



AGENDA

FINANCE AND AUDIT COMMITTEE MEETING

December 18, 2019, 9:00 AM - 12:00 PM
Board Room, Service and Resource Centre,
411 Dunsmuir Street, Nanaimo, BC

	Pages
1. CALL THE MEETING OF THE FINANCE AND AUDIT COMMITTEE TO ORDER:	
2. INTRODUCTION OF LATE ITEMS:	
3. ADOPTION OF AGENDA:	
4. ADOPTION OF MINUTES:	
a. Minutes	7 - 15
Minutes of the Special Finance and Audit Committee Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC on Wednesday, 2019-NOV-13 at 9:00 a.m.	
b. Minutes	16 - 27
Minutes of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Wednesday, 2019-NOV-20 at 8:30 a.m.	
c. Minutes	28 - 41
Minutes of the Special Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Friday, 2019-NOV-22 at 9:00 a.m.	
d. Minutes	42 - 48
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-NOV-25 at 9:00 a.m.	
e. Minutes	49 - 55
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-DEC-02, at 1:00 p.m.	

5. PRESENTATIONS:

6. DELEGATIONS:

- a. Delegation from Camela Tang and Ian Tang re: Proposal for a Boathouse and Paddling Centre at Brechin Boat Ramp

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7. REPORTS:

- a. 2020 Culture & Heritage Grant Recommendations

57 - 72

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

Purpose: To obtain Council approval of the 2020 Culture & Heritage Grant (Operating and Projects funding) recommendations to support to non-profit culture and heritage organizations.

Recommendations: That the Finance & Audit Committee recommend that Council approve the 2020 Culture & Heritage Grant funding (Operating and Projects) recommendations of \$350,092 as follows:

2020 Culture & Heritage Operating Grant Recommendations

<u>Applicant Name</u>	<u>Recommend</u>
A Capella Plus Choral Society	\$3,250
Friends of Nanaimo Jazz Society	\$4,500
Heart of the Island Chorus Society	\$2,300
Hub City Cinema Society	\$10,500
Island Bel Canto Singers	\$1,500
Island Consort Society	\$1,750
L'Association des francophones de Nanaimo	\$21,000
Malaspina Choral Society	\$3,500
Mid Island Metis Nation Association	\$11,000
Nanaimo Chamber Orchestra	\$4,512
Nanaimo Chinese Cultural Society	\$3,350
Nanaimo Concert Band Society	\$7,750
Nanaimo International Jazz Festival Association	\$20,000
Nanaimo Tidesmen (BC Chapter of SPEBSQSA)	\$2,375
Opera Nanaimo	\$1,000
Pacific Coast Stage Company	\$6,000
Pacific Institute of Bagpiping and Celtic Music	\$3,250
Wordstorm Society of the Arts	\$2,750
Crimson Coast Dance Society **	\$23,200
Nanaimo Conservatory of Music **	\$18,400
TheatreOne **	\$42,450
Vancouver Island Symphony **	\$89,244
Western Edge Theatre **	\$13,850

*** Recommended for continued three-year funding (2019 / 2020 / 2021)*

2020 Culture & Heritage Project Grant Recommendations

<u>Applicant Name</u>	<u>Project Name</u>	<u>Recommend</u>
Brechin United Church – Mission and Outreach Team	Reconciliation Workshop – Building Bridges and Paddling Together	\$800
Crimson Coast Dance Society	Leadership Development	\$611
Crimson Coast Dance Society	Mixed Ability Dance Jams	\$1,800
Crimson Coast Dance Society	Qwuyulush Nuwilm Xwa'alam Sumshàthut	\$3,750
Federation of BC Writers	Youth & Elder Journaling Workshops at Salish Lelum	\$500
Harbour City Jazz Society	JazzFest 2020	\$2,250
Mid Island Community Band Society	MICoba "Massed Bands" Project	\$500
Nanaimo Ballroom Dance Society	Island Fantasy ball	\$5,363
Nanaimo Blues Society	Summertime Blues	\$20,000
Nanaimo Sings! Choral Festival Society	Sing With Your Ears – A listening workshop for singers	\$537
Pacific Institute of Bagpiping and Celtic Music Society	Pacific Gael Youth Band	\$1,500
South End Community Association	South End Day	\$4,750
Vancouver Island Danish Canadian Club	2020 Federation of Danish Associations in Canada (Conference & AGM)	\$3,000
Vancouver Island Short Film Festival Society	Vancouver Island Short Film Festival	\$6,200
Wordstorm Society of the Arts	Wordstorm Website Redesign	\$1,100

b. 2020 Downtown Event Grant Recommendations

73 - 81

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

Purpose: To obtain Council approval of the 2020 Downtown Event Grant recommendations to support downtown Nanaimo events.

Recommendation: That the Finance & Audit Committee recommend that Council approve the 2020 Downtown Event Grant recommendations of \$150,000 as follows:

<u>Applicant Name</u>	<u>Event/Project Name</u>	<u>Recommend</u>
A Capella Plus Choral Society	A Capella Plus Fall Concert	\$473
B. Gallant Homes	B. Gingerbread Homes	\$7,500
Friends of Heritage Society	Nanaimo Heritage Festival	\$13,000
Friends of Nanaimo Jazz Society	Jazz Affair	\$4,000

Greater Nanaimo Chamber of Commerce	Commercial Street Night Market	\$24,750
Humanity in Community	Hub City Walls	\$15,000
Malaspina Choral Society	50 th Anniversary Gala	\$2,000
Men's Resource Centre	Hub City Soapbox Derby	\$7,325
Nanaimo Artwalk Committee	Nanaimo Artwalk 2020	\$2,700
Nanaimo Chapter Federation of Canadian Artists	Nanaimo Fine Art Show	\$2,100
Nanaimo Craft Beer Society	Nanaimo Craft Beer Week	\$3,500
Nanaimo Downtown Farmers Market Society	Nanaimo Downtown Farmers Market	\$6,695
Nanaimo Dragon Boat Festival Society	Nanaimo Dragon Boat Festival	\$10,000
Nanaimo International Jazz Festival Association	10-Day Concert Series and 3-Day Festival	\$17,000
Nanaimo Pride Society	Nanaimo Pride 2020	\$9,500
Old City Quarter Association	Christmas in the OCQ	\$2,500
Old City Quarter Association	Halloween in the OCQ	\$2,850
Old City Quarter Association	Hop Into Spring in the OCQ	\$1,450
Old City Quarter Association	Sounds of Summer in the OCQ	\$6,000
TheatreOne	Emerging Voices	\$4,000
Vancouver Island Regional Library	Big Names, Little City – Canadian Author Reading Series	\$806
Vancouver Island Regional Library	Vancouver Island Childrens' Book Festival (BookFest)	\$3,750
Volume Studio Ltd.	SHINE2020 Nanaimo	\$2,656
Wordstorm Society of the Arts	Poetry SlamFest	\$445

c. Heritage Home Grant Application - 442 Milton Street

82 - 91

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

Purpose: To obtain Council approval for a Heritage Home Grant for the Leynard Residence located at 442 Milton Street.

Recommendation: That the Finance & Audit Committee recommend that Council approve a \$1,624 Heritage Home Grant for window repair to the Leynard Residence located at 442 Milton Street.

d. 2020 Social Planning Grant Recommendations

92 - 98

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

Purpose: To obtain the Finance & Audit Committee's recommendation for Council approval of the Social Planning Grant allocations for 2020.

Recommendation: That the Finance & Audit Committee recommend that Council approve a total of \$85,000 for the 2020 Social Planning Grant

allocations as follows:

2020 Community Vitality Grants

<u>Organization</u>	<u>Project</u>	<u>Amount</u>
Take a Hike Youth at Risk Foundation	Nanaimo Take a Hike Program-Vehicle Purchase	\$10,000
Spinal Cord Injury Organization of BC	Healthy Active Island Life with SCI	\$5,000
Society for Equity, Inclusion and Advocacy (SEIA): Central Vancouver Island	Project Keep SEIA Housed	\$10,000

2020 Social Response Grants

<u>Organization</u>	<u>Project</u>	<u>Amount</u>
Nanaimo Region John Howard Society	Circles of Support	\$15,000
United Way Central and Northern Vancouver Island	Nanaimo Homeless Coalition Communications Strategy Implementation Project	\$15,000
Literacy Central Vancouver Island	Word on the Street	\$30,000

e. Operating Results for the Nine Months Ending 2019-SEP-30 99 - 107

To be introduced by Laura Mercer, Director, Finance.

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

f. Capital Project Results for the Nine Months Ending 2019-SEP-30 108 - 119

To be introduced by Laura Mercer, Director, Finance.

Purpose: To present the Finance and Audit Committee with a summary of the capital project results for the nine months ending 2019-SEP-30.

g. Council Expenses for the Nine Months Ending 2019-SEP-30 120 - 139

To be introduced by Laura Mercer, Director, Finance.

Purpose: To present the Finance and Audit Committee with a summary of Council expenses for the nine months ending 2019-SEP-30.

8. OTHER BUSINESS:

9. QUESTION PERIOD:

10. ADJOURNMENT:

MINUTES
SPECIAL FINANCE AND AUDIT COMMITTEE MEETING
BOARD ROOM, SERVICE AND RESOURCE CENTRE
411 DUNSMUIR STREET, NANAIMO, BC
WEDNESDAY, 2019-NOV-13, AT 9:00 A.M.

Present: Mayor L. Krog, Chair
Councillor D. Bonner
Councillor B. Geselbracht
Councillor E. Hemmens
Councillor Z. Maartman
Councillor I. W. Thorpe
Councillor J. Turley

Absent: Councillor S. D. Armstrong
Councillor T. Brown

Staff: J. Rudolph, Chief Administrative Officer
D. Lindsay, General Manager, Development Services
L. Mercer, Director, Finance
W. Fulla, Manager, Business, Asset & Financial Planning
J. Rushton, Manager, Purchasing and Stores (vacated 11:05 a.m.)
Insp. L. Fletcher, Nanaimo Detachment RCMP
K. Fry, Fire Chief
T. Doyle, Deputy Fire Chief – Operations (arrived 9:01 a.m., vacated 10:49 a.m.)
J. Le Masurier, Assistant Chief, Education & Training, Nanaimo Fire Rescue Department
A. Groot, Director, Facilities and Parks Operations
P. Rosen, Director, Engineering (arrived 10:45 a.m.)
E. Williams, A/Director, Recreation and Culture
C. Sholberg, Community Heritage Planner (arrived 10:33 a.m., vacated 10:52 a.m.)
D. Blackwood, Client Support Specialist (vacated 9:08 a.m.)
S. Gurrie, City Clerk
J. Vanderhoef, Recording Secretary

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

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

2. INTRODUCTION OF LATE ITEMS:

- (a) Agenda Item 6(c) Emergency Medical Responder – replace wording of recommendation.

T. Doyle entered the Boardroom at 9:01 a.m.

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 following Minutes be adopted as circulated:

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

The motion carried unanimously.

5. PRESENTATIONS:

- (a) Brent Baroots, President and CEO, Partnership Group, Sponsorship Specialists,
re: Sponsorship
-

Introduced by Jake Rudolph, Chief Administrative Officer.

Brent Baroots, President and CEO, Partnership Group, Sponsorship Specialists, provided a presentation regarding:

- What is sponsorship:
 - Sponsorship is not the same thing as philanthropy where something is given with no expectation of anything in return other than a tax receipt
 - Sponsorship is not like funding underwriting or grants which are limited in their usage/purpose
 - Corporate sponsorships provide money in exchange for marketing opportunities – a business to business relationship

D. Blackwood vacated the Boardroom at 9:08 a.m.

- Provided statistics from the Canadian Sponsorship Landscape Study 2019 - \$2.5 billion industry, 14% spent on local sponsorships
- Provided statistics from Opinions on Municipalities and Sponsorship Study:
 - 85% of Canadians think companies should be able to sponsor public spaces
 - 49% of Canadians think companies should be able to retitle existing buildings named after prominent citizens

- 75% of Canadians think that no preferential treatment should be given for corporate sponsors regarding awarding of municipal contracts
- Naming rights for buildings within the community
- The City of Nanaimo is already involved in sponsorship and advertising in an ad hoc way
- Importance of performing a sponsorship feasibility study to find potential assets and revenue generators
- Four steps to success:
 - Feasibility Study
 - Develop/update sponsorship/advertising/naming policy
 - Build a sponsorship strategic plan
 - Implementation - go out and get the money
- Estimated costs for preparing a sponsorship program \$150,000

Committee discussion took place regarding:

- Loudon Park Boathouse:
 - Potential interest from corporate sponsors working with community service providers
 - Corporate sponsors need incentive to invest in construction of buildings
- Value estimates for City assets
- Rational for not proceeding with sponsorship opportunities in the past
- Feedback from the public regarding renaming of City buildings – requires good communication and engagement
- Bundled estimate for a sponsorship program to include a policy and implementation strategy, but would not include capital costs for staffing or external sales costs
- Projects that work with the school district
- Opportunities for sponsorship and potential for local companies to become involved in sponsorships
- Typical length for terms of agreement with sponsorships – 40 year terms usually mean perpetuity as that's the average life of a building, most naming rights should not be more than 10 years and not less than 5 years
- Planning a long term discussion regarding sponsorship as a potential revenue tool
- Possibly adding sponsorship topic to a future Governance and Priorities Committee meeting
- Timeframe to move forward with sponsorship options

D. Lindsay vacated the Boardroom at 9:57 a.m.

- (b) Dave Witty, President, Vancouver Island Symphony, and Margot Holmes, CEO, Vancouver Island Symphony, requesting funding for Vancouver Island Symphony

Introduced by Elizabeth Williams, A/Director, Recreation and Culture.

Dave Witty, President, Vancouver Island Symphony, and Margot Holmes, CEO, Vancouver Island Symphony, provided a presentation regarding the following:

- Provided a brief overview of the history of the Vancouver Island Symphony (VIS)
- This year is their 25th Anniversary
- One of the most renowned regional symphonies in the country
- Reviewing new trends for symphony concerts which include food components, one hour shows and varied show times to encourage attendance
- Community partnerships are aimed at incorporating groups that would not traditionally be involved in symphony events
- Tag line is “Creating a thriving musical experience”
- Drawing creative people to the City of Nanaimo
- Spoke regarding many of the community events and activities the VIS provide and attend
- Education outreach - 55,000 students have heard the symphony education program
- Symphony by the Sea was a free symphony in Maffeo Sutton Park that is on hold now due to costs
- Economic impact created by the VIS in the community

D. Lindsay returned to Boardroom at 10:12 a.m.

- Funding provided by the City has not increased in 8 years
- The average City contribution over the past few years has been \$88,000
- Requested:
 - An increase in City operating grant from \$89,000 to \$120,000 for 2020 to 2021
 - \$30,000 to operate Symphony by the Sea
 - Creation of a line item in the City of Nanaimo budget to provide VIS with a better sense of budget commitment

Committee discussion took place regarding:

- Great community engagement done by Vancouver Island Symphony
- Demographic of concert attendees
- Cost for hosting Symphony by the Sea

Jake Rudolph, Chief Administrative Officer, noted that requests relating to budget line items should be discussed during one of the upcoming Special Finance and Audit Committee meetings when the financial plan budget will be discussed.

6. REPORTS:

(a) 2020 Finance and Audit Committee Key Date Calendar

Introduced by Sheila Gurrie, Director, Legislative Services.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve the 2020 Finance and Audit Committee Key Date Calendar. The motion carried unanimously.

The Special Finance and Audit Committee meeting recessed at 10:23 a.m.
The Special Finance and Audit Committee meeting reconvened at 10:33 a.m.

(b) Nanaimo BMX Track Redevelopment Design

Introduced by Art Groot, Director, Facility and Parks Operations.

Committee discussion took place regarding clarification on whether this was a one time funding request, and confirmed that it was.

It was moved and seconded 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 motion carried unanimously.

(c) Emergency Medical Responder

Introduced by Karen Fry, Fire Chief.

Presentation:

1. Jodi Le Masurier, Assistant Chief, Education & Training, Nanaimo Fire Rescue Department, provided a presentation regarding the following:
 - Background on pre-hospital care
 - Moving to Emergency Medical Responders (EMR) would not change the number of calls but would change the level of service provided
 - Protection Island has had on-call EMR's for 10 years
 - Other municipalities have already moved to EMR
 - Benefits of EMR:
 - Supports patients and responders
 - Accurate administration of oxygen, blood glucose and blood pressure measurements
 - Faster pain management
 - Increases responder confidence and reduces anxiety
 - Training process would be a transition over time

- Number one priority should be patients well being

Committee discussion took place regarding:

- Length of EMR training program – 8 days total
- Potential pay level increases related to higher training level
- Equipment and supplies being included within the budget
- Timeframe for getting all staff upgraded – scheduled over 6 years

P. Rosen entered the Boardroom at 10:45 a.m.

- Upgrading of training and equipment in future budgets

It was moved and seconded 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 motion carried unanimously.

T. Doyle vacated the Boardroom at 10:49 a.m.

(d) Heritage Home Grant Application - 911 Wentworth Street

Introduced by Dale Lindsay, General Manager, Development Services.

Committee discussion took place regarding past practices and Council currently approving all grant requests.

It was moved and seconded 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. The motion carried unanimously.

C. Sholberg vacated the Boardroom at 10:52 a.m.

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

Introduced by Laura Mercer, Director, Finance.

(f) Procurement Policy Review

Introduced by Laura Mercer, Director, Finance.

D. Lindsay vacated the Boardroom at 10:53 a.m.

Committee discussion took place regarding:

- Purpose behind working with a consultant – ensures policy aligns with Council's priorities and what can feasibly be done
- Coastal Communities Social Procurement Initiative requires that the City create it's own policy to ensure the policy is appropriate

- As an organization the City has an impact on the local market
- Consultant providing an independent lens when reviewing this policy
- Supporting the local economy

It was moved and seconded that the Finance and Audit Committee recommend 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 motion carried unanimously.

J. Rushton vacated the Boardroom at 11:05 a.m.

7. OTHER BUSINESS:

- (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

Jennifer McAskill, Nanaimo Police Based Victim Services Society Co-Chair, and Cheryl Zapotichny, RCMP Victim Services Program Manager, provided a presentation regarding:

- Victim Services Program is guided by different legislation:
 - Provincial - *Victims of Crime Act*
 - Federal - *Canadian Victims Bill of Rights*
- Justice system personnel must offer general information concerning:
 - Structure of operation of the justice system
 - Victim services
 - *Freedom of Information and Protection of Privacy Act*
 - *Crime Victims Assistance Act*
 - *Victims of Crime Act*
- Victim Services Program act on behalf of police to fulfill the following needs of victims:
 - Information
 - Protection
 - Participation
 - Restitution
- Overview of Victim Services Program staff, volunteers and hours of service
- Currently funded by Ministry of Public Safety and Solicitor General, City of Nanaimo and the Regional District of Nanaimo for a total amount of \$147,962
- Statistics regarding types of files being worked on:
 - 837 clients served in 2018
 - Most clients come from police, self referrals, community agencies and victim services programs
 - Files include: murder, sudden death, child pornography, motor vehicle incidents, threats, sexual assault, robbery, domestic violence, property crime, break and enter, criminal harassment
- This work is emotionally draining
- If this service was not provided through the program police would be required to provide it

- Current funding from City of Nanaimo compared with population growth
- Requested that the City increase funding of the program to cover cost of two full time staff positions - equivalent to \$100,000

Committee discussion took place regarding:

- Many of these service are not acknowledged
- Training for staff who work in this program

D. Lindsay returned to the Boardroom at 11:17 a.m.

- Difficulties regarding security clearance approvals and volunteer positions
- Working with Island Health and other health services – program staff provide referrals to other services as requested
- Requesting increased provincial funding
- Population estimates
- Rent subsidy being continued if increase funding was provided
- Adding a line item to budget and adjusting for inflation
- Clarification on total amount of funding to be provided
- Sending a letter to appropriate provincial body to support an increase in provincial funding for the Victim Services Program

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to prepare a report regarding the \$100,000 funding request from the Victim Services Program and that letters be sent to the Ministry of Public Safety and Solicitor General, and the Regional District of Nanaimo requesting that they increase funding to the Victim Services Program. The motion carried unanimously.

- (b) Correspondence dated 2019-OCT-24 from Nanaimo and Area Land Trust re: Increasing City of Nanaimo funding of Nanaimo and Area Land Trust

Introduced by Mayor Krog.

Committee discussion took place regarding:

- Regular requests being included as line items on the budget
- Having a discussion regarding when to add line items on the budget

8. QUESTION PERIOD:

- Insp. Lisa Fletcher, Nanaimo Detachment RCMP re: Victim Services Program being operated out of two offices within the RCMP detachment.

9. ADJOURNMENT:

It was moved and seconded at 11:36 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

MINUTES
FINANCE AND AUDIT COMMITTEE MEETING
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC
WEDNESDAY, 2019-NOV-20, AT 8:30 A.M.

Present: Mayor L. Krog, Chair
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
B. Sims, General Manager, Engineering and Public Works
L. Mercer, Director, Finance
W. Fulla, Manager, Business, Asset & Financial Planning
J. Rushton, Manager, Purchasing & Stores (arrived 11:35 p.m., vacated 1:30 p.m.)
J. Orton, Manager, Payroll (arrived 11:35 p.m. vacated 1:30 p.m.)
B. Wardill, Manager, Revenue Services (arrived 11:35 p.m., vacated 1:30 p.m.)
D. Bailey, Manager, Accounting Services (arrived 11:35 p.m., vacated 1:30 p.m.)
K. Fry, Fire Chief (arrived 8:32 a.m., vacated 2:49 p.m.)
T. Doyle, Deputy Fire Chief (arrived 1:42 p.m.)
G. Norman, Deputy Fire Chief – Administration (arrived 1:42 p.m.)
J. Le Masurier, Assistant Chief, Education & Training (arrived 1:42 p.m.)
K. Lindsay, Manager, Emergency Program (arrived 1:22 p.m., vacated 2:49 p.m.)
M. Winchell, Manager, Human Resources (arrived 10:10 a.m., vacated 11:35 a.m.)
K. Williamson, Manager, Human Resources (arrived 10:17 a.m., vacated 11:35 a.m.)
M. Blouin, Manager, Human Resources (arrived 10:50 a.m., vacated 11:35 a.m.)
S. Weatherby, Manager, Occupational Health and Safety (arrived 10:17 a.m., vacated 11:35 a.m.)
S. Gurrie, Director, Legislative Services
F. Farrokhi, Manager, Communications
S. Snelgrove, Steno Coordinator (arrived 9:48 a.m., vacated 11:15 a.m.)
M. Waggoner, Records/Info & Privacy Coordinator (arrived 9:48 a.m., vacated 11:15 a.m.)
G. Whitters, Recording Secretary

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

The Finance and Audit Committee Meeting was called to order at 8:31 a.m.

2. ADOPTION OF AGENDA:

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

K. Fry entered the Shaw Auditorium at 8:32 a.m.

3. PRESENTATIONS:

(a) 2020 - 2024 Financial Plan Operating Budgets

Introduced by Jake Rudolph, Chief Administrative Officer.

