuable when they are there and when they are waiting for BCAS Staff
- Improve patient care – citizens will have more knowledgeable and skilled responders at their side
- Improve patient outcomes – patients will receive access to a higher level of care from fire fighters which improves their outcomes
- Positively impact fire fighter mental health – being more knowledgeable and skilled without the fear of making patients worse reduces stress, fear and anxiety that negatively impacts mental health
- In the event of a large scale disaster or emergency, the ability for each local government to provide the highest level of care to its community is invaluable. The BCAS system will be inundated very quickly and like many communities, the role of our trained fire fighters may supplement emergency medical responses.

This is not a request to increase or change the incidents attended or to take over the role or requirement of BCAS. |

OPTIONS

1. That the Finance and Audit Committee recommend that Council consider funding an increase to the Nanaimo Fire Rescue training budget of \$66,750 in the first year (2020) and \$60,000 for the following five years (2021-2025) during the 2020-2024 Financial Plan review to raise the service level to Emergency Medical Responder (EMR).
 - The advantages of this option include a more highly trained firefighter and higher level of community care.
 - The disadvantages of this option: May be seen as an increase in provincial downloading.
 - Financial Implications: Increases in the training budget (\$66,750 in the first year and \$60,000 for the following five years). These costs would be funded from general taxation.
2. That the Finance and Audit Committee recommend that Council direct Staff to maintain status quo.
 - The advantages of this option: No budget increase.
 - The disadvantages of this option: Inability to provide adequate care to patients and, in some cases, increases harm; negatively impacts the mental health of fire fighters with limited abilities to help.
 - Financial Implications: None. |

SUMMARY POINTS

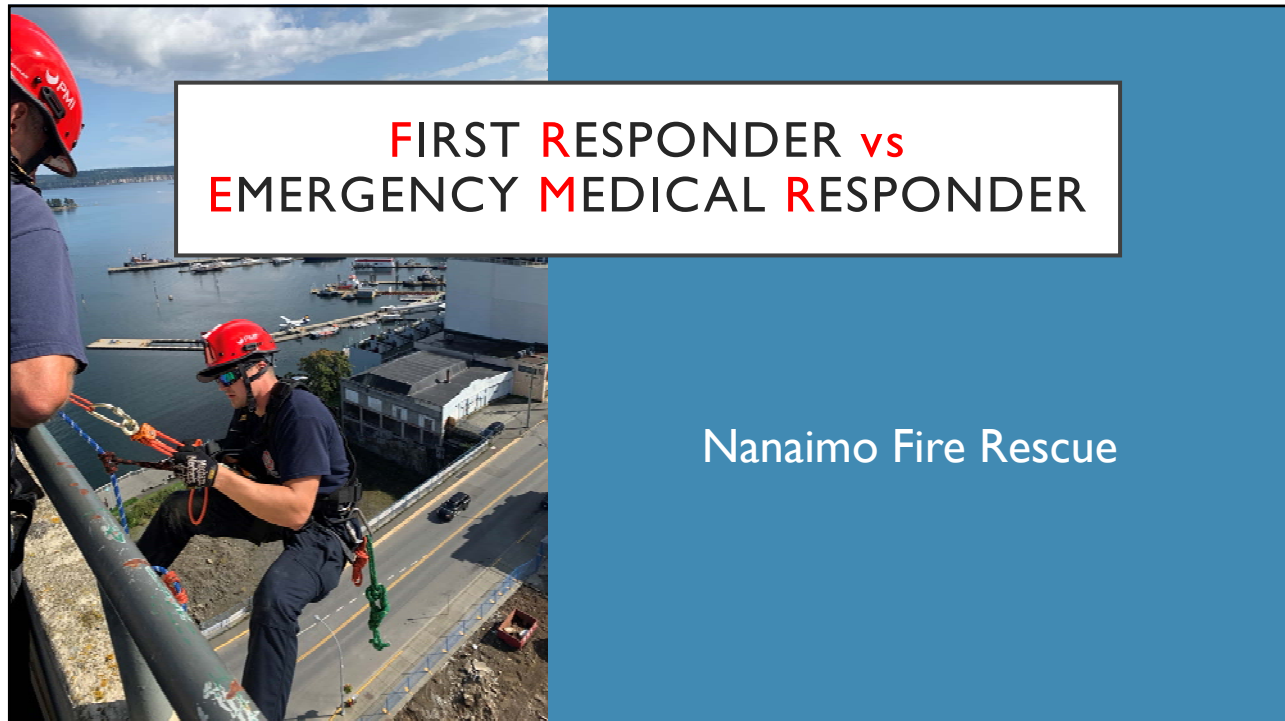
- Currently, Nanaimo Fire Rescue (NFR) provides pre-hospital emergency medical care to citizens at the certification level of first responder
- Raising the service delivery level to EMR for fire fighters would have the following anticipated benefits: enhance the current response, improve patient care and outcomes, and positively impact fire fighter mental health.
- It is invaluable because the majority of the calls fire first responders attend are “urgent, serious, time critical, or immediately life threatening”.

Submitted by:

Jodi Le Masurier
Assistant Chief, Education & Training

Concurrence by:

Karen Fry
Fire Chief

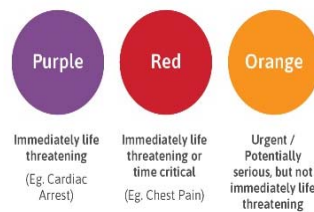


BACKGROUND ON PRE-HOSPITAL CARE

- BC EHS (ambulance) responds to all medical aid requests in Nanaimo as determined by their **CRM** (clinical response model) and their MPDS (medical priority dispatch system)
- Fire (first responders) may respond to calls determined to be *“urgent, serious, time critical, or immediately life threatening”*.

BCEHS

**The Clinical Response Model
(CRM) and how we work with
First Responder Partners.**



SAME NUMBER OF CALLS



- Does not change the number of incidents NFR will respond to
- Changes the service we can provide when we're there
- **76.7%** of calls arrive **before** ambulance
- 47.8% for 30 seconds to 6 minutes
- 28.9% for 6-15 minutes or more



NFR ALREADY HAS EMR

- Protection Island on-calls have been EMR for **10 years**
- Combination of FR and EMR licenses

OTHER MUNICIPALITIES

North Van District
Port Coquitlam
Campbell River
Prince George
Vancouver
Delta

1. License **some** members including instructors
2. Train department off-shift or on-shift or **both**
3. Instructors **co-teach** and then solo-teach
4. Train all or **some** members

SUPPORTS PATIENTS & RESPONDERS



- **Accurate** administration of oxygen
- Blood glucose and blood **pressure** measurement
- **Faster pain** management
- Increases responder **confidence** and reduces **anxiety**



THE PROCESS

- Does not have to be a wholesale change
- Transition **over time** with some EMRs on trucks
- Investment over 6 years for **\$7.50** per patient



THE BIG DEBATE

- Why is the City doing the Province's work?
- We've been doing it for over **25 years**
- Saved many lives and provided a valuable **service** to assist BC Ambulance
- Fire departments provide this service across **North America**
- Number one priority should be "**Patient Care**"
- Meets Council's strategic priority of "**Livability**"



RECOMMENDATION

That the Finance and Audit Committee recommend that Council consider funding an increase to the Nanaimo Fire Rescue training budget of \$66,750 in the first year (2020) and \$60,000 for the following five years (2021-2025) during the 2020-2024 Financial Plan review to raise the service level to Emergency Medical Responder (EMR).