1. Budget Highlights

Laura Mercer, Director, Finance, provided a presentation regarding the 2020 – 2024 Draft Financial Plan that included the following information:

- Operating budgets are built from scratch each year with the exception of staffing and internal charges
- Upcoming Budget Meeting: 2019-NOV-25 to review project budget, 2019-DEC-02 eTown Hall, Final budget reviews December 2 or 9 and new user rate bylaws December 2
- Increases to user fees to take effect 2020-JAN-01
- February to April levies are incorporated into budget
- April 2020 budget and tax bylaw will be presented for adoption and must be adopted before 2020-MAY-15

Wendy Fulla, Manager, Business, Asset & Financial Planning, continued the presentation:

- In February Staff reviewed each department's 10 year budget plans
- In July and August Staff reviewed operating budgets based on workplans
- Anticipated property tax increase of 5.2% with 1% of that taken up by the General Asset Reserve
- After Finance received WorkSafe BC, EI and CPP rates the tax increase projection is now at 5.6% and Finance is waiting for pension and extended benefits rates
- Consumer Price Index (CPI) as of September 30 is at 2.5%
- CPI is not the best tool to compare municipal taxes but there isn't currently a municipal price index
- User rates increased 4% annually for Asset Management Reserve
- 7.5% increase in Water User Fees
- 10 year average Property Tax increase of 2.1%
- How Nanaimo compares to other municipalities and the contributing factors
- Ratio between property taxes and price of typical home
- 5.2% impact on typical home is \$109 dollars and \$117 at a 5.6% increase

- Increases for water, sewer and sanitation fees provides average impact to \$158 dollars or \$166 at 5.6%
- Ratio of taxes that are spent on city services, reserves, projects and debt servicing external borrowing
- Top three City services that are paid by average home are: RCMP, Parks, Recreation and Culture, and Nanaimo Fire Rescue & 911
- Anticipating costs of RCMP unionization
- Budget projected at \$196.5 million
- 2020 annual operating amount for delivering day to day services is \$152 million
- Parks and Recreation revenue sources
- Budget drivers that are six figures or more include: Asset Management Reserve, wages and benefits, contracted services, economic development, fleet charge – fire, legal fees, project expenditures, RCMP contract, snow and ice control reserve, sewer and water internal support, Strategic Infrastructure Reserve and utilities – water and sewer
- Financial impacts of dismantling the Nanaimo Economic Development Corporation (NEDC)
- Revenue increases and decreases including: building permit revenue, casino revenue, grant in lieu, provincial fine revenue, transfer from RCMP contract reserve and the transfer from surplus/reserve
- Net Expenditures increase of \$6.75 million and a net impact of \$5.5 million
- Business cases incorporated in Draft Plan includes:
 - Corporate Services - 2 Permanent Full-Time (PFT) prisoner guards, conversion of 2 records clerks from permanent part time (PPT) to PFT and the Beban Complex electrical substation
 - Development Services: 4 building inspection vehicles, a Manager of Economic Development Services position, the economic development function, Urban Forestry Technician and a watercourse restoration and enhancement program,
 - Engineering and Public Works: Traffic Signal Technician
 - Nanaimo Fire Rescue: Full replacement of (Self Contained Breathing Apparatus (SCBA)
 - Parks, Recreation and Culture: Allocations Clerk, Co-op Student and Loudon Boathouse
- Business cases not included in Draft Plan:
 - Corporate Services: Corporate Asset Management System, service enhancements to dog licensing and an Emergency Program Coordinator
 - Development Services: animal shelter, bylaw enforcement officers change in schedule, urban forestry management strategy update and a Manager of Sustainability
 - Engineering and Public Works: Municipal Services Inspector and Project Engineer
 - Legislative Services: Deputy City Clerk/Manager of Legislative Services

- Staff Changes Highlights included: the elimination of the Deputy Director of Financial Services and added the following positions:
 - Corporate Services: General Manager of Corporate Services, Director of Information Technology, Financial Analyst, Buyer, Prison Guards, and the Records Clerks converted from PPT to PFT
 - Development Services: Manager of Subdivisions, Manager of Economic Development and Urban Forestry Technician
 - Parks, Recreation and Culture: Manager of Utilities, Traffic Signals Technician and Refuse Collector
- Outstanding Debt at 2018-DEC-31 included external borrowing for Fire Station #1, Fire Station #4, Nanaimo Aquatic Centre, Sanitation, Vancouver Island Conference Centre and the Water Treatment Plant
- 2019 New Debt: External borrowing for a sanitation truck
- Waterfront Walkway on hold until feasibility study completed
- Internal borrowing for the Chase River Pump Station and Forcemain
- New Debt 2020 – 2024: External borrowing for Fire Station #1, Waterfront Walkway, Sanitation Refuse Collector, Sewer Development Cost Charges (DCC) projects. Internal borrowing also includes Sewer DCC Project
- Projected Outstanding External Debt short- and long-term
- Projected annual external debt servicing costs
- Debt Servicing Limit defined as 25% of controllable and sustainable revenues for the year. The City of Nanaimo's limit is at \$43.1 Million (11%) as at 2018-DEC-31
- Nanaimo compared to similar-sized municipalities on their debt services limits
- Two types of reserves: Operating – not restricted, more flexibility and Statutory controlled by *Community Charter* or Bylaw
- New reserve policy coming into effect on 2020-JAN-01
- The following reserves are included in the Reserve Framework: Financial Stability, Equipment, Infrastructure, Parking, Property Acquisition, Strategic, Other and DCC
- Minimum targets held for reserves and repayment plans

Committee discussion took place regarding:

- Loudon Boathouse
- Operating budget for the Port of Nanaimo Centre (PoNC)
- PoNC anticipated revenue for conference centre operations

1. Environmental Position Business Case

Introduced by Laura Mercer, Director, Finance.

2. Chief Administrator's Office

Jake Rudolph, Chief Administrative Officer, provided a presentation regarding the Chief Administrator's Office (CAO) 2020 Business Plan which included the following information:

- Role of CAO's includes: ongoing advice to Council, implementation of Council policies, corporate leadership and managerial responsibilities for all departments, liaison with community organizations, first nations, provincial and federal agencies, economic development and overall emergency planning and preparedness
- Purpose of Business Plans is to provide an overview of services, 2019 Achievements, Key Challenges for 2020 and proposal for operating budgets
- Nanaimo is average in comparison to other municipalities on a representative home
- Total city services paid by average home are approximately \$151.53 a month or \$5.05 a day
- 2019 Achievements according to the Strategic Plan includes:
 - Governance Excellence – engagement, Code of Conduct, Strategic Plan, Governance and Priorities Committee, Task Forces and Committees, Fiscal Management, Organizational Alignment, Procedure Bylaw, Growth Management, service delivery, and reconciliation
 - Building or improving relationships with Nanaimo Port Authority (NPA), Snuneymuxw First Nation (SFN), Senior Government, Vancouver Island University, Nanaimo Airport, Chamber of Commerce, Nanaimo Hospitality Association, BC Housing, School District 68, Regional District of Nanaimo (RDN) and Tourism Nanaimo

S. Snelgrove and M. Waggoner entered the Shaw Auditorium at 9:48 a.m.

- Economic Health – record year for building and development, fiscal management, economic function review, NPA protocol agreement, Tourism Nanaimo, Business Investment and Service delivery
- Environmental responsibility – Environment Committee, declaring climate emergency, energy efficient initiatives, Resiliency Strategy and the Community Sustainability Action Plan
- Livability – Health and Housing Task Force, Te'Tuxwtun Project Memorandum of Understanding (MOU), Advisory Committee on Accessibility and Inclusiveness, Downtown Mobility Study and quick wins, Official Community Plan (OCP); Parks, Recreation and Culture Plan; Active Transportation Plan, Fire Hall #1 planning and design, Front Street Extension and the Departure Bay Walkway review
- 2020 Challenges and Opportunities include:
 - Committees/Engagement – Online Engagement, Advisory Panel, Steering Committee, Task Forces, Committees and Governance
 - Organizational alignment, health of organization and rebuilding of Staff morale
 - Capital Projects: Water, sewer, drainage, facilities, complete streets and parks and trails

- Future Capital Projects: Port Theatre, Waterfront, RCMP office space, Public Works facilities, Recreation facilities and 1 Port Drive
- Economic health – OCP, Asset Management, economic function/strategy, partnerships and fiscal management
- Environmental Responsibility – solid waste and recycling, urban forestry, transportation, water conservation, environmental bylaw compliance, rainwater management, environmental and climate action policy developments, buildings and vehicle energy efficiency, ecological restoration and stewardship and the environment committee
- Livability – community events, complete streets, social housing, community safety and parks and recreation
- 2019 Council is setting the foundation with the Strategic Plan, GPC, procedures and organization
- 2020 work begins on strategic initiatives such as the OCP, Task Forces, Environment Committee, Front Street and Gordon Street Hotel
- 2021/2022 results from work for OCP, Metral Drive, Environment Initiatives, Economic Function, Fire Hall #1, Port Theatre, BC Ferries, Social Housing and Fiscal Sustainability

M. Winchell entered the Shaw Auditorium at 10:10 a.m.

Committee discussion took place regarding:

- Folios and taxes paid for new developments
- Diversifying the tax base and housing assessments
- Impact of keeping taxes low in previous years

The Finance and Audit Committee meeting recessed at 10:17 a.m.

The Finance and Audit Committee meeting reconvened at 10:36 a.m.

Staff Present: K. Fry, F. Farrokhi, W. Fulla, S. Gurrie, L. Mercer, J. Rudolph, S. Snelgrove, M. Waggoner, S. Weatherby, G. Whitters, K. Williamson and M. Winchell

K. Fry returned to the Boardroom at 10:37 a.m.

3. Legislative Services and Communications

Sheila Gurrie, Director, Legislative Services, provided a presentation regarding the Legislative Services and Communications 2020 Business Plan which included the following information:

- Legislative Services Department responsibilities include: Legislative policy and administrative expertise that ensures compliance with legislation, provide strategic communications advice
- Departments share of city budget is 1.7%

- 2019 Achievements include: New Council orientation, Strategic Plan support, Privacy Management Program, Records Management Project, Freedom of Information and Protection of Privacy (FOIPPA) and Privacy Management training, increased responsiveness to issues management, increased social media presence and implementation of public engagement software, Procedure Bylaw changes, Advisory Committee on Accessibility and Inclusiveness, Youth Engagement, increased responses and being proactive on communicating issues, weekly eNewsletter, digital marketing and communication sessions
- Time that goes into meeting preparation and increase in meetings
- Freedom of Information requests are down from last year but still high and trending up
- Number of insurance claims consistent with previous years

D. Lindsay returned to the Shaw Auditorium at 10:48 a.m.

M. Blouin entered the Shaw Auditorium at 10:50 a.m.

- 2020 Key Challenges include: support for increasing number of Council and committee meetings, FOI and Privacy Management training, electronic records management implementation and change management and public engagement software training and implementation
- 2020 Key initiatives include: Council meeting and committee meeting support, Privacy Management Program, Records Management Pilot Project phases 4 – 6, critical strategic advice to senior management, improvements to the annual communications plan and public engagement software training
- Draft Operating Budget for 2020 - 2024
- Changes not included in draft budget: One position for a Deputy City Clerk
- Staff capacity and taking on new projects

B. Sims returned to the the Shaw Auditorium at 11:06 a.m.

Committee discussion took place regarding:

- Proposed operating budget
- Workload from new electronic management system
- Nanaimo compared to other municipalities on FOI statistics
- Cost of Deputy City Clerk
- Establishing corporate priorities when determining business cases

S. Snelgrove and M. Waggoner vacated the Shaw Auditorium at 11:15 a.m.

4. Human Resources

Mary Winchell, Manager, Human Resources, provided a presentation regarding the Human Resources 2020 Business plan which included the following information:

- Human Resources (HR) Department provides specialized advice and responsive HR services to support the organization, attracts talent, retains and develops people and promotes and supports a safe, healthy workplace
- Core HR Services include: health, safety & disability management, job classification, compensation and benefits, labour relations, employee relations, training and development, recruitment and selection
- Departments share of City budget is 1.4%
- 2019 Achievements include: 4 year collective agreement with CUPE Local 401, update of “Management Terms and Conditions of Employment Bylaw 2018 No. 7273” and supported Council in developing a Code of Conduct, Council's 2019-2022 Strategic Plan and the Whistleblower Policy
- Number of competitions, recruitments, courses and workshops offered and level of enrollment
- 2019 Achievements continued: New branding for job postings, Management Handbook, transition to paperless internal processes, onboarding/orientation process enhancement and the Mental Health Leadership Training
- 2020 Key challenges include: reputation rebuilding, reducing lost time accidents and legacy litigation from former Staff
- WorkSafe BC payment rates and the potential for them to decrease in the future
- 2020 Key Initiatives include: Collective bargaining with IAFF Local 905, resolve legacy employment litigation issues and health and safety initiatives
- Draft operating budget for 2020 - 2024
- No changes to proposed budget

The Finance and Audit Committee meeting recessed at 11:35 a.m.

The Finance and Audit Committee meeting reconvened at 1:03 p.m.

Staff present: D. Bailey, M. Dunstan, W. Fulla, K. Fry, S. Gurrie, L. Mercer, J. Orton, J. Rudolph, J. Rushton, B. Sims, B. Wardill and G. Whitters

5. Finance

Laura Mercer, Director, Finance, provided a presentation regarding the Finance 2020 Business Plan which included the following information:

- Responsibilities of the Finance Department include: Safeguarding the City's financial assets and financial support to its departments
- Responsible for 5 Year Financial Plan, monthly, quarterly and annual reporting, accounts payables and receivables, billings and collections, cash collection, payroll and purchasing functions
- Finance Department's share of City budget 2.9%

- 2019 Achievements include: Establishment and updates of Reserves policy, Debt policy, Budget transfer policy and procedures update, Concur invoice automation solution, sewer and water user fee review, electronic funds transfer fraud detection and completion of all statutory reporting requirements
- Key challenges include: staffing and accounting software upgrade
- Challenges of filling key vacancies and movement in union positions
- 2020 Key Initiatives include: Procurement Policy Review, Procurement template legal review, Implementation of an E-bidding solution to streamline requests for information/proposals processes, implementation of Concur automated invoice processing, upgrade budgeting software that will not be supported after December 2020, implement changes to the budgeting and cost allocations for timecard workers, water and sewer user rate review, financial policy development and furtherance of the Coastal Communities Social Procurement Initiative
- Draft Operating Budget for 2020 – 2024 bulk of expenditures are wages
- Proposed changes to budget: Addition of a Junior Accountant and a Junior Financial Analyst position
- Change not included in draft budget: business case for service enhancements to dog licensing

K. Lindsay entered the Shaw Auditorium at 1:22 p.m.

Committee discussion took place regarding:

- New software for accounting and budgeting
- Elimination of the Chief Financial Officer and Deputy Director positions
- Revenues of the finance department from purchasing card rebates, and admin fees for Tax Levy
- Fraud control

D. Bailey, J. Orton, J. Rushton and B. Wardill vacated the Shaw Auditorium at 1:30 p.m.

6. Information Technology

Matthew Dunstan, Manager, IT Application Services, provided a presentation on the Information Technology 2020 Business Plan which included the following information:

- Services provided includes: support services, application support, client support services, financial systems & reporting services, geographic information system (GIS) services and technical services
- Department share of City budget 2.9%
- 2019 Achievements include: Air Photo Pictometry, City Projects, Nanaimo Map, SharePoint 2019 upgraded, Windows 10 upgrades, fibre network, parks asset inventory and Tempest citizen interface
- 2020 Key Challenges include: security, innovation and enabling change and managing community and Staff expectations

- 2020 Key Initiatives include: Content Management System (CMS) pilot, mapping of planning department processes, new citizen mapping portal and open data repository, file storage capacity upgrade, CCTV support for pipe inspection software, business continuity implementations (dual ISP), enhance anti-malware software and the IT network security strategy

F. Farrokhi returned to the Shaw Auditorium at 1:38 p.m.

- Proposed change to budget includes a Director of IT
- Change not included in draft budget: Corporate Asset Management System

Committee discussion took place regarding staying on top of security practices.

T. Doyle, J. Le Masurier and G. Norman, entered the Shaw Auditorium at 1:42 p.m.

7. Emergency Management

Karen Lindsay, Manager, Emergency Program, provided a presentation regarding the Nanaimo Emergency Management 2020 Business Plan which included the following information:

- Overview of department responsibilities including: Emergency Management that supports response and recovery from emergencies, development of emergency plans, training Staff, providing public education and managing volunteer program
- Made up of 1 staff member and an Emergency Support Services (ESS) Consultant and volunteers who are on call 24/7
- Departments share of City's budget 0.1%

D. Lindsay returned to the Shaw Auditorium at 1:47 p.m.

- 2019 Achievements include: 5 community exercises, 2 virtual ECC activations, 10 monthly ESS meetings and 2 exercises, 2 hazard specific emergency plans, climate resiliency study participation, post incident analysis from 2018 windstorm, public education (2 open houses, 6 public information sessions reached approximately 2400 residents), advertising campaigns emergency preparedness week and the Great BC Shakeout
- Notification regarding launching VoyentAlert
- 2019 Achievements include: Emergency Coordination Centre (ECC) activations, recovery of funds from emergency events, ESS Call Outs, ESS Volunteer Hours, Public Education Sessions/Events and ECC Training
- 2020 Key Challenges include: Training new Staff, resource issues and provincial download
- Beginning process of recovery planning and post-disaster supply chain

- 2020 Key Initiatives include: ECC Staff Exercises (4 per year) and training, ECC design for Fire Station #1 rebuild, public education and advertising, emergency response and recovery plan update, hazard and a risk and vulnerability analysis update
- Partnering with University of BC, Dalhousie and Washington State for residents to develop their own emergency plans
- Draft operating budget for 2020 - 2024
- Proposed change to budget is to prepare Beban Complex Sub Station for generator purchase or rental in future
- Change not included in budget: An Emergency Program Coordinator

Committee discussion took place regarding:

- Expenses for volunteer callouts
- Cooperation between the City of Nanaimo and RDN
- Succession planning for Staff

Councillor Brown vacated the Shaw Auditorium at 2:07 p.m.
The Finance and Audit Committee meeting Recessed at 2:07 p.m.
The Finance and Audit Committee meeting reconvened at 2:23 p.m.

Staff present: T. Doyle, F. Farrokhi, K. Fry, W. Fulla, K. Lindsay, L. Mercer, G. Norman, M. Winchell, S. Gurrie and G. Whitters

J. Rudolph returned to the Shaw Auditorium at 2:24 p.m.

8. Nanaimo Fire Rescue

Karen Fry, Fire Chief, provided a presentation regarding the Nanaimo Fire Rescue (NFR) Business Plan for 2020 which included the following information:

- Responsibilities of the NFR include: fires, medical rescue, natural disasters, specialized services such as hazardous material and technical rescue, community risk reduction through public education, 4 stations and Protection Island and the 911 Central Island FireComm
- Department's share of City budget is 12.4%
- Fire services generates revenues through the training academy and contracts with RDN, SFN and the Fish and Game Club
- Fire Department's cost to average tax payer is \$25 a month
- 2019 Achievements include: training, Fire Station #1 and public education and outreach through smoke alarm campaign & installations, bystander CPR and Camp Courage
- 2019 Achievements include: attendance times, fostering positive labour relations, received fire underwriters survey, improved the public fire protection classification by 1 step, number of fires attended and number of inspections completed

- 2020 Key Challenges include: mental health training and awareness, fire operations resourcing – increased overtime requirements, administrative capacity, resourcing for increased fire inspections, plan approval compliance, Fire Station #1 rebuild and the homelessness/opioid crisis
- 2020 Key Initiatives: Fire Station #1 rebuild, compliance with changes to BC fire code, BC Building code and *Fire Safety Act*, mobile inspections initiative, expand training program – mental health, auto extraction, life view, fire department study, community outreach and education on fire prevention and community safety, replacing 2 fire engines and expecting replacement of ladder truck
- Reviewed the draft operating budget and noted that collective bargaining was upcoming
- Proposed change to budget to include funding for SCBA replacement in 2021

D. Lindsay and B. Sims returned to the Shaw Auditorium at 2:41 p.m.
Councillor Brown returned to the Shaw Auditorium at 2:43 p.m.

Committee discussion took place regarding:

- Determining placement of a new fire station
- Response times in Hammond Bay area and staffing requirements

K. Lindsay vacated the Shaw Auditorium at 2:49 p.m.

- Minimum of 16 firefighters on duty at a time
- The National Fire Protection Association (NFPA) is a guiding document for number of firefighters required

4. QUESTION PERIOD:

- Bill Manners re: 2020 -2024 Financial Operating Budget – Finance staffing position for tracking and applying for provincial funding and Emergency Management - how emergency issues are relayed to the public

5. ADJOURNMENT:

It was moved and seconded at 2:58 p.m. that the meeting terminate. The motion carried unanimously.

CERTIFIED CORRECT:

CHAIR

CORPORATE OFFICER

MINUTES
SPECIAL FINANCE AND AUDIT COMMITTEE MEETING
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
FRIDAY, 2019-NOV-22, AT 9:00 A.M.

Present: Mayor L. Krog
Councillor S. D. Armstrong
Councillor D. Bonner
Councillor T. Brown (arrived 9:02 a.m., vacated 11:47 a.m., returned 2:40 p.m.)
Councillor E. Hemmens
Councillor Z. Maartman
Councillor J. Turley

Absent: Councillor B. Geselbracht
Councillor I. W. Thorpe

Staff: J. Rudolph, Chief Administrative Officer
R. J. Harding, General Manager, Parks, Recreation and Culture (arrived 9:28 a.m.)
D. Lindsay, General Manager, Development Services (vacated 11:05 a.m., returned 12:37 p.m., vacated 1:32 p.m.)
B. Sims, General Manager, Engineering and Public Works
L. Mercer, Director, Finance
W. Fulla, Manager, Asset & Financial Planning
Supt. C. Miller, OIC, Nanaimo Detachment RCMP (arrived 1:42 p.m., vacated 2:35 p.m.)
B. Szewczok, Manager, Police Support Services (arrived 1:42 p.m., vacated 2:35 p.m.)
A. Halabourda, Manager, Police Support Services (arrived 1:42 p.m., vacated 2:35 p.m.)
K. Fry, Fire Chief (vacated 10:17 a.m., returned 12:33 p.m., vacated 2:37 p.m.)
B. Corsan, Director, Community Development (vacated 10:18 a.m.)
J. Holm, Director, Development Approvals (vacated 10:18 a.m.)
L. Rowett, Manager, Current Planning (vacated 10:18 a.m.)
D. LaBerge, Manager, Bylaw Services (vacated 9:36 a.m.)
D. Mousseau, Manager, Engineering & Environment
J. Elliot, Director, Public Works (arrived 11:37 a.m., vacated 1:55 p.m.)
P. Rosen, Director, Engineering (arrived 11:31 a.m., vacated 1:55 p.m.)
A. Groot, Director, Facilities and Parks Maintenance (arrived 9:57 a.m., vacated 1:55 p.m.)
E. Williams, A/Director, Recreation & Culture (arrived 9:57 a.m., vacated 11:25 a.m.)
M. Demecha, Manager, Civic Facilities (arrived 9:57 a.m., vacated 11:25 a.m.)
A. Britton, Manager, Parks Operations (arrived 10:02 a.m., vacated 11:25 a.m.)
S. Pamminger, Manager, Infrastructure Planning & Energy (arrived 10:03 a.m., vacated 11:25 a.m.)
C. Davis, Manager, Recreation Facilities & Custodial Services (arrived 10:38 a.m., vacated 11:25 a.m.)
K. Gonzales, Manager, Aquatics (arrived 9:57 a.m., vacated 11:25 a.m.)
D. Johnstone, Manager, Arenas (arrived 9:57 a.m., vacated 11:25 a.m.)
L. Clarkson, Manager, Recreation Services (arrived 10:35 a.m., vacated 11:25 a.m.)

J. Bevan, Manager, Culture and Events (arrived 10:35 a.m., vacated 10:58 a.m.)
D. Myles, Manager, Roads & Traffic Services (arrived 1:00 p.m., vacated 1:55 p.m.)
J. Evans, Manager, Fleet Operations (arrived 1:00 p.m., vacated 1:55 p.m.)
D. Thompson, Manager, Construction Projects (arrived 12:58 p.m., vacated 1:55 p.m.)
F. Farrokhi, Manager, Communications (arrived 11:26 a.m.)
S. Gurrie, City Clerk (vacated 10:22 a.m., returned 12:31 p.m.)
S. Snelgrove, Deputy Corporate Officer (arrived 10:21 a.m., vacated 11:47 a.m.)
J. Vanderhoef, Recording Secretary

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

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

2. INTRODUCTION OF LATE ITEMS:

- (a) Reverse order of Agenda Items 6(a)(2) Development Approvals and 6(a)(3) Bylaw and Parking.
- (b) Reverse order of Agenda Items 6(a)(1) Facilities and Parks Operations and 6(a)(2) Recreation and Culture.
- (c) Agenda Item 6(a)(1) – Development Services – replace presentation.

3. ADOPTION OF AGENDA:

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

Councillor Brown entered the Shaw Auditorium at 9:02 a.m.

4. REPORTS:

(a) 2020 - 2024 Financial Plan Operating Budgets

Introduced by Laura Mercer, Director, Finance.

1. Development Services

Introduced by Dale Lindsay, General Manager, Development Services.

1. Community Development

Bill Corsan, Director, Community Development, provided a presentation regarding the following:

- Overview of Community Development Department
- Provided a list of 2019 Achievements:
 - Health and Housing Task Force and the Community Advisory Committee
 - Affordable Housing Opportunities
 - Age-Friendly BC Community Recognition
 - Truth and Reconciliation Call to Action #57
 - Telus Pure Fibre Agreement
 - Review of Economic Development Function
 - Redevelopment of 1 Port Drive
 - Departure Bay Walkway Feasibility Study

Committee discussion took place regarding the number of affordable housing units currently under construction within the City of Nanaimo.

Bill Corsan, Director, Community Development, continued his presentation as follows:

- Some key challenges anticipated in 2020: Social Issues, Land Acquisition budget, Implementing New Economic Development Function, Official Community Plan Update, and Downtown Nanaimo
- Some key initiatives planned for 2020:
 - Review of Official Community Plan (OCP)
 - Economic Development Strategy
 - External Economic Development Agency
 - Update Business License Bylaw
 - Affordable Housing Strategy
 - 1 Port Drive Redevelopment
 - BC Ferries Departure Bay to Battersea Walkway
 - Support the Age-Friendly City Plan
 - Child Care Needs Study

Committee discussion took place regarding:

- Business Licence Bylaw and rates for business licences
- Businesses licences for short term rentals
- Surplus of business licences in 2019 – increase in intercommunity licences

2. Bylaw and Parking

David LaBerge, Manager, Bylaw Services, provided a presentation regarding the following:

- Overview of Bylaw Services and Parking Department
- 2019 Achievements: bylaw updates, new Staff, homelessness, public disorder, nuisance properties, parking

- Provided overview of total bylaw calls and total encampment calls – Bylaw Officers estimate 70% - 75% of their work currently relates to homelessness issues
- 2020 Key Challenges:
 - Bylaw Department: Homelessness/encampments, public disorder
 - Parking: Downtown parking plan, parkade security, meter vandalism and theft
 - Animal Control: Contract about to expire, animal shelter requires renovation/replacement, and increased service levels
- 2020 Key Initiatives:
 - Hospital area parking enforcement plan
 - Animal control contract
 - Graffiti clean up
 - Update Traffic and Highways Bylaw
 - Downtown transportation plans

R. Harding entered the Shaw Auditorium at 9:28 a.m.

Committee discussion took place regarding:

- Implementing a cat control bylaw
- Parking enforcement being dealt with in house versus being contracted out
- Ticketing methods in parkades – using technology

Bill Corsan, Director, Community Development, continued the Community Development department presentation as follows:

- Proposed changes to the budget include:
 - Manager, Economic Development
 - Economic Development Function
- Changes not included in the draft budget:
 - Animal Shelter Improvements
 - Bylaw enforcement officers schedule moving to 40 hour work week

Committee discussion took place regarding:

- Need for animal shelter improvements
- Animal shelter improvements not included in this draft budget as contract will expire next year

D. LaBerge vacated the Shaw Auditorium at 9:36 a.m.

3. Development Approvals

Jeremy Holm, Director, Development Approvals, provided a presentation and overview of the Development Approval Department.

Committee discussion took place regarding a new mapping system being implemented by the Information Technology Department.

Jeremy Holm, Director, Development Approvals, continued his presentation as follows:

- 2019 Achievements:
 - Record development of 1,913 dwelling units projected for 2019
 - Total construction value projected to be \$456 million for 2019
 - BC Energy Code Step Implementation
 - Tree Voucher Program

Committee discussion took place regarding the types of trees included in the tree voucher program and trees being appropriate for the local climate.

Jeremy Holm, Director, Development Approvals, continued his presentation as follows:

- 2019 Achievements: (continued)
 - Climate Resiliency Strategy
 - Environment Committee
 - Significant amount of zoning amendments and permits
 - Approximately 60% of current development permits are purpose built rentals

Committee discussion took place regarding:

- Local policies affecting the prices of affordable housing
- Estimated costs to developers for process/permits

Jeremy Holm, Director, Development Approvals, continued his presentation regarding key challenges expected for 2020.

Committee discussion took place regarding projected numbers for development applications in the future and staffing accordingly.

A. Groot, D. Johnston, E. Williamson, K. Gonzales and M. Demecha entered the Shaw Auditorium at 9:57 a.m.

Jeremy Holm, Director, Development Approvals, continued his presentation as follows:

- 2020 Key Initiatives:
 - Community Amenity Contribution Policy review
 - Community Sustainability Action Plan update
 - Bylaw updates

Committee discussion took place regarding the Community Amenity Contribution Policy coming to a future Governance and Priorities Committee meeting.

A. Britton entered the Shaw Auditorium at 10:02 a.m.

S. Pamminger entered the Shaw Auditorium at 10:03 a.m.

Jeremy Holm, Director, Development Approvals, continued his presentation as follows:

- Proposed changes to the Budget:
 - Four new building inspection vehicles
 - New position – Urban Forestry Technician

Committee discussion took place regarding:

- Purpose of the four new building inspection vehicles
- New vehicles being electric and creating a policy to replace vehicles with electric options whenever possible

Jeremy Holm, Director, Development Approvals, continued his presentation as follows:

- Proposed changes to the Budget include Watercourse Restoration and Enhancement Program
- Changes not included in the draft budget: Urban Forestry Management Strategy Update, Manager of Sustainability

Committee discussion took place regarding:

- Staff workload
- Increase in development applications and reasons for increases in development – Nanaimo has been identified as a relatively affordable and attractive location

Jake Rudolph, Chief Administrative Officer, spoke regarding the increases in Staff's workloads and the resulting increases in costs.

Committee discussion took place regarding cost analysis for developments and sustainable services levels.

K. Fry vacated the Shaw Auditorium at 10:17 a.m.

The Special Finance and Audit Committee Meeting recessed at 10:18 a.m.

The Special Finance and Audit Committee Meeting reconvened at 10:35 a.m.

2. Parks, Recreation and Culture

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

C. Davis entered the Shaw Auditorium at 10:38 a.m.

1. Recreation and Culture

Elizabeth Williams, A/Director, Recreation & Culture, provided a presentation regarding the following:

- Recreation Services section operates Beban Park, Bowen Park, Nanaimo Aquatic Centre, Nanaimo Ice Centre and Oliver Woods Community Centre
- two indoor pools, two fitness centres, four ice centres, two gymnasiums, conference centre/multipurpose room, and four external facilities
- Operations include community programming, staffing, rentals, and facility maintenance

Committee discussion took place regarding fitness centres charging rates comparable to other private businesses within the community.

Elizabeth Williams, A/Director, Recreation & Culture, continued her presentation as follows:

- Youth and Seniors programs provided through the Parks and Recreation Department - seniors programs are run by volunteers
- Working with Island Health to provide health education programs

J. Bevan vacated the Shaw Auditorium at 10:58 a.m.

- Provided a list of achievements for the Recreation and Culture departments in 2019 such as:
 - Increased demand for 60+ Active Aging Programs
 - Aquatics hosted 11 Regional/Provincial swim tournaments/meets
 - President's Cup Senior B National Lacrosse Championship
 - The Raven installed at Water Treatment Plant
 - Maintenance and repair of Spindle Whorl
- Key Challenges for 2020:
 - Growing demand for pool, gymnasium and ice time
 - Increase in competition between public and private recreation
 - Recruitment training and staff retention
 - Removing barriers to entry for facilities and recreation programs
- Key Initiatives for 2020:
 - Establish new recreation and cultures section
 - Parks, Recreation and Facilities Master Plan
 - Fees and charges implementation
 - Re-organize Recreation Coordinator portfolios
 - Policy and Procedure manual for Recreation Services
 - Evaluate current pre-school program

- Expand LIT/Quest Leadership Training into environmental stream
- Update 2014-2020 Culture Plan for Creative Nanaimo

D. Lindsay vacated the Shaw Auditorium at 11:05 a.m.

Committee discussion took place regarding:

- Lack of revenue generated by culture events
- Decreased activity with the Poetry and Transit Program and the future of this program

2. Facilities and Parks Operations

Art Groot, Director, Facility & Parks Operations, provided a presentation regarding the following:

- Parks Operations Section:
 - Provided an overview of the Facilities and Parks Operation area
 - Maintains over 1,018 hectares of City-owned parkland

Committee discussion took place regarding:

- Percentage of City of Nanaimo land mass that is allocated to parks
- All weather fields in other municipalities creating environmental concerns and potential for Nanaimo's all weather fields to create environmental issues

Art Groot, Director, Facility & Parks Operations, continued his presentation as follows:

- Facilities Section:
 - Focus on operation, maintenance, repairs and upgrades
 - Responsible for Energy Management across the organization and Asset Management Plan for facilities
 - Provides project management and support for other departments
 - Assists with both short and long-term capital planning across the organization
- There were many operational achievements in 2019 for the Parks and Facilities areas – of note Youth Health Hub at Nanaimo Aquatic Centre is a joint project with School District 68 and Island Health
- Fortis BC Award for Energy Efficiency in Action and Vancouver Island Real Estate Board Award for Commercial Building (Harewood Centennial Park Multi-use)
- Key Challenges for 2020: re-organization, and clarification of roles

- Key Initiatives for 2020: focus to improve asset inventories, review and update operation procedures and continue to provide quality levels of service
- Proposed changes to the Budget:
 - New positions: Allocations Clerk and Co-op Student
 - Loudon Boathouse (design)

Committee discussion took place regarding:

- Loudon Boathouse level of use
- Reorganization of staff positions reflected in the draft budget
- Energy efficiencies

A. Britton, C. Davis, D. Johnstone, E. Williams, K. Gonzales, L. Clarkson M. Demecha, and S. Pamminer vacated the Shaw Auditorium at 11:25 a.m.
F. Farrokhi entered the Shaw Auditorium at 11:26 a.m.

3. Engineering and Public Works

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

Committee discussion took place regarding:

- Maintenance of current infrastructure and increasing the amount of infrastructure
- Methods that other municipalities have implemented to address increased demands on sanitary sewer systems due to increased development and population

P. Rosen entered the Shaw Auditorium at 11:31 a.m.

- New public works building not being included in the draft budget

J. Elliot entered the Shaw Auditorium at 11:37 a.m.

- Increasing the size of sewage pipes versus disconnecting houses from the sewage system

L. Mercer vacated the Shaw Auditorium at 11:46 a.m.

Bill Sims, General Manager, Engineering and Public Works, provided a presentation and overview of the Engineering and Public Works Department.

The Special Finance and Audit Committee meeting recessed at 11:47 a.m.
The Special Finance and Audit Committee meeting reconvened at 12:31 p.m.

K. Fry returned to the Shaw Auditorium at 12:33 p.m.

Bill Sims, General Manager, Engineering and Public Works, John Elliot, Director, Public Works, and Poul Rosen, Director, Engineering, provided a presentation regarding the following:

- Strive to ensure that there is always a person available to answer service calls
- Approximately 10,000 calls for services each year
- Key challenges for administration: call volumes, level of service, and security concerns

D. Lindsay returned to the Shaw Auditorium at 12:37 p.m.

S. Gurrie vacated the Shaw Auditorium at 12:37 p.m.

- Notable achievements in transportation:
 - Road standards/complete streets
 - Downtown Mobility Study engagement
 - Completion of major projects
 - Phase two LED street lights conversion

Committee discussion took place regarding:

- Prioritizing projects and purpose of the complete streets standards
- Cost/time estimates to widen Seventh Street to add a sidewalk
- Security concerns at Public Works yard
- Current tempest software system versus proposed asset tracking system and feedback from other municipalities

S. Gurrie returned to the Shaw Auditorium at 12:42 p.m.

- Timeframe for bringing potential enhancement opportunities before Council and implementing a policy to review streets under the complete streets standards

D. Thompson entered the Shaw Auditorium at 12:58 p.m.

D. Myles and J. Evans entered the Shaw Auditorium at 1:00 p.m.

The presentation continued regarding:

- Key challenges – Transportation:
 - Increasing transit ridership
 - Road rehabilitation asset management
 - Signal operation and maintenance
 - Traffic medians and boulevard maintenance
 - Growth in infrastructure and workload

Committee discussion took place regarding:

- Maintenance of E&N Trail
- Perceived tension between increasing active transportation infrastructure and road rehabilitation

- 2020 Key Initiatives:
 - Active and Sustainable Transportation Masterplan
 - Centralized traffic signal management system
 - South Nanaimo Mobility Study (Cranberry Connector)
 - Rapid Bus Corridor and Frequent Transit Network systems
- Notable Achievements – Water Supply and Distribution:
 - Declining per capita water consumption

Committee discussion took place regarding steps taken to cause the decline in water consumption and how to continue saving water.

L. Mercer vacated the Shaw Auditorium at 1:17 p.m.

The presentation continued as follows:

- Notable Achievements – Water Supply and Distribution: (continued)
 - Emergency water pump station
 - Emergency plans and wildfire protection updated
 - Water Rates Bylaw updated
 - Upgraded/replaced/installed Jump Creek Spillway, and South Fork Dam Log Boom
- Key challenges for Water Supply and Distribution:
 - Water Supply Strategic Plan
 - Growth in infrastructure and workloads
 - Aging water mains and service pipes
 - Revenue
- 2020 Key Initiatives:
 - Update Water Supply Strategic Plan
 - Update Nanaimo River Flood Inundation Plan
 - Update to South Fork Seismic review & conceptual design
 - Rebuild of City Wide Water Model
- Achievements – Sanitary Sewer:
 - Low rate of claims and back up rates due to frequent maintenance and inspections
 - Cleaning and inspection of up to 125km of sewer pipe
 - Protection Island Odour and Gas control project

L. Mercer returned to the Shaw Auditorium at 1:22 p.m.

- 2020 Key Initiatives – Sanitary Sewer: Sanitary Sewer Catchment Master Plan, new flow monitor stations, update video equipment and software
- Rainwater drainage infrastructure has drastically improved over the past few years; however, climate change creates challenges for the drainage system's capacity

D. Lindsay vacated the Shaw Auditorium at 1:32 p.m.

- Provided an overview of the Fleet Department
- Appropriateness of vehicles to suite their intended purpose
- Listed some achievements and challenges for the Fleet Department

- 2020 Key Initiatives – Fleet:
 - E3 Green Fleet Review
 - Corporate Green Fleet strategy
 - Explore alternative fuels
- Achievements – Solid Waste Management: 90% reduction in worker injuries, 50% reduction in work orders, 65% diversion rate, overall landfill down 3%, purchased two used automated garbage trucks from Kelowna

A. Halabourda, B. Szewczok and Supt. Miller entered the Shaw Auditorium at 1:42 p.m.

- New zero waste coordinator
- 2020 Key Initiatives:
 - Improve inventory management
 - Reduce recycling contamination and accelerate zero waste initiatives
 - Review and update City's standard construction contract
 - Capital Project Management Framework and improve Capital Project communications
- Proposed changes to the Budget:
 - Business case – Traffic Signal Technician
 - Manager, Facility Assets – 2021

Committee discussion took place regarding contracting out for traffic signal technician work.

- Changes not included in draft budget:
 - Municipal Services Inspector
 - Project Engineer

Committee discussion took place regarding:

- Duties of the Manager of Facility Assets
- Staff capacity for projects and using contractors to respond to additional repairs

The Special Finance and Audit Committee Meeting recessed at 1:55 p.m.

The Special Finance and Audit Committee Meeting reconvened at 2:03 p.m.

4. RCMP/Police Services

Supt. Cameron Miller, OIC, Nanaimo Detachment RCMP, provided a presentation regarding the following:

- Overview of policing contract and RCMP role in the community
- 144 positions within the municipality, largest RCMP detachment on Vancouver Island

Committee discussion took place regarding calls related to homelessness and the increasing number of calls for service in the community.

Supt. Cameron Miller, OIC, Nanaimo Detachment RCMP, continued his presentation regarding:

- 2019 Achievements: estimate 50,000 calls for service for the year, crime prevention, online reporting system, dedicated team to work with youth, traffic and water safety
- 2020 Key Challenges: ongoing operation pressures, space review, staffing of regular member positions, reducing fatal motor vehicle accidents, youth unit working to address issues of gangs and drugs
- Difficulties regarding staffing/training RCMP officers
- 2020 Key Initiatives: homelessness, cannabis regulations implementation, public safety and community wellness initiatives
- Staff members “taking a knee” to recover after an event, bringing in psychologists to assist officers working through traumatic events

Committee discussion took place regarding implementing cannabis regulations.

Anita Halabourda, Manager, Police Support Services, provided a presentation regarding the following:

- Provided an overview of Police Services Department - support staff for the RCMP
- 2019 Police Services achievements: flooring upgrades, security gates for police parking lot, and additional temporary parking

Committee discussion took place regarding reasons for security gates in RCMP parking lot.

Anita Halabourda, Manager, Police Support Services, continued her presentation regarding:

- 2020 Key challenges: space review, staffing of municipal support positions – security clearance requirements provide challenges for staffing
- Proposed changes to budget:
 - New personnel: two prison guards, convert records clerk positions from two part-time positions to full- time

Committee discussion took place regarding:

- Trauma to RCMP members and administrative staff
- Returning to gender specific guarding – not planned
- Timeframe for new RCMP members arriving and potential surplus
- Costs covered by the Provincial Government for officers going on leave

5. QUESTION PERIOD:

- Darcy Ambler re: Cost/value of flashing yellow lights at crosswalks.

A. Halabourda, B. Szewczok and Supt. Miller vacated the Shaw Auditorium at 2:35 p.m.

K. Fry vacated the Shaw Auditorium at 2:37 p.m.

Councillor Brown returned to the Shaw Auditorium at 2:40 p.m.

Laura Mercer, Director, Finance, provided an overview of the plan for the Special Finance and Audit Committee meeting scheduled for 2019-NOV-25.

6. ADJOURNMENT:

It was moved and seconded at 2:50 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-NOV-25, AT 9:00 A.M.

Present: Mayor L. Krog, Chair
Councillor S. D. Armstrong
Councillor D. Bonner
Councillor T. Brown
Councillor B. Geselbracht (arrived 9:01 a.m.)
Councillor E. Hemmens (arrived 9:01 a.m.)
Councillor Z. Maartman
Councillor I. W. Thorpe
Councillor J. Turley

Staff: J. Rudolph, Chief Administrative Officer
R. J. Harding, General Manager, Parks, Recreation and Culture (arrived 9:01 a.m.)
D. Lindsay, General Manager, Development Services (vacated 12:11 p.m.)
B. Sims, General Manager, Engineering and Public Works
K. Fry, Fire Chief
J. Van Horne, Director, Human Resources
L. Mercer, Director, Finance
W. Fulla, Manager, Business, Asset and Financial Planning
A. Groot, Director, Facilities and Parks Maintenance (arrived 9:04 a.m.)
F. Farrokhi, Manager, Communications
S. Gurrie, Director, Legislative Services
G. Whitters, Recording Secretary

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

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

Councillors Geselbracht and Hemmens entered the Shaw Auditorium at 9:01 a.m.

2. ADOPTION OF AGENDA:

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

R. Harding entered the Shaw Auditorium at 9:01 a.m.

3. PRESENTATIONS:

(a) Introduction

Introduced by Laura Mercer, Director, Finance.

(b) 2020 - 2024 Draft Project Plan

Introduced by Laura Mercer, Director, Finance.

Wendy Fulla, Manager, Business, Asset & Financial Planning, provided a presentation regarding the 2020 – 2024 Draft Project Plan which included the following information:

- Estimated spending of \$292.7 million on projects over the next 5 years
- Project funding sources include: 16.1% from debt, 14.8% from Waterworks Reserves, 13.7% from General Revenue, 6.1% from Sanitary Sewer Reserves, 0.8% from grants and private contributions, 0.7% from General Reserves and 47.8% from Statutory Reserves

A. Groot entered the Shaw Auditorium at 9:04 a.m.

- \$30 million to be spent on facility upgrades and improvements over the next 5 years with a condition assessment underway
- New Reserve Policy changes
- Projected opening balance of the Strategic Infrastructure Reserve and the 2020 - 2024 contributions and withdrawals

Committee discussion took place regarding:

- Wellcox property and the tear down of the trestle bridge
- Funding sources for the Wellcox property are from Community Works Fund, portions that are not eligible to be covered are from the Strategic Infrastructure Reserve

The presentation continued regarding:

- Outstanding Debt at 2019-DEC-31: External borrowing at \$46 million and internal borrowing at \$175,714
- 2019 New Debt: \$5.6 million in external borrowing and \$3.1 million in internal borrowing
- Completion of the feasibility study for the Waterfront Walkway which has been budgeted for 2020 – 2024
- Expecting the automated garbage truck in Spring 2020
- New Debt for 2020 – 2024: External borrowing expected total at \$43.8 million and internal borrowing at \$3.3 million
- Project Changes from the Preliminary Plan include:
 - City Fleet: 2020 project, slight increase in budget, increase City fleet by 4 units, electric vehicles and dual charging stations, supported by business case and funded from the Emission Reduction Reserve
 - Watercourse restoration and enhancement program: Funding for 2020, 2021 & 2022, supported by business case and funded from General Taxation
 - Self Contained Breathing Apparatus (SCBA) replacement: 2021 project, full replacement of SCBA's and filling stations with no impact to taxes
 - Loudon Boathouse Design: supported by business case and Council motion, added to 2020 budget

- Back-Up Generation – Beban Park Complex Electrical Substation Upgrade: Design to be done in 2020, construction in 2021, supported by business case, new system would allow for heating and cooling in the buildings during a power failure and it is to be funded from General Taxation
- Traffic Signal Technician: added to 2020 budget, cost of \$83,000 and funded through General Taxation

Committee discussion took place regarding:

- Loudon Boathouse gross cost is \$123,750 with \$15,000 to come from private contributions and balance from General Taxation
- Loudon Boathouse has been in discussion for 15 years
- Notifying community groups of the City's funding opportunities
- Projects funded by the City have to be approved by Council and in accordance with their Strategic Plan and policies
- Policy to determine who receives funding outside of grants
- Determining when funding becomes a line item
- Proposed Traffic Signal Technician is currently funded through General Revenue for a contracted on call technician
- Traffic Signal Technician position isn't designed to fully take over the contracted position
- Capacity of the Project Engineer and cost to tax payer when external consultant hired

(c) 2020 - 2024 Draft Financial Plan Recap

Introduced by Laura Mercer, Director, Finance.