DATE OF MEETING November 13, 2019

AUTHORED BY CHRIS SHOLBERG, CULTURE & HERITAGE PLANNER

SUBJECT HERITAGE HOME GRANT APPLICATION – 911 WENTWORTH STREET

OVERVIEW

Purpose of Report

To obtain Council approval for a Heritage Home Grant for the Ivers/Honey Residence located at 911 Wentworth Street.

Recommendation

That the Finance & Audit Committee recommend that Council approve a \$2,500 Heritage Home Grant for reroofing the Ivers/Honey Residence located at 911 Wentworth Street.

BACKGROUND

A Heritage Home Grant application has been submitted by the owners of the Ivers/Honey Residence (911 Wentworth Street), to reroof the building.

The Ivers/Honey Residence is currently on the City's Heritage Register (see Attachment 'A' for the building's historical value statement).

DISCUSSION

Staff has reviewed and evaluated the grant application and note that the proposed project satisfies the relevant requirements and objectives of the Heritage Home Grant Program (as outlined in Attachment 'B' – Heritage Home Grant Program Purpose and Conditions).

The reroof will prolong the life of the building by removing moss buildup and preventing water penetration into the building interior. It will also reduce exterior building deterioration by improving overall weathering protection.

The total estimated project cost is \$16,230.90. The project is eligible for up to \$2,500 in grant assistance based on the 50/50 cost-sharing model specified under the program.

It should be noted that the property has not received a previous home grant. Under the conditions of the grant program, an eligible heritage property owner can apply for up to \$2,500 during the life of the building.

The Heritage Home Grant Program budget for 2019 is currently \$9,500. Should this grant be approved, there would be \$7,000 left in the program budget for use until the end of December 2019.

OPTIONS

1. That the Finance & Audit Committee recommend Council approve a \$2,500 Heritage Home Grant for reroofing the Ivers/Honey Residence located at 911 Wentworth Street.
 - Advantages: The Heritage Home Grant Program furthers the Livability and Economic Health goals of the 2019-2022 Strategic Plan, as well as the conservation objectives of the City's Heritage Conservation Program.
 - Disadvantages: None.
 - Financial Implications: The Heritage Home Grant Program currently has a \$9,500 budget available to cover the application. There would be \$7,000 left in the budget for 2019 should Council approve the application.
2. That the Finance & Audit Committee recommend Council deny a \$2,500 Heritage Home Grant application for reroofing the Ivers/Honey Residence located at 911 Wentworth Street.
 - Advantages: Would leave more funding for potential applications to be considered until December 2019.
 - Disadvantages: Could create uncertainty about the City's commitment to the grant program's purpose and parameters. Would run counter to the City's livability and heritage conservation objectives. Not awarding funding would be contrary to the first-come, first-served priority for eligible applications.
 - Financial Implications: A total of \$9,500 would remain available for further applications in 2019. If unused during 2019, this funding would not be carried forward for use in future years.

SUMMARY POINTS

- A Heritage Home Grant application has been submitted by the owners of the Ivers/Honey Residence (911 Wentworth Street), to reroof the building.
- The total estimated project cost is \$16,230.90. The project is eligible for up to \$2,500 in grant assistance based on the 50/50 cost-sharing model specified under the program.
- The grant application satisfies the relevant requirements and objectives of the Heritage Home Grant Program.

ATTACHMENTS:

ATTACHMENT A – Ivers/Honey Residence History and Significance
ATTACHMENT B – Heritage Home Grant Program Purpose and Conditions
ATTACHMENT C – Photos of Existing Roof Condition

Submitted by:

Lisa Bhopalsingh
Manager, Community Planning

Concurrence by:

Bill Corsan
Director of Community Development

Dale Lindsay
General Manager of Development Services

Laura Mercer
Director of Finance

ATTACHMENT A

IVERS/HONEY HISTORY AND SIGNIFICANCE

Built around 1936, the Ivers/Honey Residence is a very good example of a vernacular, English Cottage style building. Although there have been some changes to the exterior over time, most notably the stucco-cladding and replacement windows and doors, the basic form and integrity of the building remains intact.

Originally constructed for Francis Clifford Ivers, who may have been associated with the Kelly Douglas Company (local food wholesalers), the property was originally owned by the Western Fuel Company. The property was later owned in the 1940s by the Honey Family who are reputed to have been the first Coca-Cola distributors in Nanaimo.

Located on a corner lot within one of Nanaimo's oldest neighbourhoods and prominent to the street with mature landscaping, this residence forms part of a grouping of historic residential buildings adjacent to the downtown core.

ATTACHMENT B

HERITAGE HOME GRANT PROGRAM PURPOSE AND CONDITIONS

Created by Council in 2006, the purpose of the Heritage Home Grant Program is to enhance and conserve Nanaimo's historic residential building resources. To achieve this objective the program provides financial assistance to structural and exterior building improvements which follow the Federal Government's Standards and Guidelines for the Conservation of Historic Places in Canada.

The City of Nanaimo has committed to providing financial incentives for heritage buildings as part of its economic development and revitalization strategy. Incentives are intended for the rehabilitation and enhancement of historic buildings, as well as to promote investment in historic residential neighbourhoods, thereby enhancing the neighbourhood's historic building stock and long term livability.

This program mirrors similar heritage home incentive programs in cities such as Vancouver and Victoria that have been in existence for many years and have encouraged home owners in historic residential areas to fix up and maintain their historic homes.

Grants will cover up to 50% of total project cost, to a maximum of \$2,500 per building, and are available on a first come, first served basis. To date, \$51,182.91 has been paid out under the grant program for 21 exterior building facade improvements leveraging \$187,151.22 in private investment.

Should Council approve the grant, the following conditions will also apply as specified under the program:

- The project must be fully completed prior to payment of the grant.
- The owner must agree to register a Heritage Conservation Covenant on the property prohibiting demolition or exterior alteration of the building, unless the City approves these actions.
- Work must be substantially underway within six months of grant approval and completed within one year.
- Work must be of good quality, meet appropriate building/fire codes or approved equivalent, comply with existing bylaws, be conducted in accordance with a valid building permit (if applicable), and pass municipal inspections.
- Works is subject to inspection. If, during the course of the project, it is determined that the work fails to adhere to the program guidelines, then the award of the grant, in whole or in part, may be rescinded.
- The owner will agree to mount a small metal plaque in close proximity to the home's main entrance provided by the City indicating the home's heritage status.
- The applicant shall not involve the City of Nanaimo in any legal action between him/her and any contractors, estimators, employees, workers or agents arising from or out of the Heritage Home Grant project.

ATTACHMENT C
PHOTOS OF EXISTING ROOF CONDITION





DATE OF MEETING November 13, 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 \$250,000 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 1, Attachment 2, and Attachment 3 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 five (5) Sole Source and Single Source Purchases >\$25,000<=\$250,000 subject to Procurement Policy (03-1200-01) reporting for a total amount of \$184,339.00 including PST for the period ending 2019-SEP-30.
- The City undertook six (6) Instances of Purchases >\$250,000.00 subject to Procurement Policy (03-1200-01) reporting for a total amount of \$8,622,349.55 for the period ending 2019-SEP-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 \$248,745.36 for the period ending 2019-SEP-30.

ATTACHMENTS

- Attachment 1: Q3 2019 – Sole Source and Single Source Purchases >\$25,000<=\$250,000
- Attachment 2: Q3 2019 – Purchases : >\$250,000
- Attachment 3: Q3 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
2338	Water Resources	0848361 BC Ltd DBA Ecklundson Construction Group	Landscape preparation for Towers Pump Station and Langara Drive	\$62,000.00	Where there is demonstrated value to expand (fast track) these services with the current contractor
2426	Engineering	Herold Engineering Limited	Building envelope work at 25 Victoria Road	\$44,000.00	One with which staff have specialized training and/or experience.
2437	Community Development	McElhanney Associations Land Surveying Ltd.	Vancouver Island University Land Exchange Survey	\$26,000.00	One with which staff have specialized training and/or experience.
2439	Facilities	Johnson Controls	Port Theatre Digital Control System Upgrade	\$26,939.00	To ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative.
2470	Facilities	Westcoast Scanning Ltd	Pool Voids 3-D Modelling for Beban Pool	\$25,400.00	To ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative.

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Comment
2297	Fleet/Fire	Suncor Energy Products Partnership	Supply and Delivery of Fuels - BCPPBG member participation	\$5,000,000.00 estimate	Sourced through the British Columbia Petroleum Products Buying Group for a five-year term with two one-year options to extend
2308	Construction Department	Lafarge Canada Inc dba HUB City Paving	Supply Aggregates and Granular Materials	\$300,000.00 estimate	One Tender Submission
2411	Construction Department	Hazelwood	Bruce Avenue	\$1,496,133.05	Two Tender Submissions
2415	Engineering Department	Windley Contracting Ltd	Pheasant Terrace and Rosstown Road Utility Upgrades	\$1,000,000.00	Three Tender Submissions Received
2423	Construction Department	Copcan Civil Ltd	Jump Creek and Dam upgrade	\$285,725.00	Four Tender Submissions Received
2441	Construction Department	Lafarge Canada Inc dba HUB City Paving	2019 Road Rehabilitation Package A	\$540,491.50	One Tender Submission

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Reason/Comment
2446	Roads	Windley Contracting Ltd	Departure Bay Road Slope Stabilization	\$ 248,745.36	Opportunity was issued to three invited bidders based on the consultant estimate of less than \$200,000.00. All three bids exceeded \$200,000.00. Awarded to lowest bidder to complete the scope in the required timeline.

DATE OF MEETING | November 13, 2019 |

AUTHORED BY | JANE RUSHTON, MANAGER, PURCHASING AND STORES |

SUBJECT PROCUREMENT POLICY REVIEW

OVERVIEW

Purpose of Report

To provide Council with information with respect to the review of the City of Nanaimo Procurement Policy with proposed enhancements to the social, environmental, and ethical aspects. |

Recommendation

That Council provide direction on what option they would like to undertake regarding the review of the Procurement Policy.

1. That Council direct Staff to undertake the planned review of the Procurement Policy with an increased focus on social, environmental and ethical elements for City purchases that specifically align with the desired outcomes of the Strategic Plan; or,
2. That Council direct Staff to undertake the planned review of the Procurement Policy only; or,
3. That Council direct Staff to take no action at this time other than to maintain the current inclusion of applicable elements of sustainable procurement in accordance with Article 8 - Sustainable Procurement of the current Procurement Policy.

BACKGROUND

In 2017, the City of Nanaimo undertook a purchasing transformation project in response to the recommendations from the core services review. One outcome of the purchasing transformation project was a new procurement policy to serve as the anchor for all procurement practices across the City.

In 2019, the City joined the Coastal Communities Social Procurement Initiative (CCSPI). The CCSPI is a two-year initiative to assist local governments in the Association of Vancouver Island and Coastal Communities (AVICC) region to implement social procurement assessments, policies, strategies and measurements. It is a collaborative group of local government officials and a consulting firm, Scale Collaborative.

Member organizations have access to:

- Training for procurement staff and education for elected officials;
- Education and training for suppliers and contractors; and,
- Templates, sample RFPs, and best practices.

The City is leveraging this initiative to further the corporate understanding of social procurement and its application. The CCSPI has gathered a comprehensive list of areas that could be addressed; however, the recommendation and expectation is that the individual participants will narrow down the elements that address their own strategic plans. Inspiration could come from the United Nation's Sustainable Development Goals that outline seventeen global objectives 'to end poverty, protect the planet and ensure that all people enjoy peace and prosperity by 2030'.

DISCUSSION

The City's Procurement Policy (03-1200-01) was adopted in January, 2017 with a predetermined three year review.

There has been no review of the policy since it was adopted and best practice would dictate a review be conducted to assess its effectiveness and appropriateness. The City would engage an independent third party consultant that firstly understands the policy as written and would also have the necessary knowledge and credentials of implementing a policy change targeting social, environmental and/or ethical elements.

Currently, the policy includes an abbreviated section on Sustainable Procurement that reads:

8. Sustainable Procurement

8.1 The City will procure goods with due regard to the City's commitment to encourage use of environmentally friendly products.

8.2 City departments will use, where feasible, products that perform and have the least damaging/most beneficial environmental impact, including new environmentally preferable products, reusable products, recycled content and recycled products.

8.3 At its discretion, the City will include a Community Benefit Clause in its Requests for Proposals and insist that such a clause form part of resultant obligations within final contract language.