Wendy Fulla, Manager, Business, Asset & Financial Planning, provided a presentation regarding the 2020 – 2024 Draft Financial Plan Recap which included the following information:

- Revised projected property tax increases for 2020 – 2024
- Currently at a 5.6% increase for 2019
- User fees increases for 2020 – 2024
- Impact on a typical home of 5.6% or \$117 increase
- 2020 key budget drivers
- Capping the annual contribution for the Strategic Infrastructure Reserve

Committee discussion took place regarding:

- Casino Revenues funding general operations
- The decision to use Casino and Fortis revenues to offset operations
- Short term borrowing
- Reliance on the fluctuating Casino and Fortis revenues

The presentation continued regarding:

- Marie Davidson Bike Park request from Nanaimo BMX Association for the City to undertake the \$35,000 design phase of proposed infrastructure upgrade of the bike park

- Request to increase Nanaimo Fire Rescue Training Budget for six years to implement Emergency Medical Responder (EMR) Training with \$66,750 in 2020 and \$60,000 a year for the years 2021 - 2025
- Requests from the Vancouver Island Symphony including:
 - Increase of funding to \$120,000 a year with potential funding sources from General Revenue or Council Contingency and potential funding sources in future years from the Culture and Heritage Operating Grant or General Revenue
 - \$30,000 for 2020 Symphony by the Sea with potential funding sources from Council Contingency or General Revenue
 - Adding the Vancouver Island Symphony as a line item in the Financial Plan

Committee discussion took place regarding application deadlines for grants.

The presentation continued regarding:

- Annual grant provided to Nanaimo Victim Services of \$53,229 plus \$6,804 for an in-kind space rental
- Nanaimo Victim Services requests increase to annual operating grant of \$100,000 for funding of 2 additional staff members, \$75,000, to fund 1.5 additional staff members or \$50,000 annual increase to fund 1 additional staff member

A. Groot vacated the Shaw Auditorium at 10:13 a.m.

- Nanaimo Area Land Trust request to increase annual operating grant by \$5000 a year with the funding source from General Revenue
- Business case developed for a Manager of Sustainability as per Council endorsement
- Council's discretion to make changes to the business cases included in draft plan
- Business cases not included in draft plan

Committee discussion took place regarding:

- Bylaw Officers initiated change in schedule and are supported by Union Representative
- Corporate Asset Management System
- Urban Forestry Management Technician
- Potential to fund Urban Forestry Management Strategy update from Reduction Reserve

The Finance and Audit Committee meeting recessed at 10:22 a.m.

The Finance and Audit Committee meeting reconvened at 10:36 a.m.

Committee discussion took place regarding addressing certain items when taxes are not as high and additional RCMP officers.

R. Harding vacated the Shaw Auditorium at 10:43 a.m.

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to update the 2020 – 2024 budget to cap the annual contribution to the Strategic Infrastructure Reserve at the 2019 level of 100% of annual Fortis Revenues and 67% of annual Casino Revenues. The motion carried.

Opposed: *Councillor Brown*

Committee discussion took place regarding the benefits of improving the Marie Davidson Bike Park.

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to update the 2020 – 2024 budget to fund the design phase of the Marie Davidson Bike Park infrastructure upgrade at a cost of \$35,000 to be funded from the Strategic Infrastructure Reserve. The motion carried unanimously.

Committee discussion took place regarding the cost of EMR training, fire truck arrival times and the quality of care.

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to update the 2020 – 2024 budget to increase the Nanaimo Fire Rescue training budget for six years to implement Emergency Medical Responder Training of \$66,750 in 2020 and \$60,000 a year for 2021 to 2025. The motion carried.

Opposed: *Councillor Hemmens*

Councillor Turley vacated the Shaw Auditorium at 11:02 a.m. stating a conflict of interest as his wife is on the Vancouver Island Symphony Board.

Committee discussion took place regarding current funding level and downtown events grant, elimination of the Council Contingency Fund and benefits of the symphony to students and the local economy.

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to update the 2020 – 2024 budget to fund the one time increase of \$30,756 to the Vancouver Island Symphony. The motion carried.

Opposed: *Councillors Armstrong, Brown and Geselbracht*

R. Harding returned to the Shaw Auditorium at 11:19 a.m.

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to update the 2020 – 2024 budget to fund the one time increase of \$30,756 to the Vancouver Island Symphony from the Strategic Infrastructure Reserve. The motion carried.

Opposed: *Councillor Brown and Geselbracht*

Committee discussion took place regarding grants the Vancouver Island Symphony is eligible for and the booking restrictions of Maffeo Sutton Park.

It was moved and seconded that the Finance and Audit Committee recommend that Council defer consideration of potential Vancouver Island Symphony funding sources for future years until policies are developed. The motion carried unanimously.

Councillor Armstrong vacated the Shaw Auditorium at 11:29 a.m. declaring a conflict of interest.

Councillor Turley returned to the Shaw Auditorium at 11:29

Committee discussion took place regarding resolutions to the Association of Vancouver Island and Coastal Communities and Union of BC Municipalities (UBCM) for the Provincial Government to fund Victim Services and in 2017 the Regional District of Nanaimo put forward a resolution regarding victim services at UBCM.

A. Groot returned to the Shaw Auditorium at 11:34 a.m.

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to update the 2020 – 2024 budget to increase the Nanaimo Victim Services annual operating grant by \$50,000 to fund 1 additional staff member funded from General Revenue. The motion carried unanimously.

Councillor Armstrong returned to the Shaw Auditorium at 11:36 a.m.

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to update the 2020 – 2024 budget to increase the Nanaimo Area Land Trust operating grant by \$5000 a year funded from General Revenue. The motion carried.
Opposed: Councillors Brown and Hemmens

It was moved and seconded that the Finance and Audit Committee recommend that Council defer consideration of the Manager of Sustainability position until the 2021 – 2025 Financial plan to allow for review and updating of the Community Sustainability Action Plan. The motion carried.
Opposed: Councillors Bonner, Brown and Geselbracht

Councillor Armstrong and J. Van Horne vacated the Shaw Auditorium at 11:57 a.m.

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to update the 2020 – 2024 budget to fund the design of the Loudon Boathouse from the Strategic Infrastructure Reserve. The motion carried unanimously.

Councillor Armstrong returned to the Shaw Auditorium at 11:58 a.m.

J. Van Horne returned to the Shaw Auditorium at 11:59 a.m.

Committee discussion took place regarding:

- Traffic Signal position and equipment required
- Deferment of the Urban Forestry Management Strategy update
- Reducing Council Contingency and using the reduction to fund a Staff position
- Change in bylaw enforcement officer schedule
- Purpose and historical use of Council Contingency
- Council Contingency is funded through surplus or Strategic Infrastructure Reserve
- No restrictions on Council Contingency and Strategic Infrastructure Reserve
- Process for financial bylaw amendments

D. Lindsay vacated the Shaw Auditorium at 12:11 p.m.

4. QUESTION PERIOD:

No one in attendance wished to ask questions.

5. ADJOURNMENT:

It was moved and seconded at 12:23 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

MINUTES
SPECIAL FINANCE AND AUDIT MEETING
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2019-DEC-02, AT 1:00 P.M.

Present: Mayor L. Krog, Chair
Councillor S. D. Armstrong
Councillor D. Bonner
Councillor T. Brown
Councillor B. Geselbracht (arrived 3:14 p.m.)
Councillor E. Hemmens
Councillor Z. Maartman
Councillor I. W. Thorpe
Councillor J. Turley

Staff: J. Rudolph, Chief Administrative Officer (arrived 1:15 p.m.)
R. J. Harding, General Manager, Parks, Recreation and Culture (vacated 2:51 p.m.)
D. Lindsay, General Manager, Development Services (arrived 1:16 p.m., vacated 2:07 p.m.)
B. Sims, General Manager, Engineering and Public Works (arrived 1:48 p.m., vacated 2:51 p.m.)
J. Van Horne, Director, Human Resources
L. Mercer, Director, Finance
W. Fulla, Manager, Business & Financial Planning
K. Fry, Fire Chief
A. Groot, Director, Facilities and Parks Maintenance (vacated 2:51 p.m.)
E. Williams, A/Director, Recreation & Culture (arrived 1:34 p.m., vacated 2:51 p.m.)
D. Johnston, Manager, Arenas (arrived 1:36 p.m., vacated 2:51 p.m.)
D. Osborne, Manager, Recreation Services (arrived 1:36 p.m., vacated 2:51 p.m.)
K. Gonzales, Manager, Aquatics (arrived 1:36 p.m., vacated 2:51 p.m.)
L. Clarkson, Manager, Recreation Services (arrived 1:36 p.m., vacated 2:51 p.m.)
F. Farrokhi, Manager, Communications
S. Gurrie, Director, Legislative Services
J. Vanderhoef, 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 1:00 p.m.

2. ADOPTION OF AGENDA:

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

3. PRESENTATIONS:

(a) Budget Recap

Laura Mercer, Director, Finance, provided an overview of the changes made to the draft budget so far:

- Projected property tax increases for General Asset Management Reserve and General Property Tax increases
- Listed changes made so far that impacted property taxation
- User fee increases for Sanitary Sewer, Water and Sanitation – no changes since last presentation
- Estimated impact on a typical home \$108 (down from \$117) increase in property taxes and \$49 increase in municipal user fees for a total estimated increase of \$157
- Motions made during the 2019-NOV-25 Special Finance and Audit Committee:
 - Strategic Infrastructure Reserve – cap contributions at 2019 level
 - Marie Davidson Bike Park – add design to 2020 Project Plan
 - Emergency Medical Responder (EMR) training – increase training budget for six years to implement EMR training
 - Vancouver Island Symphony – one time \$120,000 funding provided for 2020
 - Victim Services – fund one additional staff member
 - Nanaimo Area Land Trust – increased annual grant to \$35,000
 - Manager of Sustainability – consideration of this position was deferred until 2021 – 2025 Financial Plan
- Business cases included in the draft plan and their impact on the 2020 property tax rate – change to funding source for Loudon Boathouse design decreased the property tax rate
- Business cases not included in the draft plan and their projected impact on the 2020 property tax rate if they were included

Committee discussion took place regarding parking revenues.

It was moved and seconded that the Finance and Audit Committee recommend that Council increase the Bylaw Enforcement Officers schedule from 35 hours to 40 hours per week and that the increase be partially funded from Parking Revenues with the rest to be funded from taxation. The motion carried unanimously.

Committee discussion took place regarding:

- EMR training being funded from the Strategic Infrastructure Reserve
- Adding the Deputy City Clerk position and removing the parks co-op student
- Impact of removing the parks co-op student from the budget
- Removing the Council Contingency Fund and using the Strategic Infrastructure Reserve

J. Rudolph entered the Shaw Auditorium at 1:15 p.m.

D. Lindsay entered the Shaw Auditorium at 1:16 p.m.

- Parks co-op student being an ongoing position
- Deferring costs/expenses into 2020 and future tax rates
- Limitations when using the Strategic Infrastructure Reserve

It was moved and seconded that the Finance and Audit Committee recommend that Council remove the Parks, Recreation and Culture Co-op Student and Council Contingency Fund from the 2020 Draft Budget, that the Emergency Medical Responder training be funded from the Strategic Infrastructure Reserve in 2020, and that the Deputy City Clerk position be added to the draft budget.

It was moved and seconded that the motion be amended to retain the Parks, Recreation and Culture Co-op Student position. The motion carried.

Opposed: *Mayor Krog and Councillors Bonner and Brown*

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

It was moved and seconded that the Finance and Audit Committee recommend that Council remove the Council Contingency Fund from the 2020 Draft Budget, that the Emergency Medical Responder training be funded from the Strategic Infrastructure Reserve in 2020, and that the Deputy City Clerk position be added to the draft budget. The motion carried.

Opposed: *Mayor Krog and Councillor Turley*

Committee discussion took place regarding online services for dog licencing.

Laura Mercer, Director, Finance, spoke regarding the options for adopting the 2020-2024 Financial Plan Bylaw. Staff plan to provide Council with the draft 2020-2024 Financial Plan Bylaw during the 2019-DEC-16 Council meeting.

Committee discussion took place regarding public input during the upcoming eTown Hall meeting and making adjustments to the draft budget prior to reviewing the bylaw on 2019-DEC-16.

E. Williams entered the Shaw Auditorium at 1:34 p.m.

D. Johnston, D. Osborne, K. Gonzales and L. Clarkson entered the Shaw Auditorium at 1:36 p.m.

4. REPORTS:

(a) Parks, Recreation and Culture Fees and Charges Background, Purpose, Review and Update

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

- Last revision to the "Parks, Recreation and Culture Regulation Bylaw 2008 No. 7073" was done in 2013
- The mission statement and goals of the Nanaimo Parks, Recreation and Culture Division
- Priorities outlined in the 2005 Master Plan

- Community Parks, Recreation and Culture System is a joint initiative with the Municipal Parks, Recreation and Culture Division, Societies/Organizations within the community, other public institutions and the private sector

Committee discussion took place regarding where the largest growth is occurring in the Parks and Recreation Division and where there is a growing demand – more participatory activities and less structured programs.

B. Sims entered the Shaw Auditorium at 1:48 p.m.

Richard Harding, General Manager, Parks, Recreation and Culture, continued his presentation:

- National Recreation Summit
- Key areas to focus on in the future: recreation as an essential public good, quality of life, community engagement and access
- Benefits Based Approach – challenging to differentiate between personal direct benefits and indirect benefits to all citizens

Committee discussion took place regarding:

- Charging fees for services based on usage versus making services free
- Benefits and costs approach wherein the community determines the rates/costs for parks services/facilities based on their perceived benefits of the services

J. Rudolph vacated the Shaw Auditorium at 1:55 p.m.

- Objectives and general principals in the existing “Parks, Recreation and Culture Regulation Bylaw 2008 No. 7073”

Elizabeth Williams, A/Director, Recreation & Culture, provided a presentation regarding:

- Revenues from drop-in admissions, facility rentals and programs
- Fees and costs for registered programs

Committee discussion took place regarding how Staff select which programs to provide.

J. Rudolph returned to the Shaw Auditorium at 2:00 p.m.

S. Gurrie vacated the Shaw Auditorium at 2:03 p.m.

Elizabeth Williams, A/Director, Recreation & Culture, continued her presentation:

- Determining general admission fees
- Facility rentals: types of groups and functions typically renting the facilities

Committee discussion took place regarding:

- Providing exceptions for groups – the bylaw provides fairness with no exceptions
- Registered non-profits must be registered under the *Societies Act*
- Purpose of revenue collection is to cover operating costs and maintenance of facilities

D. Lindsay vacated the Shaw Auditorium at 2:07 p.m.

S. Gurrie returned to the Shaw Auditorium at 2:10 p.m.

Elizabeth Williams, A/Director, Recreation & Culture, continued her presentation:

- Other considerations that affect rates such as types of group/function, external tariffs and insurance, and space, size and amenities of the space
- Specialized services - need to reflect full cost recovery
- Accessibility and inclusion options provided: sponsored or low cost swims and skates, low cost/free programs included in guides, 80+ year passes and active passes for grades 5 and 6

Committee discussion took place regarding:

- Medical rehabilitation programs
- Number of parks and recreation passes purchased each year

Elizabeth Williams, A/Director, Recreation & Culture, continued her presentation and provided an overview of the Leisure Economic Access Policy (LEAP) program and criteria.

Committee discussion took place regarding:

- Privately hosted camps being considered commercial use
- Increasing the income level for the LEAP program requirements

J. Van Horne vacated the Shaw Auditorium at 2:16 p.m.

L. Mercer vacated the Shaw Auditorium at 2:21 p.m.

Elizabeth Williams, A/Director, Recreation & Culture, and Richard Harding, General Manager, Parks, Recreation and Culture, continued their presentation:

- Next steps for reviewing the “Parks, Recreation and Culture Regulation Bylaw 2008 No. 7073”
- Goal to have a revised “Parks, Recreation and Culture Regulation Bylaw 2008 No. 7073” adopted by May 2020 for implementation 2020-SEP-01

Committee discussion took place regarding:

- Plan for community engagement
- Increased costs to maintain and operate facilities
- Leaders in training program
- Costs of inflation and keeping fees low

J. Van Horne returned to the Shaw Auditorium at 2:32 p.m.

- Addition of a child care program into the parks system
- Reviewing incomes rather than age for discounted recreation passes
- Balancing fees and costs by charging users or taxpayers
- Facility repair/replacement being funded through user rates – Facility Development Reserve

The Special Finance and Audit Committee meeting recessed at 2:51 p.m.

The Special Finance and Audit Committee meeting reconvened at 3:07 p.m.

Staff in attendance: F. Farrokhi, J. Rudolph, J. Vanderhoef, J. Van Horne, K. Fry, L. Mercer, S. Gurrie and W. Fulla

(b) KPMG Audit Planning Report

Introduced by Laura Mercer, Director, Finance.

Liette Bates Eamer, KPMG, provided a presentation regarding the KPMG Interim Audit Summary:

- Materiality for the City is \$3.7 million which represents the maximum level of error
- Audit Approach:
 - Professional auditing standards require a note regarding fraud risk from previous management override of controls, but no other significant risks identified and no large issues anticipated
 - Inquired if the members of the Finance and Audit Committee were aware of any suspected non-compliance issues or fraud
 - Described what they consider to be a “significant account or disclosure” – a balance in the financial statements which could contain a material error and how KPMG will check for discrepancies

Councillor Geselbracht entered the Shaw Auditorium at 3:14 p.m.

- Upcoming changes to Public Sector Accounting Standards – asset retirement standards changing

Committee discussion took place regarding:

- Economic Development and Public Private Partnerships
- \$185,000 discrepancies being flagged and presented to Council
- Asset retirement and how changes will effect budgets going forward
- Cost for a city of comparable size to review asset retirement

5. ADJOURNMENT:

It was moved and seconded at 3:25 p.m. that the meeting terminate. The motion carried unanimously.

CERTIFIED CORRECT:

CHAIR

CORPORATE OFFICER

Delegation Request

Delegation's Information:

Camela and Ian Tang have requested an appearance before Council.

City: Nanaimo

Province: BC

Delegation Details:

The requested date is December 18, 2019.

The requested meeting is:

Finance and Audit

Bringing a presentation: Yes

Details of the Presentation:

Proposal for a Boathouse & Paddling Centre at Brechin Boat Ramp.

Staff Report for Decision

DATE OF MEETING DECEMBER 18, 2019

AUTHORED BY CHRIS BARFOOT, CULTURE & HERITAGE COORDINATOR

SUBJECT 2020 CULTURE & HERITAGE GRANT RECOMMENDATIONS

OVERVIEW

Purpose of Report

To obtain Council approval of the 2020 Culture & Heritage Grant (Operating and Projects funding) recommendations to support to non-profit culture and heritage organizations.

Recommendation

That the Finance & Audit Committee recommends that Council approve the 2020 Culture & Heritage Grant funding (Operating and Projects) recommendations of \$350,092 as follows:

2020 Culture & Heritage Operating Grant Recommendations

<u>Applicant Name</u>	<u>Rec.</u>
A Capella Plus Choral Society	\$3,250
Friends of Nanaimo Jazz Society	\$4,500
Heart of the Island Chorus Society	\$2,300
Hub City Cinema Society	\$10,500
Island Bel Canto Singers	\$1,500
Island Consort Society	\$1,750
L'Association des francophones de Nanaimo	\$21,000
Malaspina Choral Society	\$3,500
Mid Island Metis Nation Association	\$11,000
Nanaimo Chamber Orchestra	\$4,512
Nanaimo Chinese Cultural Society	\$3,350
Nanaimo Concert Band Society	\$7,750
Nanaimo International Jazz Festival Association	\$20,000
Nanaimo Tidesmen (BC Chapter of SPEBSQSA)	\$2,375
Opera Nanaimo	\$1,000
Pacific Coast Stage Company	\$6,000
Pacific Institute of Bagpiping and Celtic Music	\$3,250
Wordstorm Society of the Arts	\$2,750
Crimson Coast Dance Society **	\$23,200
Nanaimo Conservatory of Music **	\$18,400
TheatreOne **	\$42,450
Vancouver Island Symphony **	\$89,244
Western Edge Theatre **	\$13,850

** Recommended for continued three-year funding (2019 / 2020 / 2021)

2020 Culture & Heritage Project Grant Recommendations

<u>Applicant Name</u>	<u>Project Name</u>	<u>Rec.</u>
Brechin United Church – Mission and Outreach Team	Reconciliation Workshop – Building Bridges and Paddling Together	\$800
Crimson Coast Dance Society	Leadership Development	\$611
Crimson Coast Dance Society	Mixed Ability Dance Jams	\$1,800
Crimson Coast Dance Society	Qwuyulush Nuwilum Xwa'alum Sumshàthut	\$3,750
Federation of BC Writers	Youth & Elder Journaling Workshops at Salish Lelum	\$500
Harbour City Jazz Society	JazzFest 2020	\$2,250
Mid Island Community Band Society	MICoba "Massed Bands" Project	\$500
Nanaimo Ballroom Dance Society	Island Fantasy ball	\$5,363
Nanaimo Blues Society	Summertime Blues	\$20,000
Nanaimo Sings! Choral Festival Society	Sing With Your Ears – A listening workshop for singers	\$537
Pacific Institute of Bagpiping and Celtic Music Society	Pacific Gael Youth Band	\$1,500
South End Community Association	South End Day	\$4,750
Vancouver Island Danish Canadian Club	2020 Federation of Danish Associations in Canada (Conference & AGM)	\$3,000
Vancouver Island Short Film Festival Society	Vancouver Island Short Film Festival	\$6,200
Wordstorm Society of the Arts	Wordstorm Website Redesign	\$1,100

BACKGROUND

The City of Nanaimo's Culture & Heritage Grants (Project and Operating) help to underpin the activities of professional and community-based arts, culture and heritage organizations that play a significant role in contributing to the culture profile and economic vitality of Nanaimo.

For 2020, a total of 17 eligible Project Grant applications and 24 eligible Operating Grant applications (including those groups with three-year funding commitments) were received prior to the deadline of 2019-OCT-15 (Attachment A). Groups were invited to apply for up to 25% of their overall project or operating budget. The total amount of funding requested is \$524,528.15. The total available budget for allocation in 2020 is \$350,092.

Staff reviewed all applications based on program eligibility and assessment criteria (Attachment B) and provided funding recommendations for the 2020 Culture & Heritage Grants (Project and Operating).

In 2019, five organizations were granted three-year funding (2019/2020/2021) and Staff recommend that these groups be included in the approval of 2020 funding:

1. Crimson Coast Dance Society
2. Nanaimo Conservatory of Music
3. TheatreOne
4. Vancouver Island Symphony
5. Western Edge Theatre

Criteria for three-year funding is attached (Attachment C).