Additionally, the City does not have a Supplier Code of Conduct that assist in promoting policy awareness for Suppliers.

Understanding that if the policy is to undergo a review now would be the ideal time to include a fulsome review that would include:

1. Augment the policy to address a more robust approach to include social, environmental and ethical purchases that would specifically align with those components;
2. Ensure the selected components align with those of the City's Strategic Plan;
3. Interview Council, Staff, and Suppliers with the objective of understanding potential impacts of a policy change;

4. Determine through the Supplier interviews if a development of a Supplier Code of Conduct that would address the social, environmental and ethical aspects would be readily adopted with minimal impact; and,
5. Identify the necessary performance measures where the City can benchmark current state and provide for meaningful future monitoring.

Alternatively, there is the ability to simply review the policy only for the predetermined three year review. This review would assess its effectiveness and appropriateness and would include interviews with Council and Staff.

With the options listed, any changes made to the policy will need to take into consideration the legislation and trade agreements that govern purchasing in a municipal environment.]

OPTIONS

1. That Council direct Staff to undertake the planned review of the Procurement Policy with an increased focus on social, environmental and ethical elements for City purchases that specifically align with the desired outcomes of the Strategic Plan).
 - The advantages of this option:
 - Provides a holistic review of the Procurement Policy.
 - Incorporates the CCSPI recommendation to align the policy with the specific goals of the City of Nanaimo Strategic Plan.
 - Incorporates increased supplier awareness through the implementation of a Supplier Code of Conduct.
 - Procurement Policy would be updated in accordance with the review cycle
 - The disadvantages of this option:
 - The time involved to complete (three months) may be longer than expected.
 - Will require staff time to implement and dependent on how.
 - Financial Implications:
 - \$45,000 is the expected cost of hiring an outside Consultant. Funding will come from existing budgets within the 2020 – 2024 Financial Plan.
2. That Council direct Staff to undertake the planned review of the Procurement Policy only;
 - The advantages of this option:
 - Provides the necessary policy review.
 - Addresses, for Staff and Council, any agreed upon advancements of the current policy.
 - The disadvantages of this option:
 - Missed opportunity to incorporate the social, environmental and ethical aspects.
 - The Procurement Policy may not be aligned with the City's Strategic Plan in terms of desired social, environmental and ethical outcomes.
 - Financial Implications:
 - \$10,000 is the expected cost of hiring an outside Consultant. Funding will come from existing budgets within the 2020 – 2024 Financial Plan.

3. That Council direct Staff to take no action at this time other than to maintain the current inclusion of applicable elements of sustainable procurement in accordance with Article 8 - Sustainable Procurement of the current Procurement Policy.
- The advantages of this option:
 - No change to processes and no impact to Staff.
 - No budgetary impacts.
 - The disadvantages of this option:
 - Missed opportunity to review the policy.
 - Procurement Policy would not be updated in accordance with the review cycle.
 - The Procurement Policy may not be aligned with the City's Strategic Plan in terms of desired social, environmental and ethical outcomes.

SUMMARY POINTS

- The current Procurement Policy is due for a review to assess its effectiveness and appropriateness.
- The opportunity exists to review the policy and include elements of social, environmental and ethical purchasing that aligns with the Strategic Plan which would require the City could hire a consultant to undertake the work.
- Any changes made to the policy will need to take into consideration the legislation and trade agreements that govern purchasing in a municipal environment.

ATTACHMENTS:

Attachment A: 3-1200-01 Procurement Policy

Submitted by:

Jane Rushton
Manager, Purchasing and Stores

Concurrence by:

Laura Mercer
Director, Finance

ATTACHMENT A



Section:	Equipment and Supplies	03
Subsection:	Procurement	1200
Title:	PROCUREMENT POLICY	01

POLICY

The City of Nanaimo (the “**City**”) is committed to fair, open and transparent acquisition of goods or services, construction-related services, consulting services, space leases and revenue contracts (collectively, the “**Goods & Services**”, each, the “**Goods or Services**”) that result in value-for-money for residents and other stakeholders.

REASON FOR POLICY

The purpose of this Policy is to establish governance parameters for the purchasing of all Goods & Services for the City.

The Policy is intended to:

- i. promote fair, open and transparent purchasing practices for the City’s purchase of Goods & Services;
- ii. protect the interests of the citizens of Nanaimo, ensuring the City obtains the best value and good outcomes for its expenditures; and
- iii. establish controls for approval, process, advertising and contract requirements appropriate for a public institution.

AUTHORITY TO ACT

Delegated to Staff.

PROCEDURE

1. Definitions

In this Policy:

- 1.1 “**Administrative Directives**” means those directives issued by the Chief Administrative Officer in respect of practices and/or policies affecting the purchasing of Goods & Services that are applicable to all departments of the City.

- 1.2 **“Administrative Procedures”** means those procedures issued by a City staff member that set out the procedural requirements to be carried out in fulfillment of this Policy.
- 1.3 **“Appointed Officers”** means those individuals that are appointed to specific roles and form part of the administrative branch of the City.
- 1.4 **“Bond”** means a written agreement in which a surety company guarantees that a contractor will fulfill its obligations to a third party who has contracted with the contractor to perform certain works and in which, if the contractor defaults on its obligations, the surety agrees to complete the obligations or pay for the completion costs to the third party.
- 1.5 **“Chief Administrative Officer”** means the person who is appointed to be the Chief Administrative Officer of the City.
- 1.6 **“Chief Financial Officer”** means the individual who is appointed to be the Chief Financial Officer of the City.
- 1.7 **“Competitive Bid Process”** is the process by which competitive bids are considered for a contemplated purchase from various Suppliers through processes where the bids are requested, received, evaluated and a *Contract* is awarded through a public process that promotes fairness and transparency.
- 1.8 **“Confidential Information”** means any information respecting the City, whether originated by an employee, whether in written, oral, electronic, mechanical or any other form, whether disclosed before or after the effective date of employment of an employee, whether specifically described as “confidential” and whether provided by the City or by anyone on behalf of the City.
- 1.9 **“Contract”** means a legally enforceable agreement between two or more parties. Legally binding contracts have six elements:
- (i) Offer;
 - (ii) Acceptance;
 - (iii) Contracting parties have the authority or capacity to enter into a binding agreement;
 - (iv) Legal consideration (something of value, often money) is exchanged;
 - (v) Lawful purpose; and,
 - (vi) Genuine desire or intent to create a binding contract.
- 1.10 **“Community Benefit Clauses”** are a contractual requirement upon a contractor to deliver a wider social benefit as part of a *Contract*.
- 1.11 **“Council”** means the elected council members of the City of Nanaimo.
- 1.12 **“Department Manager”** means the manager of a City department who is the primary user or coordinator of the Goods or Services to be procured.
- 1.13 **“Department or Intradepartmental Guidelines”** means those procurement practice guidelines issued by a *Department Manager* specific to his/her department.
- 1.14 **“Emergency”** means a sudden, unexpected, or impending situation that may cause injury, loss of life, damage to the property, and/or interference with the normal activities of the City and which, therefore, requires immediate attention and remedial action.