OPTIONS

1. That the Finance & Audit Committee recommends that Council approve the 2020 Culture & Heritage Grant funding (Operating and Projects) recommendations of \$350,092 as follows:

2020 Culture & Heritage Operating Grant Recommendations

<u>Applicant Name</u>	<u>Rec.</u>
A Capella Plus Choral Society	\$3,250
Friends of Nanaimo Jazz Society	\$4,500
Heart of the Island Chorus Society	\$2,300
Hub City Cinema Society	\$10,500
Island Bel Canto Singers	\$1,500
Island Consort Society	\$1,750
L'Association des francophones de Nanaimo	\$21,000
Malaspina Choral Society	\$3,500
Mid Island Metis Nation Association	\$11,000
Nanaimo Chamber Orchestra	\$4,512
Nanaimo Chinese Cultural Society	\$3,350
Nanaimo Concert Band Society	\$7,750
Nanaimo International Jazz Festival Association	\$20,000
Nanaimo Tidesmen (BC Chapter of SPEBSQSA)	\$2,375
Opera Nanaimo	\$1,000
Pacific Coast Stage Company	\$6,000
Pacific Institute of Bagpiping and Celtic Music	\$3,250
Wordstorm Society of the Arts	\$2,750
Crimson Coast Dance Society **	\$23,200
Nanaimo Conservatory of Music **	\$18,400
TheatreOne **	\$42,450
Vancouver Island Symphony **	\$89,244
Western Edge Theatre **	\$13,850

*** Recommended for continued three-year funding (2019 / 2020 / 2021)*

2020 Culture & Heritage Project Grant Recommendations

<u>Applicant Name</u>	<u>Project Name</u>	<u>Rec.</u>
Brechin United Church – Mission and Outreach Team	Reconciliation Workshop – Building Bridges and Paddling Together	\$800
Crimson Coast Dance Society	Leadership Development	\$611
Crimson Coast Dance Society	Mixed Ability Dance Jams	\$1,800
Crimson Coast Dance Society	Qwuyulush Nuwilum Xwa'alum Sumshàthut	\$3,750
Federation of BC Writers	Youth & Elder Journaling Workshops at Salish Lelum	\$500
Harbour City Jazz Society	JazzFest 2020	\$2,250
Mid Island Community Band Society	MICoba "Massed Bands" Project	\$500
Nanaimo Ballroom Dance Society	Island Fantasy Ball	\$5,363
Nanaimo Blues Society	Summertime Blues	\$20,000
Nanaimo Sings! Choral Festival Society	Sing With Your Ears – A listening workshop for singers	\$537
Pacific Institute of Bagpiping and Celtic Music Society	Pacific Gael Youth Band	\$1,500
South End Community Association	South End Day	\$4,750
Vancouver Island Danish Canadian Club	2020 Federation of Danish Associations in Canada (Conference & AGM)	\$3,000
Vancouver Island Short Film Festival Society	Vancouver Island Short Film Festival	\$6,200
Wordstorm Society of the Arts	Wordstorm Website Redesign	\$1,100

- The advantages of this option: Implements goals of the 2014-2020 Cultural Plan for a Creative Nanaimo.
- The disadvantages of this option: No funds available for other 2020 applications.
- Financial Implication: All cultural operating and project funding would be committed for 2020.

2. That the Finance & Audit Committee provide an alternate direction.

- The advantages of this option: None.
- The disadvantages of this option: Would delay process and affect organizations' operations and upcoming projects.
- Financial Implication: None.

SUMMARY POINTS

- A total of 17 eligible Project Grant applications and 24 eligible Operating Grant applications were received prior to the deadline of 2019-OCT-15 (Attachment A).
- The total amount of funding requested is \$524,528.15. Groups were invited to apply for up to 25% of their overall project or operating budget. The total amount of funding requested is \$524,528.15. The total available budget for allocation in 2020 is \$350,092.
- Five organizations were granted three-year funding (2019/2020/2021) in 2019, and Staff recommend that these groups be included in the approval of 2020 funding. Criteria for three-year funding is attached (Attachment C).

ATTACHMENTS:

ATTACHMENT A – 2020 Culture & Heritage Grants – Applications Received (Project/Operating)

ATTACHMENT B – 2020 Culture & Heritage Grants – Guidelines and Criteria

ATTACHMENT C – 2020 Culture & Heritage Grants – Three-Year Funding Criteria

Submitted by:

Elizabeth Williams
A/Director, Recreation & Culture

Concurrence by:

Richard Harding
General Manager of Parks, Recreation &
Culture

Laura Mercer
Director of Finance

ATTACHMENT A

2020 CULTURE & HERITAGE OPERATING GRANTS APPLICATIONS RECEIVED

	APPLICANT NAME	AMOUNT REQUESTED	AMOUNT RECOMMENDED (cannot exceed 25% of overall operating budget)
1	A Capella Plus Choral Society	\$3,500 11.6% *	\$3,250
2	Friends of Nanaimo Jazz Society	\$8,500 25% *	\$4,500
3	Heart of the Island Chorus Society	\$2,400 14.9% *	\$2,300
4	Hub City Cinema Society	\$12,300 24.9% *	\$10,500
5	Island Bel Canto Singers	\$1,500 10.2% *	\$1,500
6	Island Consort Society	\$2,000 23.7% *	\$1,750
7	L'Association des francophones de Nanaimo	\$25,000 7.9% *	\$21,000
8	Malaspina Choral Society	\$5,000 13.1% *	\$3,500
9	Mid Island Metis Nation Association	\$12,000 11.1% *	\$11,000
10	Nanaimo African Heritage Society	\$8,000 17% *	<i>Not eligible</i>
11	Nanaimo Chamber Orchestra	\$4,525 24.6% *	\$4,512
12	Nanaimo Chinese Cultural Society	\$7,625 25% *	\$3,350
13	Nanaimo Concert Band Society	\$8,000 23.5% *	\$7,750
14	Nanaimo International Jazz Festival Association	\$77,000 20.4% *	\$20,000
15	Nanaimo Literacy Association	\$10,000 2.2% *	\$0 <i>Recommended for funding through a 2020 Social Response Grant</i>
16	Nanaimo Tidesmen (BC Chapter of SPEBSQSA)	\$2,500 6.1% *	\$2,375
17	Opera Nanaimo	\$1,000 25% *	\$1,000
18	Pacific Coast Stage Company	\$8,500 24.7% *	\$6,000
19	Pacific Institute of Bagpiping and Celtic Music	\$4,500 31% *	\$3,250
20	Wisteria Community Association	\$10,000 16.6% *	<i>Not eligible</i>
21	Wordstorm Society of the Arts	\$3,020 12.8% *	\$2,750
22	Crimson Coast Dance Society **	\$23,200 6.4% *	\$23,200
23	Nanaimo Conservatory of Music **	\$18,400 4.4%	\$18,400
24	TheatreOne **	\$42,450 10.8% *	\$42,450
25	Vancouver Island Symphony **	\$89,244 9.3% *	\$89,244
26	Western Edge Theatre **	\$13,850 18.4% *	\$13,850
TOTAL		\$404,014	\$297,431

* Percentage of the request to overall operating budget. Based on criteria, groups are eligible to receive up to 25% of their overall operating budget.

** Recommended for continued three-year funding commitments (2019 / 2020 / 2021)

2020 CULTURE & HERITAGE PROJECT GRANTS APPLICATIONS RECEIVED

	APPLICANT NAME	PROJECT / EVENT	AMOUNT REQUESTED	AMOUNT RECOMMENDED (cannot exceed 25% of overall project budget)
1	Brechin United Church – Mission and Outreach Team	Reconciliation Workshop – Building Bridges and Paddling Together	\$1,150 25% *	\$800
2	Crimson Coast Dance Society	Leadership Development	\$2,000 24.6% *	\$611
3	Crimson Coast Dance Society	Mixed Ability Dance Jams	\$2,000 20.2% *	\$1,800
4	Crimson Coast Dance Society	Qwuyulush Nuwilum Xwa'alum Sumshathut	\$5,000 6.7% *	\$3,750
5	Federation of BC Writers	Youth & Elder Journaling Workshops at Salish Lelum	\$750 25% *	\$500
6	Harbour City Jazz Society	JazzFest 2020	\$2,500 11.9% *	\$2,250
7	Humanity in Community	Hub City Walls	\$14,000 24.7% *	\$0 <i>Recommended for funding through a 2020 Downtown Event Revitalization Grant</i>
8	Mid Island Community Band Society	MICoba "Massed Bands" Project	\$637.90 25% *	\$500
9	Nanaimo African Heritage Society	Black History Month Celebrations	\$1,750 25% *	<i>Not eligible</i>
10	Nanaimo Ballroom Dance Society	Island Fantasy Ball	\$7,000 7.4% *	\$5,363
11	Nanaimo Blues Society	Summertime Blues	\$40,000 13.3% *	\$20,000
12	Nanaimo Literacy Association (<i>partnering with Literacy Central CVI</i>)	Vancouver Island Bookfest	\$3,000 26.2% *	\$0 <i>Recommended for funding through a 2020 Downtown Event Revitalization Grant</i>
13	Nanaimo Sings! Choral Festival Society	Sing With Your Ears – A listening workshop for singers	\$1,500 69.7% *	\$537
14	Opera Nanaimo	Madama Butterfly	\$10,000 25% *	<i>Not eligible</i>
15	Pacific Coast Stage Company	Nanaimo Fringe Festival	\$8,500 25% *	<i>Not eligible</i>
16	Pacific Institute of Bagpiping and Celtic Music Society	Pacific Gael Youth Band	\$2,000 25% *	\$1,500
17	South End Community Association (<i>partnering with CDC Child Development Centre</i>)	South End Day	\$5,051.25 25% *	\$4,750
18	Vancouver Island Danish Canadian Club	2020 Federation of Danish Associations in Canada (Conference & AGM)	\$4,500 22.3% *	\$3,000
19	Vancouver Island Short Film Festival Society	Vancouver Island Short Film Festival	\$7,175 25% *	\$6,200
20	Wordstorm Society of the Arts	Wordstorm Website Redesign	\$2,000 25% *	\$1,100
TOTAL			\$120,514.15	\$52,661

* Percentage of the request to overall operating budget. Based on criteria, groups are eligible to receive up to 25% of their overall project budget.

ATTACHMENT B



City of Nanaimo Culture & Heritage Grants

Operating Grant Guidelines & Criteria

2020 Grant Deadline

Tuesday, October 15, 2019 (no later than 4:00 pm)



**For more information, please contact Parks, Recreation & Culture
at 250-755-4483 or cultureandheritage@nanaimo.ca.**

Last updated: August 2019

Introduction

The City of Nanaimo recognizes the integral contribution generated by arts, culture and heritage activities to the City's economic and social progress and the value of artistic and cultural expression and enjoyment by its citizens. To these ends, the City of Nanaimo affirms its ongoing commitment to encourage and support an active and successful arts, culture and heritage sector within the community.

**“Culture and heritage defines us as a community
and a place. It is not something we have, it is who we are.”**

- A Cultural Plan for a Creative Nanaimo 2014-2020

The City's intent is to support arts, culture and recreation as a part of everyday life as described in the corporation's 2019-2022 Strategic Plan.

The mandate of Culture & Heritage is to promote and celebrate Nanaimo's shared experiences and sense of belonging. This is guided by the *Cultural Plan for a Creative Nanaimo* (2014) and by the Heritage Conservation Program (2002). The operating philosophy is grounded in the understanding that everything is based on mutually respectful and beneficial relationships and collaboration with aligned organizations. Its role is that of convenor, connector, facilitator, enabler and funder on behalf of the sector. It's a role that recognizes Nanaimo's arts, culture and heritage organizations are diverse and independent, united by a desire to realize the sector's potential and value as both a social and economic engine; a role that recognizes the Department has limited capacity to act as a programmer or service provider for the consuming public.

Purpose

The purpose of the Culture & Heritage Operating Grant program is to help underpin the activities of professional arts, culture and heritage organizations that play a significant role in contributing to the culture profile and economic vitality of Nanaimo.

Program Objectives

The City of Nanaimo's objectives for the Culture & Heritage Operating Grant program are:

- to foster community pride & sense of shared identity through broad public access to a variety of quality arts, culture & heritage offerings;
- to support organizations with a significant impact in the local creative economy; and
- to contribute to the promotion of the cultural life of the city locally, regionally, nationally and internationally.

The City of Nanaimo's strategic funding priorities for the Culture & Heritage Operating Grant program include:

- activities that encourage the expression and visibility of arts, culture and heritage;
- activities that promote and raise the cultural profile of Nanaimo;
- innovative collaborations and partnerships with other arts groups, community and cross-sector organizations; and
- neighbourhood-based activities.

Scope (Target Applicants)

The Culture & Heritage Operating Grant is intended for arts, culture and heritage organizations based in the City of Nanaimo with demonstrated commitment to contributing to the cultural life of the city through:

- furthering initiatives of the *2014-2020 Cultural Plan for a Creative Nanaimo*;
- fostering public enjoyment and engagement with arts, culture and heritage;
- advancing and promoting local arts, culture and heritage practices within regional, national and international contexts of art, culture and heritage; and / or
- supporting local and regional professional artists.

Eligibility Criteria

Organizations applying for funding must:

- be based in Nanaimo and incorporated in good standing (provincially and/ or federally) as a non-profit Canadian arts, culture or heritage organization with a mandate to serve the public;
- be in operation for at least three (3) years;
- offer year-round operation / seasonal public programming and / or services to artists; and
- show evidence of support from other sources (public and / or private).

Eligibility for Three-Year Operating Funding

Three-year funding is available to established not-for-profit professional culture and heritage organizations that have been in existence for at least four (4) years. In order to be eligible, applicants must have received at least one annual grant through the City of Nanaimo's Culture & Heritage Funding Program. The organization must have an arts, culture and heritage mandate should this funding be removed, be recognized for excellence in their artistic discipline, provide annual programming to the community, demonstrate long-range financial stability on a year-round basis, be able to articulate long-term artistic visioning and planning, and receive operating funding from the provincial and / or federal level.

Definition of Professional Organization

A "professional organization" is defined as organizations that employ professional artists and pay industry standard artist fees and have paid administrative staff.

Ineligible Organizations

- Organizations that do not have arts, culture or heritage mandates;
- City of Nanaimo Departments;
- groups or individuals with outstanding balances owed to the City of Nanaimo;
- publicly funded or private educational institutions (public schools, universities, colleges, training organizations); and
- organizations and activities outside the City of Nanaimo.



Organizations **may not be eligible** for Operating Grant funding if they have received other funding assistance through the City of Nanaimo.

Organizations that receive Operating grant support are eligible, in some circumstances¹, to apply to the following Project grant types:

Collaborations and Partnerships OR Organizational Capacity Building

¹ Organizations that wish to undertake opportune collaborative projects or capacity building activities that have not already been described in operating grant programs of work.

Eligible Activities

Proposed programs of work (one or three years) will comprise of multiple activities that fall into the main areas of public programming, audience development, administrative and promotion. Specifically:

- arts, culture and heritage offerings, public engagement and community outreach initiatives;
- special administrative activities that advance strategic and organizational capacity;
- specific initiatives that foster collaborations and partnerships with other organizations (public and private, non profit and for-profit);
- specific ongoing administrative and programming activities that demonstrate they meet the objectives of the program (i.e. no longer compensate for deficits).

Ineligible Activities

- activities where the central focus or theme is not arts, culture or heritage-focused;
- capital projects;
- recuperation of deficits;
- bursaries or scholarships; and
- activities occurring outside the City of Nanaimo.

Assessment Criteria

Applications for Culture & Heritage Operating Grants will be reviewed / evaluated based on the following assessment criteria:

(40%) MERIT considers:

- quality of proposed programming activities, participating artists and/or contributors;
- alignment of proposed activities and goals with the organization's mandate, vision and mission;
- degree to which proposed activities are innovative and / or degree to which proposed activities have community support; and
- alignment with program outcomes.

(40%) RELEVANCE / FEASIBILITY considers:

- activities that reflect the strategic priorities of the City and furthers the *2014-2020 Cultural Plan for a Creative Nanaimo*;
- organizational capacity, governance and administrative skills to effectively underpin the organization and its proposed activities;
- financial health of the organization, as demonstrated by financial statements and provision of realistic proposed budgets with diversified sources of revenue; and
- the degree to which the organization can effectively generate and participate in partnerships and collaborations with other organizations and community groups and artists.

(20%) POTENTIAL IMPACT considers:

- public impact in terms of providing rich experiences and learning opportunities that build appreciation for the connection to arts, culture and heritage;
- benefits to participating artists in terms of opportunities and professional services provided; and potential for advancing their work or career;
- economic impact in the community, contribution towards the health and vitality of the arts, culture and heritage sector; and
- potential to raise the profile of Nanaimo through promotion of its arts, culture and heritage offerings locally, regionally, nationally, and internationally.

The City of Nanaimo's strategic funding priorities for the Culture & Heritage Operating Grant program include:

- activities that encourage the expression and visibility of arts, culture and heritage;
- activities that promote and raise the cultural profile of Nanaimo;
- innovative collaborations and partnerships with other arts groups, community and cross-sector organizations; and
- neighbourhood-based activities.

Adjudication Process

Applications for funding must be received by the deadline indicated on the application form. Late or incomplete applications will not be considered. Applications will be screened according to eligibility, and reviewed / evaluated according to the Assessment Criteria. Recommendations will be made to Council for distribution of funds. Decisions are guided by the Culture and Heritage Operating Grant program's mandate, program objectives, assessment criteria and final report. Council decisions are final. Applicants will receive written notification of Council's decision within 90 days of the application deadline date.

Appeal Process

If applicants can demonstrate that there was a breakdown in the process (for example, that support material was misplaced), they can file a formal complaint, in writing, within 10 calendar days of notification. All appeals will be reviewed by an appeals committee.

Confidentiality

All documents submitted by applicants to the City of Nanaimo become property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained therein except to the extent necessary to communicate information to staff and the committee for the purpose of evaluation and analysis. The City will not release this information to the public except required under the Province of BC's Freedom of Information and Protection of Privacy Act or other legal disclosure process.



City of Nanaimo Culture & Heritage Grants

Project Grant Guidelines & Criteria

2020 Grant Deadline

Tuesday, October 15, 2019 (no later than 4:00 pm)



**For more information, please contact Parks, Recreation & Culture
at 250-755-4483 or cultureandheritage@nanaimo.ca.**

Last updated: August 2019

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and a place. It is not something we have, it is who we are.”**

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The City's intent is to support arts, culture and recreation as a part of everyday life as described in the corporation's 2019-2022 Strategic Plan.

The mandate of Culture & Heritage is to promote and celebrate Nanaimo's shared experiences and sense of belonging. This is guided by the *Cultural Plan for a Creative Nanaimo* (2014) and by the Heritage Conservation Program (2002). The operating philosophy is grounded in the understanding that everything is based on mutually respectful and beneficial relationships and collaboration with aligned organizations. Its role is that of convenor, connector, facilitator, enabler and funder on behalf of the sector. It's a role that recognizes Nanaimo's arts, culture and heritage organizations are diverse and independent, united by a desire to realize the sector's potential and value as both a social and economic engine; a role that recognizes the Department has limited capacity to act as a programmer or service provider for the consuming public.

Purpose

The purpose of the Culture & Heritage Project Grant program is to assist culture and heritage organizations in the realization of specific projects to benefit the public, contribute to the cultural and economic vitality of Nanaimo.

Program Objectives

The City of Nanaimo's objectives for the Culture & Heritage Project Grant program are:

- to foster community pride and sense of shared identity through broad public access to a variety of quality arts, culture and heritage offerings;
- to support organizations with a significant impact in the local creative economy; and
- to contribute to the promotion of the cultural life of the city locally, regionally, nationally and internationally.

The City of Nanaimo's strategic funding priorities for the Culture & Heritage Project Grant program include:

- projects that encourage the expression and visibility of arts, culture and heritage;
- projects that promote and raise the cultural profile in Nanaimo;
- innovative collaborations and partnerships with other arts groups, community and cross sector organizations; and
- neighborhood-based projects.

Scope (Target Applicants)

The Culture & Heritage Project Grant is intended for culture and heritage organizations (both professional and amateur) based in the City of Nanaimo with a demonstrated commitment to contributing to the quality of life of the city through:

- fostering public enjoyment and engagement with arts, culture and heritage;
- advancing and promoting local arts, culture and heritage practices; and / or
- presenting culture and heritage from outside the region for the enjoyment of local audiences and visitors.

Eligibility Criteria

Organizations applying for funding must:

- be based in Nanaimo and incorporated in good standing (provincially and/or federally) as a non-profit Canadian arts, culture or heritage organization with a mandate to serve the public;
- be in operation for minimum of one (1) year;
- have successfully produced and documented at least one prior project or event;
- show evidence of support from other sources (public and/or private, cash and/or in kind); and
- new and emerging groups will be evaluated on a case-by-case basis.



Organizations that receive Operating grant support are eligible, in some circumstances¹, to apply to the following Project grant types: **Collaborations and Partnerships** OR **Organizational Capacity Building**

¹ Organizations that wish to undertake opportune collaborative projects or capacity building activities that have not already been described in operating grant programs of work.



LEVERAGE POINT: Project grants to a maximum of 25% of the total project costs (one (1) project per application). Applicants may submit up to three (3) applications for three (3) discrete projects per year.

Ineligible Organizations

- organizations that do not have arts, culture or heritage mandates;
- City of Nanaimo Departments;
- groups or individuals with outstanding balances owed to the City of Nanaimo;
- publicly funded or private educational institutions (public schools, universities, colleges, training organizations); and
- organizations outside the City of Nanaimo.



Organizations **may not be eligible** for Project Grant funding if they have received other funding assistance through the City of Nanaimo.

Eligible Projects

Proposed projects will fall into four main areas, specifically:

- **Events** (i.e. public events and community arts, culture and heritage projects that animate the downtown core and/or community neighborhoods).
- **Festivals** (i.e. recurring and one-off culture and heritage festivals).
- **Collaborations and Partnerships** (i.e. special projects that are based upon collaborations and partnerships with other culture and heritage or cross-sector organizations (public and private, non-profit and for-profit).
- **Organizational Capacity Buildings** (i.e. capacity building initiatives that seek to advance the organizational capacity and long-term sustainability of the organization). "Capacity building" refers to intentional, coordinated and mission-driven efforts aimed at strengthening the management and governance of non-profits to improve their performance and impact. This occurs through organization development activities, such as leadership development, strategic planning, program design and evaluation, financial planning and management and others.

Ineligible Projects

- projects where the central focus or theme is not arts, culture or heritage-focused;
- capital projects;
- recuperation of deficits;
- bursaries or scholarships; and
- projects occurring outside the City of Nanaimo.

Assessment Criteria

Applications for Culture & Heritage Project Grants will be reviewed / evaluated based on the following assessment criteria:

(40%) MERIT considers:

- quality of proposed project, participating artists and/or contributors;
- the degree to which proposed activities are innovative or distinctive; and
- the degree to which the proposed project has community support.

Describe the context in which the project will take place, including the objectives of the project and how these objectives will be carried out. Describe artists, artworks and/or other major participants in the project.

(40%) RELEVANCE / FEASIBILITY considers:

- activities that reflect the strategic priorities of the City and *2014-2020 Cultural Plan for a Creative Nanaimo*;
- planning and administrative skills to effectively underpin the proposed project; and
- provision of realistic proposed budgets with diversified sources of revenue.

Provide a schedule of activities, including research and planning. Provide a promotional or marketing plan. Describe how the project addresses the stated objectives of the program. Highlight any correlation with the strategic priorities of the City.

(20%) POTENTIAL IMPACT considers:

- public impact in terms of providing rich experiences and learning opportunities that build appreciation for and connection to arts, culture and heritage;
- economic impact in the community, contribution towards the health and vitality of the arts, culture and heritage sector; and
- potential to raise the profile of Nanaimo through promotion of its arts, culture and heritage offerings locally and regionally.

Describe the intended impact of the project on the communities served, target audiences if any, the general public. Provide information on projected attendance, the economic impact of the project (based upon past projects and/or projected).

The City of Nanaimo's strategic funding priorities for the Culture & Heritage Project Grant program include:

- projects that encourage the expression and visibility of arts, culture and heritage;
- projects that promote and raise the cultural profile in Nanaimo;
- innovative collaborations and partnerships with other culture and heritage groups, community & cross sector organizations; and
- neighborhood-based projects.

Adjudication Process

Applications for funding must be received by the deadline indicated on the application form. Late or incomplete applications will not be considered. Applications will be screened according to eligibility, and reviewed / evaluated according to the Assessment Criteria. Recommendations will be made to Council for distribution of funds. Decisions are guided by the Culture and Heritage Project Grant program's mandate, program objectives, assessment criteria and final report. Council decisions are final. Applicants will receive written notification of Council's decision within 90 days of the application deadline date.