- 1.15 **“Non-competitive Process”** is a process of determining a Supplier for goods or services in which the *Competitive Bid Process* is not followed.
- 1.16 **“Non-Compliance”** occurs when a contract for the purchase of Goods or Services was entered into, outside of the requirements of this Policy, and the circumstances were not otherwise exempt under section 4 of this Policy.
- 1.17 **“Project Manager”** means a City employee who, on behalf of his/her department, is overseeing the procurement and general management of the Goods or Services being procured.
- 1.18 **“Purchasing Manager”** means the manager of the City's central purchasing department, or his or her designate.
- 1.19 **“RFX”** – An acronym that means “request for X”, with X representing any of the formal bid documents used to obtain information or cost estimates for the procurement of goods, services or construction, including request for information (RFI), request for proposal (RFP), request for quotation (RFQ), request for tender (RFT), request for prequalification (RFPQ), and request for information (RFI).
- 1.20 **“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.
- 1.21 **“Social or Sustainable Purchasing”** is a process whereby the City procures goods or services considering not only the economic value for money (price, quality, availability, functionality) but also the environmental, social and ethical impacts of these goods and services.
- 1.22 **“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.

2. Responsibilities

- 2.1 Council to:
 - 2.1.1 Approve this Policy;
 - 2.1.2 Approve future amendments to this Policy; and,
 - 2.1.3 Approve the Budget to cover the acquisition of Goods or Services that are not included in the current year's approved Budget.
- 2.2 Chief Administrative Officer to:
 - 2.2.1 Implement this Policy;
 - 2.2.2 Bring forward future amendments to this Policy for Council's consideration; and,
 - 2.2.3 Approve and issue Administrative Directive(s) required to implement this Policy.
- 2.3 Chief Financial Officer to:
 - 2.3.1 Ensure compliance with this Policy as required;
 - 2.3.2 Approve and issue Administrative Procedure(s) and/or Department or Intradepartmental Guidelines required to implement this Policy; and,

2.3.3 Approve Sole and Single Source purchases.

Department Heads

2.3.4 Ensure compliance with this Policy;

2.3.5 Promote conduct and communication with vendors and contractors that is fair, professional and respectful;

2.3.6 Support procurement practises that promote and manage vendor development and performance;

2.3.7 Ensure funding is available for department purchases;

2.3.8 Approve Sole and Single Source purchases; and,

2.3.9 Approve purchase contract content.

2.4 Manager of Purchasing and Stores to:

2.4.1 Represent the City as its Purchasing Agent;

2.4.2 Administer this Policy;

2.4.3 Oversee and control the purchasing of all Goods & Services;

2.4.4 Develop Administrative Procedure(s) and or Department or Intradepartmental Guidelines required to implement this Policy including but not limited to:

(i) General processes to be used to implement this Policy;

(ii) Processes to support local businesses within the provisions of applicable trade agreements;

(iii) Processes to support sustainable purchasing; and,

(iv) Processes that support environmental stewardship.

2.4.5 Execute all approved contracts on behalf of the City for acquisition of Goods & Services; and,

2.4.6 Maintain a repository of purchase contracts in accordance with the City Records Retention Policy.

3. Organization

3.1 The City is organized with a central purchasing department and all purchases covered by this Policy shall be conducted through the central purchasing department, except as otherwise permitted hereunder.

3.2 The City will have appointed at all times an individual to be the Manager of Purchasing and Stores to carry out the responsibilities set out in section 2.5.

3.3 Wherever possible, the City encourages City employees and volunteers to conduct purchasing through a consolidated or group purchasing basis, by combining all like purchases across departments or with other public agencies, to achieving efficiencies and economic value.

3.4 The procurement value thresholds and corresponding approval protocols will reflect the City's commitment to the following:

3.4.1 responsible fiscal spending and management;

- 3.4.2 fair, open and transparent procurement practices; and,
- 3.4.3 compliance with applicable trade agreements.

4. Application of Policy

- 4.1 The Policy applies to all employees, volunteers and other authorized personnel responsible for purchasing Goods & Services for the City, responsible for approving the purchase of Goods & Services, or responsible for executing contracts for the purchase of Goods & Services, on behalf of the City.
- 4.2 The Policy does not apply to the following:
 - 4.2.1 Purchase of land and improvements;
 - 4.2.2 Disposition of land and improvements owned by the City;
 - 4.2.3 Licenses, leases and/or agreements related to real property owned by the City;
 - 4.2.4 Procurement and payment of goods and services including, but not limited to:
 - (i) courses, seminars, staff training, development training, workshops;
 - (ii) conventions;
 - (iii) association fees and membership dues;
 - (iv) payroll deductions;
 - (v) grants to other agencies and associations;
 - (vi) debt payments;
 - (vii) payment of damages or settlements;
 - (viii) petty cash replenishments;
 - (ix) RCMP contract payments;
 - (x) payments to partners for co-sponsored programs;
 - (xi) purchase of utility services, such as hydro, gas, internet and phone;
 - (xii) general postage; and,
 - (xiii) refundable employee expenses, including but not limited to travel expenses, parking, hotel, airline charges, mileage allowances, meals and related incidentals.
 - 4.2.5 Recurring annual charges including, but not limited to, payment to other governmental authorities and investments.
 - 4.2.6 Hiring of regular, temporary and casual employees by the City.

5. Methods of Procurement

- 5.1 Sourcing
 - 5.1.1 Sourcing is a process used to continually improve and re-evaluate supply chain activities. Sourcing may be used in circumstances where the internal information available regarding either the type of procurement that is required or the capabilities of the market to deliver the requirement is insufficient.

Sourcing allows the City to gain information from the supplier community without entering into a binding agreement between the City and pre-qualified respondents. Language must be clearly defined in the terms and conditions of these documents to ensure there is no obligation on the part of the City to call on any pre-qualified respondent to supply such goods, services or construction.

(i) REQUEST FOR INFORMATION (RFI)

The purpose of a RFI is to gather general supplier or product information and gather information regarding the interest of the supplier community for a potential business opportunity. This method may be used when researching a contemplated procurement and the characteristics of an ideal solution are still unknown.