Appeal Process

If applicants can demonstrate that there was a breakdown in the process (for example, that support material was misplaced), they can file a formal complaint, in writing, within 10 calendar days of notification. All appeals will be reviewed by an appeals committee.

Confidentiality

All documents submitted by applicants to the City of Nanaimo become property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained therein except to the extent necessary to communicate information to staff and the committee for the purpose of evaluation & analysis. The City will not release this information to the public except required under the Province of BC's Freedom of Information and Protection of Privacy Act or other legal disclosure process.

ATTACHMENT C

Eligibility for Three–Year Operating Funding

(taken from Page 3 of the Culture & Heritage Operating Grant Guidelines & Criteria)

Three-year funding is available to established not–for–profit professional culture and heritage organizations that have been in existence for at least four (4) years. In order to be eligible, applicants must have received at least one annual grant through the City of Nanaimo's Culture & Heritage Funding Program. The organization must have an arts, culture and heritage mandate (should this funding be removed); be recognized for excellence in their artistic discipline; provide annual programming to the community; demonstrate long-range financial stability on a year-round basis, be able to articulate long-term artistic visioning and planning; and receive operating funding from the provincial and / or federal level.

Definition of Professional Organization

A “professional organization” is defined as organizations that employ professional artists and pay industry standard artist fees and have paid administrative staff.

Staff Report for Decision

DATE OF MEETING | DECEMBER 18, 2019 |

AUTHORED BY | CHRIS BARFOOT, CULTURE & HERITAGE COORDINATOR |

SUBJECT 2020 DOWNTOWN EVENT GRANT RECOMMENDATIONS

OVERVIEW

Purpose of Report

To obtain Council approval of the 2020 Downtown Event Grant recommendations to support downtown Nanaimo events.

Recommendation

That the Finance & Audit Committee recommends that Council approve the 2020 Downtown Event Grant recommendations of \$150,000 as follows:

<u>Applicant Name</u>	<u>Event/Project Name</u>	<u>Rec.</u>
A Capella Plus Choral Society	A Capella Plus Fall Concert	\$473
B. Gallant Homes	B. Gingerbread Homes	\$7,500
Friends of Heritage Society	Nanaimo Heritage Festival	\$13,000
Friends of Nanaimo Jazz Society	Jazz Affair	\$4,000
Greater Nanaimo Chamber of Commerce	Commercial Street Night Market	\$24,750
Humanity in Community	Hub City Walls	\$15,000
Malaspina Choral Society	50 th Anniversary Gala	\$2,000
Men's Resource Centre	Hub City Soapbox Derby	\$7,325
Nanaimo Artwalk Committee	Nanaimo Artwalk 2020	\$2,700
Nanaimo Chapter Federation of Canadian Artists	Nanaimo Fine Art Show	\$2,100
Nanaimo Craft Beer Society	Nanaimo Craft Beer Week	\$3,500
Nanaimo Downtown Farmers Market Society	Nanaimo Downtown Farmers Market	\$6,695
Nanaimo Dragon Boat Festival Society	Nanaimo Dragon Boat Festival	\$10,000
Nanaimo International Jazz Festival Association	10-Day Concert Series and 3-Day Festival	\$17,000
Nanaimo Pride Society	Nanaimo Pride 2020	\$9,500
Old City Quarter Association	Christmas in the OCQ	\$2,500
Old City Quarter Association	Halloween in the OCQ	\$2,850
Old City Quarter Association	Hop Into Spring in the OCQ	\$1,450
Old City Quarter Association	Sounds of Summer in the OCQ	\$6,000

TheatreOne	Emerging Voices	\$4,000
Vancouver Island Regional Library	Big Names, Little City – Canadian Author Reading Series	\$806
Vancouver Island Regional Library	Vancouver Island Childrens' Book Festival (BookFest)	\$3,750
Volume Studio Ltd.	SHINE2020 Nanaimo	\$2,656
Wordstorm Society of the Arts	Poetry SlamFest	\$445

BACKGROUND

In 2017, Council established a Downtown Event and Revitalization Funding Program (also known as Downtown Event Grants) to support events and initiatives that attract residents and visitors to the downtown, support the vibrancy of the downtown and stimulate business activity.

For 2020, a total of 25 eligible applications were received prior to the deadline of 2019-OCT-21 (Attachment A). The total amount of funding requested is \$241,623. Groups were invited to apply for up to 35% of their overall event/project budget. The total available budget for allocation in 2020 is \$150,000. Staff recommend that a total of \$150,000 be awarded to 24 events/projects.

Staff reviewed all eligible applications based on grant program eligibility and assessment criteria (Attachment B) and have provided funding recommendations for the 2020 Downtown Event Grants. The applications received represent both renewed events from previous years, as well as some new events for the downtown in 2020.

OPTIONS

1. That the Finance & Audit Committee recommends that Council approve the 2020 Downtown Event Grant funding recommendations of \$150,000 as follows:

<u>Applicant Name</u>	<u>Event/Project Name</u>	<u>Rec.</u>
A Capella Plus Choral Society	A Capella Plus Fall Concert	\$473
B. Gallant Homes	B. Gingerbread Homes	\$7,500
Friends of Heritage Society	Nanaimo Heritage Festival	\$13,000
Friends of Nanaimo Jazz Society	Jazz Affair	\$4,000
Greater Nanaimo Chamber of Commerce	Commercial Street Night Market	\$24,750
Humanity in Community	Hub City Walls	\$15,000
Malaspina Choral Society	50 th Anniversary Gala	\$2,000
Men's Resource Centre	Hub City Soapbox Derby	\$7,325
Nanaimo Artwalk Committee	Nanaimo Artwalk 2020	\$2,700

Nanaimo Chapter Federation of Canadian Artists	Nanaimo Fine Art Show	\$2,100
Nanaimo Craft Beer Society	Nanaimo Craft Beer Week	\$3,500
Nanaimo Downtown Farmers Market Society	Nanaimo Downtown Farmers Market	\$6,695
Nanaimo Dragon Boat Festival Society	Nanaimo Dragon Boat Festival	\$10,000
Nanaimo International Jazz Festival Association	10-Day Concert Series and 3-Day Festival	\$17,000
Nanaimo Pride Society	Nanaimo Pride 2020	\$9,500
Old City Quarter Association	Christmas in the OCQ	\$2,500
Old City Quarter Association	Halloween in the OCQ	\$2,850
Old City Quarter Association	Hop Into Spring in the OCQ	\$1,450
Old City Quarter Association	Sounds of Summer in the OCQ	\$6,000
TheatreOne	Emerging Voices	\$4,000
Vancouver Island Regional Library	Big Names, Little City – Canadian Author Reading Series	\$806
Vancouver Island Regional Library	Vancouver Island Childrens' Book Festival (BookFest)	\$3,750
Volume Studio Ltd.	SHINE2020 Nanaimo	\$2,656
Wordstorm Society of the Arts	Poetry SlamFest	\$445

- The advantages of this option: Recommendations do not exceed total available budget. Recommendations implement the objectives of the Downtown Event and Revitalization Funding Program. The grants provide support for events in the downtown and furthers goals of Economic Health and Cultural Vitality.
- The disadvantages of this option: No funds available for other 2020 events.
- Financial Implication: None.

2. That the Finance & Audit Committee provide alternative funding recommendations.

- The advantages of this option: None.
- The disadvantages of this option: None.
- Financial Implication: None. |

SUMMARY POINTS

- The Downtown Event Grants support events and initiatives that attract residents and visitors to the downtown, support the vibrancy of the downtown and stimulate business activity.
- The total amount of funding requested is \$241,623. The total available budget for allocation in 2020 is \$150,000.
- Staff recommend that a total of \$150,000 be awarded to 24 events/projects.

ATTACHMENTS

ATTACHMENT A – 2020 Downtown Event Grants – Applications Received

ATTACHMENT B – 2020 Downtown Event Grants – Guidelines and Criteria

Submitted by:

Elizabeth Williams
A/Director, Recreation & Culture

Concurrence by:

Richard Harding
General Manager of Parks, Recreation &
Culture

Laura Mercer
Director of Finance

ATTACHMENT A

2020 DOWNTOWN EVENT REVITALIZATION GRANTS APPLICATIONS RECEIVED

	APPLICANT	PROJECT/ EVENT NAME	PROPOSED DATE(S)	AMOUNT REQUESTED	AMOUNT RECOMMENDED <small>(cannot exceed 35% of overall project / event budget)</small>
1	A Capella Plus Choral Society	A Capella Plus Fall Concert	Nov 28	\$1,000 70.4% *	\$473
2	B. Gallant Homes <i>(partnering with Salvation Army)</i>	B. Gingerbread Homes	Nov 14 to Dec 19	\$18,750 61.6% *	\$7,500
3	Friends of Heritage Society	Nanaimo Heritage Festival	May 17	\$23,227.46 50% *	\$13,000
4	Friends of Nanaimo Jazz Society	Jazz Affair	May 28 to 30	\$6,400 18.8% *	\$4,000
5	Greater Nanaimo Chamber of Commerce	Commercial Street Night Market	June 4 to Aug 27	\$30,000 29.4% *	\$24,750
6	Humanity in Community	Hub City Walls	Aug 5 to 15	\$19,000 33.6% *	\$15,000
7	Malaspina Choral Society	50 th Anniversary Gala	May 2	\$2,500 31.4% *	\$2,000
8	Men's Resource Centre <i>(partnering with Old City Quarter Association)</i>	Hub City Soapbox Derby	May 30	\$7,350 34.4% *	\$7,325
9	Nanaimo Artwalk Committee	Nanaimo Artwalk 2020	Dec 5 to 6	\$2,759.72 35% *	\$2,700
10	Nanaimo Chapter Federation of Canadian Artists	Nanaimo Fine Art Show	Nov 19 to 22	\$2,100 23.0% *	\$2,100
11	Nanaimo Craft Beer Society	Nanaimo Craft Beer Week	Feb 18	\$5,000 20.9% *	\$3,500
12	Nanaimo Downtown Farmers Market Society	Nanaimo Downtown Farmers Market	May 9 to Sep 9	\$6,890 34.8% *	\$6,695
13	Nanaimo Dragon Boat Festival Society	Nanaimo Dragon Boat Festival	July 10 to 12	\$10,000 5.2% *	\$10,000
14	Nanaimo International Jazz Festival Association	10-Day Concert Series and 3-Day Festival	Mar 6 to Sep 20	\$56,840 19.6% *	\$17,000
15	Nanaimo Pride Society	Nanaimo Pride 2020	June 8 to 14	\$10,000 33.3% *	\$9,500
16	Old City Quarter Association	Christmas in the OCQ	Dec 2020	\$2,900 28.5% *	\$2,500
17	Old City Quarter Association	Fitzwilliam Street Signage	Jan 2020	\$9,000 33.3% *	\$0
18	Old City Quarter Association	Halloween in the OCQ	Oct 31	\$2,900 29% *	\$2,850
19	Old City Quarter Association	Hop Into Spring in the OCQ	April 11	\$1,500 28.5% *	\$1,450

20	Old City Quarter Association	Sounds of Summer in the OCQ	May to Sep	\$6,300 31.5% *	\$6,000
21	TheatreOne	Emerging Voices	Jan 14 Feb 11 Mar 10 May 12	\$6,492.85 35% *	\$4,000
22	Vancouver Island Regional Library	Big Names, Little City – Canadian Author Reading Series	Jan 25 Feb 22 Apr 4 Jun 20	\$812.22 35% *	\$806
23	Vancouver Island Regional Library	Vancouver Island Childrens' Book Festival (BookFest)	Apr 25	\$4,200 34.9% *	\$3,750
24	Volume Studio Ltd. (partnering with Greater Nanaimo Chamber of Commerce)	SHINE2020 Nanaimo	Apr 11	\$5,000 25% *	\$2,656
25	Wordstorm Society of the Arts	Poetry SlamFest	Apr 24 to 25	\$700 54.6% *	\$445
TOTAL				\$241,623	\$150,000

* Percentage of the request to overall event/project budget. Based on criteria, groups are eligible to receive up to 35% of their overall event/project budget.



City of Nanaimo Downtown Event Revitalization Funding Program

Guidelines & Criteria

2020 Grant Deadline

Monday, October 21, 2019 (no later than 4:00 pm)



For more information, please contact Parks, Recreation & Culture
at 250-755-4483 or cultureandheritage@nanaimo.ca.

Last updated: August 2019

Downtown Event Revitalization Funding Program

Introduction

The City of Nanaimo is committed to supporting its Downtown. The Downtown Event Revitalization Funding Program is intended to support events and initiatives which attract residents and visitors to the Downtown, support the vibrancy of the Downtown, and stimulate business activity.

Purpose

Grant funding can be used to assist with the costs of staging annual, festive, public events in Downtown Nanaimo. The intention of the grant is to recognize the value annual events have in building vitality in the Downtown and enhancing Nanaimo's profile as a destination of choice. The grants serve as an incentive to event organizers to *enhance, expand and improve* their events.

Assessment of Events

Determination of successful application will be based on whether the event:

- promotes the Downtown as a great place to visit and experience for residents and visitors;
- promotes local business;
- enhances the vitality and vibrancy of the Downtown;
- promotes local arts, products, culture, history and attractions;
- fosters partnerships;
- contributes to building a sustainable celebration series and annual festivals;
- has strong potential to attract out-of-town visitors and overnight stays; and
- is accessible to the general public (with or without gated admission).

Application Requirements

Successful applicants must demonstrate:

- how the enhancement or new event concept will positively impact the Downtown;
- the clarity of objectives, deliverables and distinctiveness;
- alignment of the event objectives with some or all of the City's priorities;
- how the funding will *improve, enhance or expand* the event;
- the ability of the applicant/organization to execute the event;
- how the event will provide good value-for-money including out of town visitation;
- the event will not duplicate existing initiatives; and
- the proposed budget is balanced, reasonable and sufficiently detailed to assess success (grant applications can be submitted for up to 35% of the total event budget) requests above 35% will be reviewed on a case-by-case basis).

Eligibility Criteria

Applicants must be an incorporated non-profit society or community organization in good standing, active for at least a full year prior to application, and based on Nanaimo. Individuals are also eligible to apply and will be reviewed on a case-by-case basis. Charitable status is not required. The grant is **not** intended for:

- Events where participation is based on fundraising pledges
- Requests above 35% of the total project budget.
- Events or activities which are politically partisan or primarily focused on commercial activity (e.g. tradeshow), religion or healthcare
- Events occurring outside of the Downtown. The City reserves the right to determine the boundaries of the Downtown for the purpose of this funding program



Organizations **may not be eligible** for Downtown Event Grant funding if they have received other funding assistance through the City of Nanaimo.

Downtown Event Revitalization Funding Program

Adjudication Process

Applications for funding must be received by the deadline indicated on the application form. All applications received by the deadline will be evaluated together and funds distributed accordingly. Applications received after the deadline will be considered if funds are available. Grant applications will be reviewed by staff based on program criteria and past performance using **Final Reports** from previous year. These will be forwarded to Council for final approval. Council decisions are final. Applicants will receive written notification of Council's decision within 90 days of the application deadline.

Funding Acknowledgement

Successful applicants must acknowledge the support of the City of Nanaimo in all print and publicity material for the special event (e.g. brochures, banners, on-site signs). The City of Nanaimo will provide grant recipients with an Acknowledgement Form and access to the appropriate materials including logos.

Confidentiality

All documents submitted by applicants to the City of Nanaimo become property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained therein except to the extent necessary to communicate information to staff and the committee for the purpose of evaluation and analysis. The City will not release this information to the public except required under the Province of BC's Freedom of Information and Protection of Privacy Act or other legal disclosure process.

DATE OF MEETING DECEMBER 18, 2019

AUTHORED BY CHRIS SHOLBERG, CULTURE & HERITAGE PLANNER

SUBJECT HERITAGE HOME GRANT APPLICATION – 442 MILTON STREET

OVERVIEW

Purpose of Report

To obtain Council approval for a Heritage Home Grant for the Leynard Residence located at 442 Milton Street.

Recommendation

That the Finance & Audit Committee recommend that Council approve a \$1,624 Heritage Home Grant for window repair to the Leynard Residence located at 442 Milton Street.

BACKGROUND

A Heritage Home Grant application has been submitted by the owners of the Leynard Residence (442 Milton Street), to repair a number of the residence's original wood frame windows.

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

DISCUSSION

Staff have 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 proposed repair work will rehabilitate and reseal the residence's original wood frame windows preventing water penetration and improving the insulation value of the home.

The total estimated project cost is \$3,248. The project is eligible for up to \$1,624 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 is currently \$7,000. Approval of this grant will reduce the program budget to \$5,376.

OPTIONS

1. That the Finance & Audit Committee recommend that Council approve a \$1,624 Heritage Home Grant for window repair to the Leynard Residence located at 442 Milton Street.
 - The advantages of this option: The Heritage Home Grant Program furthers the Livability and Economic Health Strategic goals of the 2019-2022 Strategic Plan, as well as the conservation objectives of the City's Heritage Conservation Program.
 - The disadvantages of this option: None.
 - Financial Implications: The Heritage Home Grant Program currently has a \$7,000 budget available to cover the application. There would be \$5,376 left in the budget for 2019 should Council approve the application.
2. That the Finance & Audit Committee recommend Council deny a \$1,624 Heritage Home Grant application for window repair to the Leynard Residence located at 442 Milton Street.
 - The advantages of this option: None.
 - The disadvantages of this option: 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: 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 Leynard Residence (442 Milton Street), to repair a number of the residence's original wood frame windows.
- The total estimated project cost is \$3,248. The project is eligible for up to \$1,624 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 – Leynard Residence History and Significance

ATTACHMENT B – Heritage Home Grant Program Purpose and Conditions

ATTACHMENT C – Photos of Existing Window 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

LEYNARD RESIDENCE HISTORY AND SIGNIFICANCE

Built for the Leynard family around 1932, the residence is a very good example of the English Cottage Style that was very popular in Nanaimo during the interwar period. Design features representative of this style include the asymmetrical floor plan, steeply pitched gable and hip roofs, and the early use of stucco siding. The building is substantially intact.

Art Leynard was a long-time City Engineer and author of "The Coal Mines of Nanaimo", a popular publication.

The Leynard Residence is significant as one of the few surviving historic buildings in this immediate area that recalls its early identity as a prestigious residential neighbourhood. Over time, other single family residences in the area were replaced with apartment blocks, multiple family housing and institutional buildings.

The building is very prominent on the street and surrounded by sympathetic landscaping.

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 WINDOW CONDITION











Staff Report for Decision

DATE OF MEETING December 18, 2019

AUTHORED BY DAVID STEWART, SOCIAL PLANNER

SUBJECT 2020 SOCIAL PLANNING GRANT RECOMMENDATIONS

OVERVIEW

Purpose of Report

To obtain the Finance & Audit Committee's recommendation for Council approval of the Social Planning Grant allocations for 2020.

Recommendation

That the Finance & Audit Committee recommend that Council approve a total of \$85,000 for the 2020 Social Planning Grant allocations as follows:

2020 Community Vitality Grants

<u>Organization</u>	<u>Project</u>	<u>Amount</u>
Take a Hike Youth at Risk Foundation	Nanaimo Take a Hike Program-Vehicle Purchase	\$10,000
Spinal Cord Injury Organization of BC	Healthy Active Island Life with SCI	\$5,000
Society for Equity, Inclusion and Advocacy (SEIA): Central Vancouver Island	Project Keep SEIA Housed	\$10,000

2020 Social Response Grants

<u>Organization</u>	<u>Project</u>	<u>Amount</u>
Nanaimo Region John Howard Society	Circles of Support	\$15,000
United Way Central and Northern Vancouver Island	Nanaimo Homeless Coalition Communications Strategy Implementation Project	\$15,000
Literacy Central Vancouver Island	Word on the Street	\$30,000

BACKGROUND

Each year since 2001, the City of Nanaimo has allocated Social Planning grants to non-profit societies and/or recognised faith groups in Nanaimo. The Social Response and Community Vitality grants provide a total of \$85,000 annually for programs that address social issues affecting Nanaimo residents. A total of \$60,000 of funding is directed toward the Social Response grants with the remaining \$25,000 dedicated to Community Vitality grants. Social

Response grants are generally intended to support larger scale projects; whereas Community Vitality grants are targeted towards smaller initiatives.

The City issued a call for proposals for the 2020 Social Planning grants with an application deadline of 2018-OCT-28. Four applications were received for the Community Vitality grants and nine applications were received for the Social Response grants. The total requested funding for the Community Vitality grants was \$33,000; whereas the requested funding for the Social Response grants was \$249,685, for a combined total funding request of \$282,685.

DISCUSSION

Staff reviewed the eligible applications relative to the grant guidelines and criteria (see Attachment A) and Council's Strategic Plan priorities. Staff recommend allocating a total of \$85,000 to six applicants, as listed below.

2020 Community Vitality Grants – Applications Received

ORGANIZATION	PROJECT	REQUEST	RECOMMENDED
Take a Hike Youth at Risk Foundation	Nanaimo Take a Hike Program - Vehicle Purchase	\$10,000	\$10,000
Spinal Cord Injury Organization of BC	Healthy Active Island Life with SCI	\$8,000	\$5,000
Society for Equity, Inclusion and Advocacy (SEIA): Central Vancouver Island	Project Keep SEIA Housed	\$10,000	\$10,000
Nanaimo Community Kitchens Society	Bellies to Babies and Beyond	\$5,000	Not eligible
Total Requested		\$33,000	\$25,000
Total Available		\$25,000	\$25,000

The Bellies to Babies and Beyond project was determined not to be eligible as the same project was funded in the previous two years and the grant criteria does not allow funding of more than two consecutive years for the same project.

2020 Social Response Grants – Applications Received

ORGANIZATION	PROJECT	REQUEST	RECOMMENDED
Nanaimo Community Gardens Society	Educational Food Garden Program	\$3,000	\$0
Nanaimo Foodshare Society	Nutrition Connection	\$43,685	\$0
Nanaimo Brain Injury Society	Community Symposium on Brain Injury and Intimate Partner Violence	\$10,000	\$0
Nanaimo 7/10 Club Society	7/10 Club Meal Program	\$14,000	Not eligible
Nanaimo Volunteer and Information Centre Society	Project Homeless Connect Nanaimo	\$15,000	\$0

Nanaimo Region John Howard Society	Circles of Support	\$20,000	\$15,000
United Way Central and Northern Vancouver Island	Nanaimo Homeless Coalition Communications Strategy Implementation Project	\$54,000	\$15,000
Retail Action Network	Ending Sexualized Violence in Retail and Restaurants	\$40,000	\$0
Literacy Central Vancouver Island	Word on the Street	\$50,000	\$30,000
Total Requested		\$249,685	\$60,000
Total Available		\$60,000	\$60,000

The Nanaimo 7/10 Club Society was determined to be not eligible as the request was to fund ongoing operational expenses incurred during the normal course of business operations which is contrary to the grant criteria.]

OPTIONS

1. That the Finance & Audit Committee recommend that Council approve a total of \$85,000 for the 2020 Social Planning Grant allocations as follows:

2020 Community Vitality Grants

<u>Organization</u>	<u>Project</u>	<u>Amount</u>
Take a Hike Youth at Risk Foundation	Nanaimo Take a Hike Program-Vehicle Purchase	\$10,000
Spinal Cord Injury Organization of BC	Healthy Active Island Life with SCI	\$5,000
Society for Equity, Inclusion and Advocacy (SEIA): Central Vancouver Island	Project Keep SEIA Housed	\$10,000

2020 Social Response Grants

<u>Organization</u>	<u>Project</u>	<u>Amount</u>
Nanaimo Region John Howard Society	Circles of Support	\$15,000
United Way Central and Northern Vancouver Island	Nanaimo Homeless Coalition Communications Strategy Implementation Project	\$15,000
Literacy Central Vancouver Island	Word on the Street	\$30,000

- The advantages of this option: The recommended funding was determined based on an assessment of the applications by four Staff members regarding how the applications meet the application review criteria and addresses the City's strategic priorities.
- The disadvantages of this option: A number of organizations who submitted grant applications will receive no funding or less funding than requested.
- Financial Implications: The recommendations do not exceed the total available budget of \$85,000 for the 2020 Social Planning grants.