Responses to a RFI typically contribute to the Competitive Bid Process and issuance of an RFX. An RFI should be utilized for resolving targeted questions about the required acquisition, market sounding, seeking combinations of industry leading practices, suggestions, expertise and reciprocate concerns and additional questions from respondents. The information collected may also facilitate the selection of the best method of procurement.

(ii) REQUEST FOR PRE-QUALIFICATION (RFPQ)

A RFPQ is used to gather information regarding a supplier's capability, capacity and qualifications, with the intention of creating a list of pre-qualified suppliers. The purpose of this process is designed to reduce effort devoted to the Competitive Bid Process and may be used when the any of following criterion applies:

- 5.1.2 To understand which respondents have the capabilities required by the City to complete a specific work discipline, requirement or project, as the first stage of a two-stage solicitation (followed by an RFX), whereby only prequalified respondents will be invited to take part in the competitive process.

5.2 Low Value Purchase (LVP)

- 5.2.1 Purchases that are random in nature, not included in a standing agreement, not available from inventory and under the value of \$5,000, do not require a purchase order. LVP requirements should be purchased using a procurement card.

5.3 Competitive Bid Process

- 5.3.1 The Municipality obtains comparative pricing for purchases whenever possible to maximize value for money and to comply with legislation governing public procurement. All purchases exceeding \$25,000 must use an open, transparent and non-discriminatory competitive selection process whereby competitive bids are obtained. The Competitive Bid Process is used to ensure competitive value for funds expended and to provide companies the opportunity to support City operations and projects. Competitive Bidding will comply with federal and provincial requirements for open tendering through an electronic tendering system (example: BC Bids) using the following primary RFX documents used for soliciting competitive bids:

- (i) Request for Quote (RFQ). An RFQ is used to solicit competitive bids, valued between \$25,000 and \$75,000 for services and \$25,000 and \$200,000 for construction, when the solutions, specifications, performance standard(s) and timeframe(s) are defined;
- (ii) Request for Tender (RFT). An RFT is used to solicit competitive bids, valued over \$75,000 for goods and services and over \$200,000 for construction, when the solutions, specifications, performance standard(s) and timeframe(s) are defined. Tenders are opened publicly and are typically awarded to the bidder with the lowest cost; and,
- (iii) Request for Proposal (RFP). An RFP is an alternative to the RFT, normally for the provision of services, and allows the vendor an opportunity to propose a solution to the City's requirement, which may include providing unique skills. This is used for all purchases over \$75,000 for goods and services and over \$200,000 for construction. The selection of the successful vendor is based on the evaluated best overall value to the City.
- (iv) Request for Statement of Qualifications (RSOQ). An RSOQ is used where the best qualified and most compatible vendor for a specific project is required. RSOQs are particularly valuable for situations where the scope of services required is not fully understood at the time of procurement or when attributes such as previous knowledge, innovation, and proprietary technology are required for success. An agreement is negotiated with the vendor receiving the highest evaluated score for qualifications.

5.3.2 In accordance with the Agreement on Internal Trade (AIT) and the New West Partnership Trade Agreement (NWPTA) there will be no local preferences for purchases within the City.

5.4 Non-Competitive Process

The City will use the Competitive Bid Process for purchases whenever possible. However, it is recognized that situations will exist where competitive selection is not practical. Any consideration to use a non-competitive selection process must be taken carefully and with an honest view of the conditions surrounding the purchase. Provided all competitive opportunities have been exhausted a Non-competitive Purchase may be conducted using Single or Sole sourcing methods to make a purchase of Goods, Services or Construction.

All Non-competitive Purchases must be approved in writing by the Department Head.

A Notice of Intent to Award must be posted publicly prior to contracting a Non-competitive Purchase.

5.4.1 Single Source Procurement

A Single Source purchase may be conducted for the procurement of Goods, Services or Construction where there may be more than one supplier capable of delivering the same goods or services. A Single Source purchase shall not be pursued for the purposes of avoiding competition between suppliers or to discriminate against suppliers. Failure to plan and allow sufficient time for a competitive procurement process does not constitute an unforeseeable situation of urgency. Single Source purchases shall be arranged by the Purchasing and Stores

Manager and shall be included in the quarterly report to Council prepared by the Chief Financial Officer or his/her designate. The circumstances where single source purchases are allowed are as follows:

- (i) Where an unforeseeable Emergency situations exists;
- (ii) For matters involving security, or confidential issues, a purchase may be made in a manner that protects the confidentiality or security of the Contractor or the City;
- (iii) Where a contract is to be awarded under a cooperative type agreement that is financed, in whole or in part, by an international cooperation organization, only to the extent that the agreement between the entity and the organization include rules for awarding contracts that differ from the obligations set out in this Policy;
- (iv) Where construction materials are to be purchased and it can be demonstrated that transportation costs or technical considerations impose geographic limits on the available supply base, specifically in the case of sand, stone, gravel, asphalt, compound and pre-mixed concrete for the use in the construction or repair of roads.;
- (v) In absence of a receipt of any bids in response to a call for bid in accordance with this Policy;
- (vi) Where the City has a lease or rental contract with a purchase option and such purchase option could be beneficial to the City;
- (vii) Where the project is highly sensitive or confidential and broadcasting it via open competition is not appropriate;
- (viii) Where the work is a continuation or follow-up assignment to be undertaken by the original service provider, and an appropriate procurement process cannot otherwise be undertaken for other reasons provided in this Policy;
- (ix) The City can strictly prove that only one contractor is qualified, or is available, to provide the goods, services or construction;
- (x) Where there is an operational requirement requiring compatibility, standardization and uniformity with existing equipment and, in order to satisfy this requirement, the Goods or Services must be procured from a specific vendor (e.g. servicing by a specific supplier required for warranty purposes; same machinery required for operational purposes); or,
- (xi) In the absence of a receipt of any bids in response to a call for tenders.

5.4.2 Sole Source Procurement

A Sole Source Purchase may be conducted for the procurement of Goods, Services or Construction where the good or service is unique to a vendor. Sole Source Purchases shall be arranged for by the Purchasing and Stores Manager and shall be included in the quarterly report to Council prepared by the Chief Administrative Officer or his/her designate. The circumstances where sole source purchases are allowed are as follows:

- (i) Where there is only one available source usually due to a patent or copyright of the technology required, technological compatibility with existing equipment or uniqueness of the service provided; or,
- (ii) Where Goods are offered for sale to the City by bid, auction or negotiation such purchase will be deemed to be a Sole Source Purchase and the Chief Financial Officer may authorize the submission of a Bid or the conduct of negotiations where the Chief Financial Officer determines the purchase to be clearly in the best interest of the City.

5.5 Unsolicited Bids

- 5.5.1 Unsolicited bids received by the City will be reviewed by the Department Head and the Purchasing Manager or designate. Award of an unsolicited bid is done so on a non-competitive basis; therefore, the single or sole source purchase provisions of this policy will apply.