2. That the Finance & Audit Committee provide alternative funding recommendations. |

SUMMARY POINTS

- The City received 13 applications with a total request of \$282,685 for the 2020 Social Response and Community Vitality grant programs
- The total Social Planning grant program budget for 2020 is \$85,000 of which \$60,000 is allocated to Social Response grants and \$25,000 to Community Vitality grants. It is recommended that \$85,000 be allocated to six applicants.

ATTACHMENTS:

ATTACHMENT A: Social Planning Grants – Guidelines & Criteria. |

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 |



City of Nanaimo Social Planning Grants

Guidelines & Criteria

2020 Deadline:

Monday, October 28, 2019 (4:00 pm)

**For more information, please contact Community Planning
at 250-755-4464 or socialplanning@nanaimo.ca**

Introduction

The City of Nanaimo recognizes the importance of fostering a socially sustainable community that nurtures a caring, healthy, inclusive and safe environment, and which empowers all of its citizens to realize their aspirations. The Social Planning function, housed within the Community Planning section, has a mandate to support initiatives and actions that further the community's social objectives.

Purpose

The purpose of the Social Planning grant program is to assist organizations in responding to issues of a social nature with initiatives that enhance social cohesion, address the root causes and effects of poverty, contribute to the vitality of our community and foster social inclusion and social equity.

Eligibility Criteria

Organizations applying for funding must be based in Nanaimo and/or be proposing a project that primarily serves Nanaimo residents.

The following types of organizations are eligible to apply:

- A non-profit society incorporated under the BC Provincial Societies Act or federally designated as a registered charity;
- A recognized religious group with ongoing activities and a congregation; or,
- A neighbourhood association recognized by the municipality.

Strategic Priorities

The City of Nanaimo's strategic funding priorities for the Social Planning Grant program are as follows:

- Social Equity (e.g. Projects addressing issues related to poverty or social inclusion)
- Community Diversity (e.g. Projects that support an inclusive and equitable community)
- Community Wellness (e.g. Projects addressing the social determinants of health)
- Vibrant Neighbourhoods (e.g. Projects that build community by enhancing social connectivity)

Project proposals should respond to one or more of the above categories. Overall projects should support the "Livability" theme within the City's Strategic Plan including supporting "a City in which all people live, work, play, create and learn in a safe and connected community" and/or "support the provision of affordable and accessible housing for all community needs."

Grant Categories

There are two categories of Social Planning Grants, which are allocated on an annual basis:

- **Social Response Grants** (previously the Social Development Grant Program)
Intended for initiatives and projects of a more significant scope. The total budget available for this category is \$60,000; individual applications for up to \$60,000 will be accepted.
- **Community Vitality Grant** (previously the Community Service Grant Program)
Intended for projects of a smaller scale. The total budget available for this category is \$25,000; individual applications for up to \$10,000 will be accepted.

Ineligible Projects

Funds from the Social Planning Grants may not be used for the following purposes:

- Ongoing operational expenses incurred during the normal course of business;
- Projects occurring outside the City of Nanaimo; or
- Payment of pre-existing debts.

Projects will not be funded for more than two consecutive years in a row.

Ineligible Organizations

- Groups or organizations with outstanding balances owed to the City of Nanaimo.
- Organizations may not be eligible for Social Planning Grant funding if they have received other funding assistance through the City of Nanaimo within the same grant year period. Please contact socialplanning@nanaimo.ca with any questions you may have.

Application Review Criteria

30% - Merit

Proposal quality, project alignment with organization's mandate, community support

40% - Relevance/Feasibility

Does project reflect City's identified priorities?

What is the capacity and demonstrated ability of the applicant?

30% - Potential Impact

How many will be impacted? How great the impact? How critical is the issue being addressed?

Grant Process

Applications will be received and reviewed by the Social Planning section, and recommendations will be forwarded to the Finance and Audit Committee and then to Nanaimo's City Council for approval. Once disbursed, funding must be spent within the next twelve (12) months and a report provided at project completion or at the end of the twelve month period, whichever comes first. If the applicant chooses to submit an application for the following year, a report regarding the previous project funding grant must be received prior to the submission of the new grant.

DATE OF MEETING December 18, 2019

AUTHORED BY DAN BAILEY, MANAGER, ACCOUNTING SERVICES

SUBJECT OPERATING RESULTS FOR THE NINE MONTHS ENDING 2019-SEP-30

OVERVIEW

Purpose of Report:

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

DISCUSSION

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

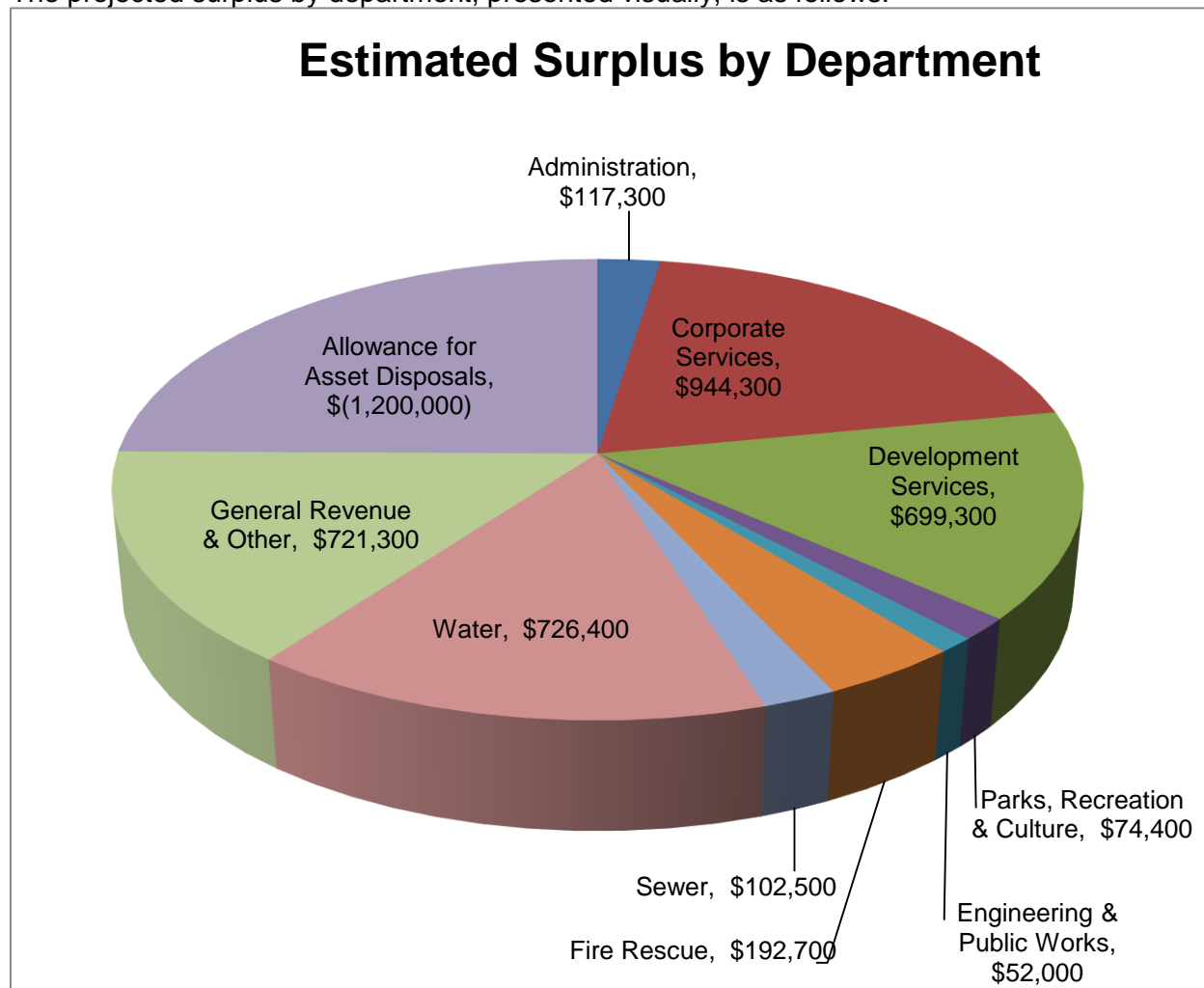
Managers from all departments review monthly financial reports in order to identify budget variances as they occur, and to ensure that immediate action is taken to address any potential deficits.

Summary of Operating Position at 2019-SEP-30:

<i>Operating Fund</i>	<i>Revenues</i>	<i>Expenditures</i>	<i>Surplus(Deficit) at Sep 30, 2019</i>	<i>Surplus(Deficit) Projected at Dec 31, 2019</i>
General	\$ 145,230,354	\$ 106,670,646	\$ 38,559,707	\$ 2,801,300
Sewer	16,611,672	16,916,333	(304,661)	102,500
Water	18,483,139	18,236,892	246,248	726,400
Total Surplus	<u>\$ 180,325,165</u>	<u>\$ 141,823,871</u>	<u>\$ 38,501,294</u>	3,630,200
Less:	Reserves required to fund disposals of capital assets and any associated gains or losses			<u>1,200,000</u>
Net Surplus				<u>\$ 2,430,200</u>

The projected net operating surplus for the year is \$3,630,200. However, each year, the surplus must be used to fund any disposals of tangible capital assets during the year, along with any gains or losses associated with the asset disposals. During the last five years, the average amount of these adjustments has been around \$1,200,000.

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



Assuming an even distribution of revenues and expenditures throughout the year, the current financial performance benchmark would be approximately 75% versus budget. Where significant variances over \$100,000 have been identified, Staff have provided comments in the departmental sections listed in Attachment A.

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

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

SUMMARY POINTS

- The overall projected operating surplus for the 2019 fiscal year is \$3,630,200, which is broken down between the general operating fund at \$2,801,300, the sewer operating fund at \$102,500 and the water operating fund at \$726,400.
- A reserve of \$1,200,000 is required to fund any disposals of tangible capital assets and any associated gains or losses on disposal, resulting in a projected net surplus of \$2,430,200.
- On a monthly basis, department managers review financial reports to identify and address budget variances as they occur.

ATTACHMENTS

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

Submitted by:

Dan Bailey
Manager, Accounting Services

Concurrence by:

Laura Mercer
Director, Finance

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

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

City Administration

The City Administration division shows year-to-date total revenues at 122% and expenditures at 66%. Based on the analysis of these accounts, at 2019-SEP-30, a net surplus of \$117,300 is projected made up of small surpluses and deficits in the various departments with no specific variances over \$100,000.

Corporate Services

The Corporate Services division shows year-to-date total revenues at 63% and expenditures at 72%. Based on the analysis of these accounts, at 2019-SEP-30, a net surplus of \$944,300 is projected. The majority of the surplus is outlined below:

- Financial Services and Purchasing – \$256,800 – The elimination of the Deputy Director Position and vacancies in the Manager of Accounting Services and other positions offset by the addition of a Financial Analyst and a Buyer position account for the bulk of the surplus.
- Information Technology – \$296,300 – Savings in software and hardware contracts including a lower rate for the ongoing Microsoft contract along with a tech support vacancy have resulted in this surplus.
- Police Services – \$391,200 – Vacancies including the Manager of Police Support Services and case file specialist position have resulted in this surplus.

Development Services

The Development Services division shows year-to-date total revenues at 97% and expenditures at 63%. Based on the analysis of these accounts, at 2019-SEP-30, a net surplus of \$699,300 is projected. Areas with variances exceeding \$100,000 are outlined below:

- Building Inspections – \$437,500 – The volume of building inspections has exceeded expectations and is projected to exceed budget by \$437,500 for the year excluding all permit revenues expected to carry over into 2020.
- Development Services Administration – (\$166,100 deficit) – This deficit reflects restructuring changes in cost tracking and is offset by surpluses being carried in other Development Services' departments.

- Permit Centre & Business Licencing – \$120,900 – Business License revenue is forecasted to exceed budget by approximately \$90,000 which when combined with some wage and expense savings is resulting in a projected surplus.
- Real Estate – \$120,300 – This surplus largely reflects restructuring changes in cost tracking and is offset by the deficit shown above in Development Services Administration.

Parks, Recreation and Culture

The Parks, Recreation and Culture division shows year-to-date total revenues at 74% and expenditures at 70%. Based on the analysis of these accounts, at 2019-SEP-30 there is a projected year-end surplus of \$74,400. The key variance over \$100,000 is:

- Facilities Planning and Maintenance – (\$182,100 deficit) – This deficit is the result of additional vandalism repair costs projected to be \$200,000 over budget offset somewhat by higher than budgeted Power Smart rebate revenue.

Engineering and Public Works

The Engineering and Public Works division shows year-to-date total revenues at 82% and expenditures at 72%. Based on the analysis of these accounts, at 2019-SEP-30, a net surplus of \$52,000 is projected. Areas with variances exceeding \$100,000 are outlined below:

- Engineering Services – \$171,000 – The projected surplus is due largely to three ongoing position vacancies in traffic and transportation offset by some additional consulting costs.
- Storm Drainage – \$157,100 – This surplus reflects reduced costs for catch basin/ditch cleaning due to wetter summer weather and reduced brush cutting expenditures.
- Transportation – (\$275,200 deficit) – The larger than anticipated snow event earlier in the year resulted in significantly higher snow clearing costs in both wages and contracted services. The projected deficit for snow and ice control (dependent on weather) is \$294,000.

Fire Rescue

The Fire Rescue division shows year-to-date total revenues at 119% and expenditures at 73%.

Based on the analysis of these accounts, at 2019-SEP-30, there is a projected year-end surplus of \$192,700. The key variance over \$100,000 is:

- Nanaimo Fire Rescue – \$188,300 – This projected surplus is due to higher than anticipated revenue for wage recoveries, additional fine revenue and additional training revenue which are projected to be \$132,000 over budget for 2019. Operating costs are expected to be \$60,000 underspent across a number of sections.

Utilities

The Utilities departments show year-to-date total revenues at 87% and expenditures at 87%. Based on the analysis of the water and sewer accounts, at 2019-SEP-30 there is a projected combined year-end surplus of \$828,900. The key variances over \$100,000 from budget are:

- Sewer – \$102,500 – There are \$71,000 of sewer contingency funds which are not expected to be used. Revenues are trending high by \$30,000 and there are some savings in operating costs.
- Water – \$726,400 – Revenues are expected to exceed budget by \$500,000. There are \$115,000 of water contingency funds which are not expected to be used. Various cost savings including a vacant water resources position make up the remaining balance.

Other (VICC and Corporate Facilities)

The Other category shows year-to-date total revenues at 63% and expenditures at 75%. Based on the analysis of these accounts, at 2019-SEP-30, there is a projected year end deficit of \$71,900. There are no departments with variances exceeding \$100,000 in this area.

General Revenue

The General Revenue department shows year-to-date total revenues at 99% and expenditures at 79%. The majority of revenues in this department relate to property taxation, which are recorded in May and June of each year. Correspondingly, the majority of expenditures relate to tax pay overs and transfers to reserve.

Based on the analysis of these accounts, at 2019-SEP-30 an estimated surplus of \$793,200 is expected. Comments on the variances from budget are as follows:

- Grants in Lieu of Taxes – \$172,700 – Monies received from a variety of other government organizations were higher than anticipated, resulting in a surplus.
- Investment Income – \$625,000 – A surplus is projected due to the Bank of Canada interest rate increases in the last year and a competitive investment environment with banks and other institutions actively seeking investments.

ATTACHMENT B

City of Nanaimo
Summary of Operating Results
September 30, 2019

	Revenues			Expenditures			Year to Date	September Projection
	2019 Annual Budget	2019 YTD Actual	Variance	2019 Annual Budget	2019 YTD Actual	Variance	Net Surplus (Deficit)	Annual Surplus (Deficit)
Administration								
CAO Office	-	-		1,008,182.00	688,416.86	68%	319,765.14	28,700
Communications	-	-		378,059.00	251,515.88	67%	126,543.12	18,000
Human Resources	8,086.00	9,471.06	117%	2,158,815.00	1,300,141.03	60%	860,059.03	5,400
Legislative Services	-	49,302.86	0%	1,998,970.00	1,416,151.80	71%	632,121.06	65,200
CAO Office Projects	-	-	0%	70,000.00	73,436.68	105%	(3,436.68)	
Human Resources Projects	9,000.00	-	0%	16,900.00	10,581.85	63%	(2,681.85)	
Legislative Services Projects	50,000.00	22,750.00	46%	152,600.00	62,552.60	41%	62,797.40	
	67,086.00	81,523.92	122%	5,783,526.00	3,802,796.70	66%	1,995,167.22	117,300
Corporate Services								
Emergency Management	-	-		205,875.00	142,098.44	69%	63,776.56	-
Financial Services and Purchasing	142,700.00	143,482.77	101%	4,302,917.00	2,905,517.68	68%	1,398,182.09	256,800
General Administration	792,200.00	33,581.96	4%	14,570.08	(387,377.24)	-2659%	(356,670.72)	-
Grants in Aid & Special Celebrations	-	-		133,533.92	93,970.09	70%	39,563.83	
Information Technology	91,954.00	4,910.06	5%	4,293,506.00	2,993,117.21	70%	1,213,344.85	296,300
Police Services	1,843,934.00	1,776,750.56	96%	29,725,596.00	22,423,262.22	75%	7,235,150.34	391,200
Emergency Management Projects	-	-	0%	5,333.00	5,333.00	100%	-	
Financial Services and Purchasing Projects	12,425.00	5,000.00	40%	55,475.00	24,673.51	44%	23,376.49	
Information Technology Projects	445,496.00	164,721.24	37%	603,428.00	198,050.30	33%	124,602.94	
Police Services Projects	66,950.00	-	0%	221,850.00	18,518.57	8%	136,381.43	
	3,395,659.00	2,128,446.59	63%	39,562,084.00	28,417,163.78	72%	9,877,707.81	944,300
Development Services								
Building Inspections	1,762,500.00	3,001,121.62	170%	1,798,136.00	1,324,764.79	74%	1,711,992.83	437,500
Bylaw Enforcement Including Parking	2,022,024.00	1,797,994.01	89%	3,339,459.92	2,510,655.70	75%	604,774.23	72,800
Community Planning	-	1,000.00	0%	597,992.00	349,984.22	59%	249,007.78	21,400
Current Planning	97,200.00	74,858.64	77%	876,460.00	590,960.25	67%	263,158.39	29,300
Development Services Admin	-	9,567.81	0%	556,590.00	495,000.18	89%	71,157.63	(166,100)
Economic Development	-	-	0%	157,337.00	108,437.40	69%	48,899.60	6,000
Engineering	11,000.00	8,440.00	77%	609,918.00	432,412.65	71%	174,945.35	15,900
Environment	75,000.00	119,301.86	159%	609,088.96	480,504.35	79%	172,886.47	(15,900)
Permit Centre & Business Licencing	1,018,400.00	1,106,545.00	109%	548,044.00	361,490.96	66%	274,698.04	120,900
Real Estate	224,000.00	219,822.18	98%	731,286.00	457,973.18	63%	269,135.00	120,300
Social Planning	-	-	0%	235,620.00	140,427.81	60%	95,192.19	35,200
Subdivisions	108,000.00	62,050.00	57%	436,330.00	295,261.44	68%	95,118.56	22,000
Bylaw Enforcement Including Parking Projects	148,515.00	40,969.85	28%	151,515.00	54,850.82	36%	(10,880.97)	
Community Planning Projects	632,209.00	41,134.94	7%	752,209.00	38,998.94	5%	122,136.00	
Economic Development Projects	-	-	0%	30,000.00	35,910.00	120%	(5,910.00)	
Environment Projects	185,838.00	59,697.54	32%	213,088.00	88,619.88	42%	(1,672.34)	
Social Planning Projects	752,081.00	278,770.41	37%	1,066,437.00	205,483.83	19%	387,642.58	
	7,036,767.00	6,821,273.86	97%	12,709,510.88	7,971,736.40	63%	4,522,281.34	699,300

ATTACHMENT B

City of Nanaimo Summary of Operating Results September 30, 2019

	Revenues			Expenditures			Year to Date	September Projection
	2019 Annual Budget	2019 YTD Actual	Variance	2019 Annual Budget	2019 YTD Actual	Variance	Net Surplus (Deficit)	Annual Surplus (Deficit)
Parks, Recreation & Culture								
Aquatics Operations	2,999,242.00	2,146,808.25	72%	7,787,507.16	5,210,641.77	67%	1,724,431.64	29,400
Arena Operations	1,568,850.00	1,027,057.58	65%	2,953,319.04	2,061,121.72	70%	350,404.90	52,200
Culture & Events	42,000.00	36,747.58	87%	2,200,839.04	1,998,759.48	91%	196,827.14	53,800
Parks Operations	340,614.00	360,684.42	106%	6,722,764.00	4,909,038.36	73%	1,833,796.06	88,000
Administration	45,000.00	42,550.17	95%	847,996.04	600,568.23	71%	244,977.98	(62,000)
Civic Properties	128,836.00	91,502.00	71%	116,725.00	61,338.37	53%	18,052.63	16,200
Community Development	1,231,500.00	1,231,500.00	100%	54,500.00	34,500.00	63%	20,000.00	20,000
Facilities Planning & Maintenance	12,500.00	25,000.00	200%	974,148.04	895,270.99	92%	91,377.05	(182,100)
Recreation Services	2,312,584.00	1,974,264.92	85%	5,946,580.32	4,439,004.41	75%	1,169,256.83	58,900
Tourism	-	-	0%	659,570.00	455,683.76	69%	203,886.24	-
Aquatics Projects	290,186.00	111,636.16	38%	512,286.00	262,355.03	51%	71,381.13	
Arena Projects	16,269.00	14,185.38	87%	112,619.00	49,143.88	44%	61,391.50	
Culture & Events Projects	153,205.00	666.51	0%	289,305.00	46,104.07	16%	90,662.44	
Parks Operations Projects	513,061.00	289,595.32	56%	1,094,411.00	408,892.17	37%	462,053.15	
Civic Properties Projects	17,732.00	14,898.23	84%	17,732.00	14,898.23	84%	-	
Facilities Planning & Maintenance Projects	301,500.00	1,500.00	0%	544,680.00	154,609.46	28%	90,070.54	
Recreation Services Projects	85,966.00	38,495.60	45%	288,956.00	79,020.92	27%	162,464.68	
	10,059,045.00	7,407,092.12	74%	31,123,937.64	21,680,950.85	70%	6,791,033.91	74,400
Engineering and Public Works								
Cemetery Operations	74,500.00	65,495.26	88%	269,705.12	161,639.43	60%	99,060.95	1,400
Engineering Services	7,300.00	9,302.15	127%	3,181,617.00	2,126,052.08	67%	1,057,567.07	171,000
Fleet Operations	-	9,888.96	0%	(1.04)	9,888.96	-950862%	(1.04)	-
PW Support Services	433,000.00	802,970.91	185%	1,411,093.96	1,758,349.19	125%	22,715.68	15,700
Sanitation	5,883,484.00	4,569,688.04	78%	6,372,793.88	4,443,830.94	70%	615,166.98	(18,000)
Storm Drainage	40,500.00	44,640.00	110%	2,185,792.00	1,501,182.60	69%	688,749.40	157,100
Transportation	69,484.00	42,669.31	61%	6,120,366.44	4,788,406.36	78%	1,305,145.39	(275,200)
Cemetery Operations Projects	-	-	0%	7,150.00	-	0%	7,150.00	
Engineering Services Projects	13,037.00	12,141.79	93%	175,063.00	51,486.09	29%	122,681.70	
Fleet Operations Projects	18,500.00	13,695.22	74%	18,500.00	16,067.23	87%	(2,372.01)	
PW Support Services Projects	50,605.00	37,514.25	74%	171,055.00	129,735.43	76%	28,228.82	
Storm Drainage Projects	233,911.00	158,679.88	68%	414,394.00	233,268.25	56%	105,894.63	
Transportation Projects	506,274.00	241,994.66	48%	1,302,974.00	330,993.08	25%	707,701.58	
	7,330,595.00	6,008,680.43	82%	21,630,503.36	15,550,899.64	72%	4,757,689.15	52,000
Fire Rescue								
Emergency Services Communications 911	1,023,882.00	1,463,765.99	143%	1,580,803.00	1,235,274.81	78%	785,412.18	4,400
Nanaimo Fire Rescue	692,373.00	711,826.93	103%	16,820,859.08	12,353,455.38	73%	4,486,857.63	188,300
Emergency Services Communications 911 Projects	85,005.00	-	0%	85,005.00	-	0%	-	
Nanaimo Fire Rescue Projects	80,272.00	65,424.52	82%	275,164.00	143,228.89	52%	117,087.63	
	1,881,532.00	2,241,017.44	119%	18,761,831.08	13,731,959.08	73%	5,389,357.44	192,700