6. Vendor Management

- 6.1 The City values the expertise, experience and quality of work provided by Suppliers. To nurture and maintain lasting relationships and acceptable quality of goods and services, the City will manage all Vendors per the Purchasing and Stores - Vendor Management Procedures.
- 6.2 Purchasing and Stores will be responsible to enforce the terms of contracts wherever possible and appropriate. Department Heads/Project Managers will be responsible to document vendor performance in the contract file by means of a Vendor Performance Evaluation form.

In the event of a poor performance rating, Purchasing and Stores and Department Heads/Project Managers will develop Vendor Performance Corrective Action plans to bring performance back to an acceptable level. If acceptable performance is not restored, the Chief Administrative Officer may take appropriate action to reduce risk to the City.

6.3 Exclusion of Venders

- 6.3.1 The City may, in its absolute discretion, exclude a vendor from participating in a procurement process or reject the submission of a vendor if:
 - (i) The vendor, or any of its officers or directors has been engaged, or is currently engaged, directly or indirectly, in a legal action against the City, its employees or elected or appointed officers in relation to:
 - (a) any other procurement process;
 - (b) any other contract for Goods & Services; or,
 - (c) any matter arising from the City's exercise of its powers, duties, or functions under the *Local Government Act*, the *Community Charter*, or another enactment, within five years of the date of the procurement in question; or,
 - (ii) A Vendor has failed to declare a potential conflict of interest when responding to a procurement request.

- (iii) A Vendor has failed to meet performance requirements as per the City's Vendor Management program.

7. Contract Management

- 7.1 All contracts, tender documents, addenda and amendments to tender documents, notices of awards, bonds, letters of credit, notices of intent to contract, change order, purchase orders, renewals, extensions, and any other forms of commitment and contracts will be on terms and conditions approved by the City's legal counsel. Any material deviation from the approved terms and conditions of any document requires the prior approval of the City's legal counsel.

The concurrence of the City's legal counsel is required on any contract which is unique or deviates from the terms and conditions previously approved by the City's legal counsel.

- 7.2 Any continuous or repetitive series of contracts that appear to be structured to avoid the contracting authority limits set out in this policy will be reviewed by the Purchasing and Stores Manager and reported to the Chief Financial Officer.
- 7.3 All contracts must be endorsed by the Vendor prior to being endorsed by the City.
- 7.4 Overall management of rental and lease agreements for equipment is the responsibility of the Purchasing and Stores Manager. All rent to purchase agreements shall be established per the Competitive Selection procedure. The following are examples of items that would use rent to purchase agreements:
 - 7.4.1 Construction machinery and equipment (tractors, compressors, backhoes, cranes, etc.);
 - 7.4.2 Cars and trucks; and,
 - 7.4.3 Other miscellaneous items such as vending machines, etc.
- 7.5 Purchasing and Stores will maintain all records and relevant supporting documents for purchase contracts in accordance with the City's Records Retention Policy.
- 7.6 City Department staff are responsible for providing Purchasing and Stores any contract related documentations, including change documentation, in a timely manner, to enable contract changes to be prepared appropriately for any change in work.
- 7.7 Contract durations shall be limited to a maximum of 5 years unless otherwise approved by the Chief Administrative Officer or Chief Financial Officer.

8. Sustainable Procurement

- 8.1 The City will procure goods with due regard to the City's commitment to encourage use of environmentally friendly products.
- 8.2 City departments will use, where feasible, products that perform and have the least damaging/most beneficial environmental impact, including new environmentally preferable products, reusable products, recycled content and recycled products.
- 8.3 At its discretion, the City will include a *Community Benefit Clause* in its *Requests for Proposals* and insist that such a clause form part of resultant obligations within final contract language.

9. Compliance Obligations

- 9.1 All employees, volunteers and other authorized personnel responsible for purchasing Goods & Services, responsible for approving the purchase of Goods & Services, or responsible for executing contracts for the purchase of Goods & Services, on behalf of the City, must adhere to this Policy.
- 9.2 All employees and volunteers are expected to conduct themselves with personal integrity, ethics, honesty and diligence when acquiring Goods & Services on behalf of the City and must comply with the City HR. 4.1, Code of Conduct Policy as amended.
- 9.3 All competitive procurement opportunities shall be advertised in BC Bid, or similar public notice forum.
- 9.4 All procurement shall be in accordance with all applicable legislation and trade agreements.

10. Non-Compliance

- 10.1 Directors, managers and supervisors are responsible to ensure that all employees conduct procurement business in compliance with the rules, regulations and administrative procedures.
- 10.2 All employees, volunteers and vendors are expected to report all incidents of Non-Compliance with this Policy in accordance with the City's Whistle Blower Policy.
- 10.3 No adverse consequences to the reporting employee or volunteer will arise as a result of any such report made in good faith, even if the substance of the report is unfounded. The City shall, in respect of Non-Compliances for procurement, document the Non-Compliance and determine notification and corrective actions to address recurrences of the Non-Compliance.
- 10.4 All incidents of Non-Compliance shall be documented and reported to the Chief Financial Officer and Council.

11. Consequences of Non-Compliance

- 11.1 Non-compliance may result in additional costs, duplication of effort, liabilities, and delays in the provision of procurement services and may damage the credibility of the City and its employees.
- 11.2 In accordance with the Human Resources Policy, employees who do not comply with this administrative procedure will be held personally accountable for their actions if they are working outside of their authorities. These actions could result in a reprimand, suspension or termination of employment.

12. Exemptions

- 12.1 This Policy may not apply to the circumstances listed below provided the purchase procedure applied is not used to avoid competition, discriminate between suppliers, or protect suppliers:

12.1.1 Procurements:

- (i) of used equipment;
- (ii) of goods at auctions;
- (iii) from philanthropic institutions, prison labour or persons with disabilities;
- (iv) from a public body or a non-profit organization;

- (v) of services provided by lawyers and notaries; and,
- (vi) of goods intended for resale to the public.

13. Confidentiality

- 13.1 Employees in possession of and trusted with *Confidential Information*, the disclosure of which would be highly detrimental to the best interests of the Municipality, must maintain the confidentiality of such *Confidential Information* the Municipality is obligated to protect.
- 13.2 Employees shall not use any Confidential Information for their own benefit, nor disclose any *Confidential Information* to any person (person includes any corporation or other association), during their employment or after their employment ceases. Individuals shall adhere to the *BC Freedom of Information and Protection of Privacy Act*.

14. Prohibitions

- 14.1 The following activities are prohibited under this Policy:
 - 14.1.1 The dividing of contracts or purchases to avoid the requirements or thresholds of this Policy or any other policy or administrative directive.
 - 14.1.2 Committing the City to contract without the appropriate level of authority to do so.
 - 14.1.3 Purchasing of any Goods & Services for personal use by:
 - (i) any member of City Council, or by any person on their behalf;
 - (ii) Appointed Officers; and,
 - (iii) employees of the City or their immediate families, that could result in a perceived conflict of interest unless that conflict has been disclosed, acknowledged and approved by the Chief Administrative Officer in the case of City employees and by Council in the case of Council members and Appointed Officers.
 - 14.1.4 No Contract shall be entered into, and no expenditure shall be authorized or incurred unless Council has provided funds for such purpose in the annual budget or otherwise agreed to the provision of such funds and, no expenditure shall be authorized or incurred for more than the funds provided.
 - 14.1.5 No Goods and Services shall be purchased from an officer or employee of the City, or from any immediate relative or associate of such officer or employee, unless the extent of the interest of such officer or employee has been fully disclosed and the purchase has been approved by the Chief Administrative Officer.
 - 14.1.6 No officer or employee of the City shall be permitted to purchase any Personal or Real Property which has been declared surplus by the City unless obtained through a public process.
 - 14.1.7 No employee or Council member shall purchase, on behalf of the City, any Goods, Services or Construction, except in accordance with this Policy.
 - 14.1.8 No employee or Council member shall utilize City assets, contracts, processes or policies to procure Goods, Services or Construction for personal advantage, except for supplier offered employee discount programs or any goods or services procured, on behalf of the City specifically for employee wellness or other human resource initiatives.

- 14.1.9 No employee or Council member shall use Personal Property for personal advantage, except where such Personal Property is offered through City programs open to the public.
- 14.1.10 Where an applicable national (e.g.: Agreement on Internal Trade (AIT)) or international trade agreement conflicts with this Policy, the trade agreement shall take precedence.

15. Construction and Performance Security and Statutory Holdbacks

- 15.1 The City may, in its absolute discretion, require a vendor to provide security for the vendors' performance of construction-related services.
- 15.2 The City is required to comply with the *Builders' Lien Act* and retain 10% holdback made to a contractor pursuant to a contract under which a lien may arise.

16. Disposal of Excess Goods (Except Lands)

- 16.1 The Manager of Purchasing and Stores shall have authority to dispose of any vehicles, equipment, furniture, materials, or supplies no longer required by the City ("Excess Goods"), but that may still have some economic value.
- 16.2 The methods of disposal of Excess Goods shall be by whatever method is determined to be most beneficial for the City and appropriate for the goods to be disposed of.
- 16.3 Employees are not permitted to receive Excess Goods, and such goods may not be purchased by employees directly from the City, unless the sale for such goods is being conducted through a third-party auction.

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.

18. Other

- 18.1 Best value for purchases of Goods & Services will be determined based on the evaluation criteria set out in the applicable procurement process document(s). In the absence of evaluation criteria, preference shall be given to the lowest priced submission, having regard for nuanced costs that may impact the lowest price.
- 18.2 The City may, on occasion, contract for the development of specifications to be used for the procurement of Goods & Services. In that case, the firm or individual that is contracted to develop the specifications will not be eligible to participate in the procurement process that utilizes the specifications for the purposes of soliciting bids.
- 18.3 All vendors providing general services or construction-related services on City property will be required to provide insurance in amounts as specified in the contract between the City and the vendor for such works, or at the discretion of the City if no such amounts are specified, with the City named as additional insured.

- 18.4 The City, at its discretion, will cooperate with other public agencies to purchase jointly where efficiencies may be gained.
- 18.5 City procurement documents will include relevant language from collective agreements pertaining to the provision of any municipal service, function or construction.

MANAGEMENT, REFERENCES AND APPROVAL:

This policy shall be reviewed in 3 years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority: Council

Approval Date: 2017-JAN-16

Revision Approval Dates: _____

Review Due: _____

Policy Manager: Chief Financial Officer

Department Contact: Manager of Purchasing and Stores

Legal References: *BC Community Charter*

BC Freedom of Information and Protection of Privacy Act

Other References: New West Partnership Trade Agreement

Auditor General for Local Government – BC, *Improving Local Government Procurement Processes through Procurement Policy enhancements, Procurement Performance Metrics and Reporting and Vendor Performance Management*, January 2016.

City of Nanaimo, HR 4.1 *Code of Conduct Policy*

Mayor

Corporate Officer

Insert Date

Date:	2017-JAN-16	Approved by:	Council
1. Amendment Date:		Approved by:	

Delegation Request

Delegation's Information:

Jennifer McAskill, Nanaimo Police Based Victim Services Society Board Co-Chair, and Cheryl Zapotichny, Nanaimo RCMP, Victim Services Program Manager, have requested an appearance before the Finance and Audit Committee.

City: Nanaimo

Province: BC

Delegation Details:

The requested date is November 13, 2019.

The requested meeting is:
Finance and Audit

Bringing a presentation: Yes

Details of the Presentation:

This is a presentation of the Nanaimo RCMP Victim Services Program, the Victims of Crime Act, the Canadian Victims Bill of Rights with a request for additional funding for the Program.



#8 – 140 Wallace Street, Nanaimo, BC V9R 5B1
Phone/Fax 250-714-1990 Email:
admin@nalt.bc.ca
Website: www.nalt.bc.ca

October 24th, 2019

To: Nanaimo Mayor and Council

Re: Nanaimo & Area Land Trust funding

Dear Mayor Krog and Nanaimo City Council,

Since 1995, the Nanaimo & Area Land Trust (NALT) has worked to fulfil its mission – *to support, promote and protect the natural values of land and water in our area*. We celebrate our successes achieved with the support of our partners, members, volunteers and other supporters. Following the acquisition of the land that is now the Cottle Lake Park, of which NALT raised \$500,000 towards the purchase price, The City of Nanaimo began to provide annual funding to NALT. The funding allows some certainty to NALT to be able to sustain existing programs and plan additional initiatives.

Originally the funding was matched to Regional District of Nanaimo grant funds to provide a level of financial stability for NALT. However, whereas the funding received from the RDN has risen over the years to \$35,000 in annual support, the city funding has remained at \$30,000, the same level of funding since 2005. As in all aspects of life, the cost of NALT operations has not remained static over the years, indeed the cost of stewardship and mentorship and the capacity related to these twin initiatives have increased substantially.

NALT is requesting that the funding from the City of Nanaimo be increased to \$35,000 in 2020 to regain parity with RDN funding.

Please let us know if you have any questions or concerns.

Sincerely,

Nina Evans-Locke
Co-Chair, NALT Board of Directors

Dean Gaudry
Co-Chair, NALT Board of Directors