ATTACHMENT B

City of Nanaimo
Summary of Operating Results
September 30, 2019

	Revenues			Expenditures			Year to Date	September Projection
	2019 Annual Budget	2019 YTD Actual	Variance	2019 Annual Budget	2019 YTD Actual	Variance	Net Surplus (Deficit)	Annual Surplus (Deficit)
Utilities								
Sewer	16,743,685.00	16,086,423.15	96%	16,743,685.00	16,388,414.16	98%	(301,991.01)	102,500
Water	19,911,200.00	17,720,695.09	89%	19,745,533.00	17,495,439.69	89%	59,588.40	726,400
Sewer Projects	1,511,332.00	525,249.09	35%	1,511,332.00	527,918.93	35%	(2,669.84)	
Water Projects	2,394,085.00	762,444.32	32%	2,559,752.00	741,451.76	29%	186,659.56	
	40,560,302.00	35,094,811.65	87%	40,560,302.00	35,153,224.54	87%	(58,412.89)	828,900
Other								
Port of Nanaimo Centre Operations (VICC)	1,734,726.00	1,448,969.62	84%	2,839,093.00	2,280,208.54	80%	273,128.08	(70,200)
Port of Nanaimo Centre Debt Payments	574,493.00	-	0%	2,175,250.00	1,607,452.50	74%	(6,695.50)	-
Corporate Facilities	-	-	0%	650,420.04	460,440.92	71%	189,979.12	(1,700)
Port of Nanaimo Centre Projects	15,000.00	10,608.00	71%	21,000.00	10,608.00	51%	6,000.00	
Corporate Facilities Projects	29,200.00	23,189.42	79%	147,371.00	23,788.69	16%	117,571.73	
	2,353,419.00	1,482,767.04	63%	5,833,134.04	4,382,498.65	75%	579,983.43	(71,900)
General Revenue								
BIA Levy	41,594.00	41,593.87	100%	41,594.00	41,593.87	100%	-	-
Grants in Lieu of Taxes	3,351,956.00	3,524,608.75	105%	-	-	0%	172,652.75	172,700
Investment Income	1,900,000.00	2,308,637.13	122%	-	-	0%	408,637.13	625,000
Misc Income	1,633,000.00	1,025,763.06	63%	998,000.00	390,209.66	39%	553.40	(4,500)
Provincial Revenue Sharing	2,525,000.00	1,338,120.80	53%	1,725,000.00	538,120.80	31%	-	-
Real Property Taxes	110,334,306.00	110,320,828.44	100%	-	-	0%	(13,477.56)	-
Transfer to/from Reserves	-	-	0%	6,554,479.00	6,554,479.00	100%	-	-
Transfers from Surplus	500,000.00	500,000.00	100%	-	-	0%	-	-
VIRL Library	-	-	0%	4,810,985.00	3,608,238.00	75%	1,202,747.00	-
	120,285,856.00	119,059,552.05	99%	14,130,058.00	11,132,641.33	79%	1,771,112.72	793,200
Transfers to Capital	26,595,818.00	-	0%	29,471,192.00	-	0%	2,875,374.00	
Total All Services	219,566,079.00	180,325,165.10	82%	219,566,079.00	141,823,870.97	65%	38,501,294.13	3,630,200

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

Net Projected Surplus **2,430,200**

DATE OF MEETING | December 18, 2019 |

AUTHORED BY | COURTNEY MEURY, ACCOUNTANT |

**SUBJECT | CAPITAL PROJECT RESULTS FOR THE NINE MONTHS ENDING
2019-SEP-30 |**

OVERVIEW

Purpose of Report:

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

DISCUSSION

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

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

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

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

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

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

For projects that have a 'Completed' status and come in under budget, any unused funds are transferred back to general reserves and/or other appropriate funding sources to fund future projects.

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

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

The City of Nanaimo has a capital budget of \$86.3 million for 2019, which includes \$40.6 million of carry-forwards from 2018. This is represented by 257 projects: 63 projects are now complete; 122 projects are in progress; 43 projects have not started and 29 have been delayed or other; 62% of the 2019 budget has either been spent to-date or committed.

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

Project Status	# of Projects	% of Total Budget	Annual Budget	Actual & Committed Costs to Sep 30	Available Funds
Completed / Substantially Complete	63	11%	\$ 9,452,663	\$ 8,352,857	\$ 1,099,806
In Progress	122	82%	70,642,743	45,403,943	25,238,800
Not Started	43	4%	3,566,944	-	3,566,944
Delayed / Other	<u>29</u>	3%	<u>2,631,743</u>	<u>170,000</u>	<u>2,461,743</u>
Total	<u>257</u>		<u>\$ 86,294,093</u>	<u>\$ 53,926,800</u>	<u>\$ 32,367,293</u>

SUMMARY POINTS

- \$53,926,800 of the \$86,294,093 capital budget has been spent or committed as at 2019-SEP-30.

ATTACHMENTS

- Attachment A: Variance Analysis of the summary of Capital Results for the Nine Months Ending 2019-SEP-30
- Attachment B: Summary of Capital Results for the Nine Months Ending 2019-SEP-30

Submitted by:

Courtney Meury
Accountant

Concurrence by:

Laura Mercer
Director, Finance

City of Nanaimo

Summary of Capital Results
Nine Months Ended September 30, 2019

		2019 CAPITAL BUDGET	2019 YTD ACTUALS	COMMITMENTS	2019 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources					
								General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	Other Sources	
CONCURRENT PROJECTS:													
COMPLETED PROJECTS													
P-5010	Argyle Ave: Departure Bay to Glenayr	5,000			-	5,000				5,000			
	Argyle Ave: Departure Bay to Glenayr	5,000	-	-	-	5,000	Completed	-	-	5,000	-	-	
P-7279	Townsite & Boundary Pressure Reducing Valve	5,000	5,592	-	5,592	(592)				(592)			
	Boundary Area Corridor and Utility Project	5,000	5,592	-	5,592	(592)	Completed	-	-	(592)	-	-	
P-5108	DCC R8 Boundary/Northfield Interim Improvements	88,000	57,228	15,839	73,067	14,933				14,933			
	Boundary/Northfield Intersection Upgrade	88,000	57,228	15,839	73,067	14,933	Substantially Completed	-	-	14,933	-	-	
P-6243	DCC Bradley St Sanitary Sewer: 529 Bradley to Holly - Construction	10,211			-	10,211					10,211		
	Bradley/Wall Drainage & Sanitary Sewer Project	10,211	-	-	-	10,211	Completed	-	-	-	10,211	-	
P-5218	Cinnabar Drive: End to Stacey Road Rehab	331,102	293,379		293,379	37,723				37,723			
	Cinnabar Drive Improvements	331,102	293,379	-	293,379	37,723	Substantially Completed	-	-	37,723	-	-	
P-5013	Glenayr : Bay to Loat Rehab	5,000			-	5,000				5,000			
P-5217	Glenayr Drive Drainage: Loat to Bay	4,442	2,250		2,250	2,192				2,192			
P-6223	Departure Bay Area Sanitary Sewer	3,977	3,890		3,890	87					87		
P-7327	Bay St & Norfolk Hill Looping Watermain	7,651	5,923		5,923	1,728					1,728		
	Departure Bay Area Utility Project	21,070	12,063	-	12,063	9,007	Substantially Completed	-	-	7,192	1,815	-	
P-5240	Esplanade: Nicol to Crace Rehab - Design & Construction	357,426	113,857	230,643	344,500	12,926				12,926			
P-7386	Esplanade Watermain: Crace to Front	529,238	477,019		477,019	52,219					52,219		
	Esplanade Area Water & Rehab Project	886,664	590,877	230,643	821,519	65,145	Substantially Completed	-	-	12,926	52,219	-	
P-6228	First St SS: Ashlar to Howard & Wakesiah to Ashlar	187,000	139,226	47,853	187,079	(79)					(79)		
P-7436	Ashlar Rd Watermain: Kerr to First	206,000	131,350	10,068	141,418	64,582					64,582		
	First Street Area Utilities	393,000	270,576	57,921	328,497	64,503	Substantially Completed	-	-	-	64,503	-	
P-6237	Hammond Bay Sanitary Sewer: 1326 Ivy Lane to 1318 Sherwood	118,062	118,062		118,062	-					-		
P-7389	Hammond Bay Watermain at Ivy Lane	287,141	287,141		287,141	-					-		
	Hammond Bay at Ivy Ln Utility Project	405,203	405,203	-	405,203	-	Substantially Completed	-	-	-	-	-	
P-5191	DCC R65 - Linley Valley Phase 2	10,872	10,502	370	10,872	-				-			
P-5191	Linley Valley W Access Pedestrian - Construction	25,000	6,733	24,876	31,609	(6,609)				(6,609)			
	Linley Valley Complete Street Project	35,872	17,235	25,246	42,481	(6,609)	Substantially Completed	-	-	(6,609)	-	-	
P-7404	Mountain View Cres Watermain & Timber View Watermain	222,329	128,878		128,878	93,451					93,451	-	
P-5013	Timberview Road Rehab	89,000	78,497	-	78,497	10,503				10,503			
	Mountain View Area Water Project	311,329	207,375	-	207,375	103,954	Substantially Completed	-	-	10,503	93,451	-	
P-7431	Park Avenue Watermain: 403 & 425 Eighth Street	27,597	10,644		10,644	16,953					16,953		
	Park Avenue	27,597	10,644	-	10,644	16,953	Completed	-	-	-	16,953	-	
P-6190	Poplar Street Sanitary Sewer: Brierly to Princess Royal - Construction	1,835		1,835	1,835	-				-	-	-	
P-7301	Poplar Street Watermain: Estevan to Stewart - Construction	1,835		1,835	1,835	-				-	-	-	
	Poplar Street Utility Upgrade	3,670	-	3,670	3,670	-	Substantially Completed	-	-	-	-	-	
P-5261	Sunset: Sealand to Parkway - Rehab	196,000	196,234		196,234	(234)				(234)			
P-7400	Sunset Watermain & Parkway Dr Watermain	569,066	418,131		418,131	150,935					150,935		
	Sunset Area Water & Rehab Project	765,066	614,365	-	614,365	150,701	Substantially Completed	-	-	(234)	150,935	-	
P-5234	Telescope Terr Easement Drainage: 3205 Telescope to 3176 Smugglers Hill	3,961	3,746		3,746	216				216			
P-6255	Telescope Terrace Sanitary Sewer	14,102	2,073		2,073	12,030					12,030		
P-7377	Telescope Terrace Watermain - construction	118,860	56,011	2,283	58,294	60,566					60,566		
	Telescope Terrace Utility Upgrades	136,923	61,829	2,283	64,112	72,811	Substantially Completed	-	-	216	72,596	-	
P-5222	Terminal: St George to Brechin Pavement Preservation	20,000	15,655	-	15,655	4,345				4,345			
	Terminal Ave North Utility Project	20,000	15,655	-	15,655	4,345	Substantially Completed	-	-	4,345	-	-	
P-7416	Third Street: Hillcrest Watermain	11,193	11,193		11,193	-							
P-5271	DCC R90 Third Street Re-Profiling	31,043	31,043		31,043	-							
P-5272	Third Street Re-profiling Drainage	2,218	2,217		2,217	1							
	Third Street Road and Utility Upgrade	44,454	44,453	-	44,453	1	Completed	1	-	-	-	-	
P-7279	Tom's Turnabout Pressure Reducing Valve	5,000	5,149	-	5,149	(149)					(149)		
	Tom's Turnabout Area Utility Upgrade	5,000	5,149	-	5,149	(149)	Completed	-	-	-	(149)	-	
TOTAL PROJECTS 'COMPLETED'		3,495,161	2,611,622	335,602	2,947,224	547,937		1	-	85,402	462,534		

City of Nanaimo

Summary of Capital Results
Nine Months Ended September 30, 2019

		2019 CAPITAL BUDGET	2019 YTD ACTUALS	COMMITMENTS	2019 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
								General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	
											Other Sources	
PROJECTS "IN-PROGRESS"												
P-7363	Black Diamond Dr Watermain: Jingle Pot to Jingle Pot	2,437,201	861	2,287,986	2,288,846	148,355				148,355		
	Black Diamond Dr Watermain: Jingle Pot to Jingle Pot	2,437,201	861	2,287,986	2,288,846	148,355	In Progress	-	-	148,355	-	-
P-5273	Bowen Road Rehab: Island Highway to Labieux	90,000	25,700	46,632	72,332	17,668				17,668		
P-7433	DCC WD55: Bowen Rd Watermain: Island Highway to Labieux Section	60,000	16,660	30,228	46,888	13,112				13,112		
	Bowen Road Area Watermain & Rehab	150,000	42,360	76,860	119,220	30,780	In Progress	-	-	30,780	-	-
P-5157	DCC R85 Boxwood Connector - Design/Construction	3,530,589	1,717,217	1,295,066	3,012,284	518,305				518,305		
P-5193	DCC SD60: Northfield Creek - Boxwood Connector Pond Drainage Ph 1	750,000	433,309	310,857	744,166	5,834				5,834		
	Boxwood Connector & Utility Project	4,280,589	2,150,526	1,605,923	3,756,449	524,140	In Progress	-	-	524,140	-	-
P-5201	Bruce: 7th to 8th - Cycling	7,500			-	7,500				7,500		
P-6235	DCC SS57 Bruce & Murray	179,025	-		-	179,025				179,025		
P-6256	Bruce Sanitary Sewer: 930 Bruce to 8th St & Weber to 930 Bruce	425,704	799		799	424,905					424,905	
P-7449	Bruce Ave Watermain: Eight to 867 Bruce	96,075			-	96,075					96,075	
	Bruce Area Sanitary Sewer & Cycling	708,304	799	-	799	707,505	In Progress	-	-	186,525	520,980	-
P-5238	Bruce: Rehab, Drainage & Cycling	662,567	155,206	504,926	660,132	2,435				2,435		
P-5274	DCC R70 Bruce: Fourth to Pine - Cycling	620,250	107,355	507,777	615,132	5,118				5,118		
P-6253	Bruce Sanitary Sewer: Bruce to Catstream	221,194	47,437	173,214	220,651	543					543	
P-7385	Bruce Watermain: Fourth to 320 Bruce - Design & Construction	366,320	85,510	285,481	370,991	(4,671)					(4,671)	
	Bruce Area Utility, Rehab & Cycling Project	1,870,331	395,507	1,471,398	1,866,905	3,426	In Progress	-	-	7,553	(4,128)	-
P-5220	Casper Way Drainage: Bowen to End - Design	37,000		37,000	37,000	-					-	
P-5220	Off Bowen (Caspers Way to Hansen Rd): Cycling - Design	20,000		20,000	20,000	-					-	
P-5201	Cycling Transportation Improvements - Off Bowen Road: Morey Rd to Casper Way - Cycling	172,000		38,000	38,000	134,000				121,913	12,087	
P-7370	Caspers Way Watermain: Bowen to Creekside - Design	15,000		15,000	15,000	-					-	
	Caspers Way Rehab & Utility Project	244,000	-	110,000	110,000	134,000	In Progress	-	-	121,913	12,087	-
P-6191	DCC SS45 Chase River Trunk Sanitary Sewer	5,089,286	3,224,214	1,765,018	4,989,232	100,054				100,054		
P-6236	DCC SS64 Seventh Sanitary Sewer: Georgia to Bruce	256,000	162,112	85,924	248,036	7,964				7,964		
P-6245	DCC SS66 Seventh St Sanitary Sewer: 583 Seventh to Georgia Phase 1	162,000	102,342	54,200	156,542	5,458				5,458		
P-6248	DCC SS54 Seventh St Sanitary Sewer: Stirling to Park Ave	400,000	249,493	136,438	385,930	14,070				14,070		
P-7298	Seventh St Watermain Park to Douglas - Construction	861,923	531,625	310,311	841,937	19,986				19,986		
	Chase River Trunk Sanitary Sewer	6,769,209	4,269,786	2,351,891	6,621,677	147,532	In Progress	-	-	147,532	-	-
P-5235	Tower Reservoir Access - Drainage	8,000			-	8,000					8,000	
P-9263	Tower Pump Station Rehab	2,292,953	417,495	700,474	1,117,969	1,174,984					1,174,984	
P-9265	DCC WS42 Tower RES	598,867	10,527	12,385	22,912	575,955				482,740	93,215	
P-9266	College Drive Area Supply Watermain - Design	104,037	17,792	8,224	26,016	78,021					78,021	
	College Drive Area Watermain Twining	3,003,857	445,813	721,083	1,166,897	1,836,960	In Progress	-	-	482,740	1,354,220	-
P-6232	Stongitharm Esmnt 1628RW Sanitary Sewer: Strongitharm to 2550 Dep Bay - Design	50,000	811	13,810	14,621	35,379				35,379		
	Departure Bay Area Drainage Project	50,000	811	13,810	14,621	35,379	In Progress	-	-	35,379	-	-
P-5226	672 Winchester Drainage	5,800	5,800		5,800	-						
P-6246	DCC SS55 Sixth St Sanitary Sewer: Bruce to Georgia Phase 1	293,002	216,496	26,176	242,671	50,331				50,331		
P-7335	Duke & Sixth Watermain - Construction	683,449	502,356	59,830	562,186	121,263					121,263	
	Duke & Sixth St. Utility Upgrade	982,251	724,652	86,005	810,657	171,594	In Progress	-	-	50,331	121,263	-
P-5013	Emerald: Ruby to Uplands Rehab	59,880	31,536	8,464	40,000	19,880				19,880		
P-6258	Emerald Sanitary Sewer: 3301 Emerald to Uplands - Construction	50,000	23,652	6,348	30,000	20,000					20,000	
P-7406	Emerald Watermain: Ruby to Uplands	140,000	87,428	30,634	118,062	21,938					21,938	
	Emerald Area Utility & Rehab Project	249,880	142,616	45,446	188,062	61,818	In Progress	-	-	19,880	41,938	-
P-6247	Fillinger Cres Sanitary Sewer: 5100 Fillinger to 5190 Fillinger - Construction	164,500	1,478	19,995	21,473	143,027				143,027		
P-7364	Fillinger Cres Watermain: Entwistle to 5100 Fillinger - Construction	501,500	125	58,245	58,371	443,129					443,129	
	Fillinger Cres Utility Upgrade	666,000	1,604	78,240	79,844	586,156	In Progress	-	-	143,027	443,129	-
P-5013	14 St RHB: Cranberry	42,000	-	42,000	42,000	-				-		
P-6266	14 St RHB: Cranberry	18,000		19,875	19,875	(1,875)					(1,875)	
P-7306	14 St RHB: Cranberry	60,000	-	60,000	60,000	-					-	
	Fourteenth St Paving	120,000	-	121,875	121,875	(1,875)	In Progress	-	-	-	(1,875)	-
P-5278	Haliburton St: Chase River Rd to 967 Haliburton - Pedestrian & Cycling	687,000			-	687,000		357,000			330,000	
P-7438	Haliburton Watermain: 995 Haliburton to Island Hwy	1,127,000			-	1,127,000				900,000	227,000	
	Haliburton St Area Watermain & Pedestrian/Cycling	1,814,000	-	-	-	1,814,000	In Progress	357,000	-	900,000	557,000	-
P-5135	DCC R84 & R103 Hammond Bay Rd	1,762,616	169,602	1,185,579	1,355,180	407,436				407,436		
P-7274	DCC W48 Hammond Bay Rd Watermain - Design & Construction	309,638	301,558	8,039	309,596	42				42		
	Hammond Bay Corridor & Utility Project	2,072,254	471,159	1,193,617	1,664,777	407,477	In Progress	-	-	407,477	-	-
P-5289	Howard Rehab: Second to Third	240,000	604		604	239,396				239,396		
P-7450	Howard Watermain: Second to Third	328,000			-	328,000					328,000	

City of Nanaimo

Summary of Capital Results
Nine Months Ended September 30, 2019

		2019 CAPITAL BUDGET	2019 YTD		2019 TOTAL YTD COSTS	REMAINING FUNDING			Remaining Funding Sources				
			ACTUALS	COMMITMENTS					General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	Other Sources
	Howard Ave Area Watermain & Rehab	568,000	604	-	604	567,396	In Progress		-	-	239,396	328,000	-
P-6201	Howard Ave Sanitary Sewer: Siphon @ 723 Howard to Sixth St - Design	30,000			-	30,000						30,000	
P-7376	Howard Ave Watermain: 723 Howard to Sixth St	15,000	1,343		1,343	13,657						13,657	
	Howard Ave Utility Upgrade	45,000	1,343	-	1,343	43,657	In Progress		-	-	-	43,657	-
P-5242	DCC Jingle Pot @ Westwood New Signal Vehicle	823,904	504,645	264,277	768,922	54,982							54,982
P-5266	Westwood: Rockwood to Cather View and Jingle Pot: Ashlee to Harwell - Rehab	473,000	286,192	182,425	468,617	4,383				4,383			
P-6259	Westwood Sanitary Sewer: MH6282 Westwood to RPL 238 Westwood	49,500	30,174	19,394	49,568	(68)						(68)	
P-7391	Jingle Pot Watermain: Ashlee to Westwood - Design & Construction	232,215	139,938	89,058	228,996	3,219						3,219	
	Jingle Pot @ Westwood Area Complete Street & Utility Project	1,578,619	960,950	555,153	1,516,103	62,516	In Progress		-	-	4,383	3,151	54,982
P-7277	King Rd Watermain & Calder Rd Watermain	710,500		652,539	652,539	57,961						57,961	
	King/Calder Area Water & Rehab Upgrade	710,500	-	652,539	652,539	57,961	In Progress		-	-	-	57,961	-
P-5289	Laguna Way: Toms Turnabout Esmt to 5004	14,500	2,025	12,475	14,500	-				-			
P-7350	Laguna Area Watermain - Design	50,672	45,139	347	45,486	5,186						5,186	
	Laguna Area Water Project	65,172	47,164	12,822	59,986	5,186	In Progress		-	-	-	5,186	-
P-5204	Lambert Ave Drainage: 5th to 6th	750,937	387,979	326,058	714,036	36,901					36,901		
P-6183	Lambert Ave Sanitary Sewer: Fifth to Sixth	818,261	406,257	354,868	761,125	57,136					57,136		
P-7392	Lambert Watermain: Fifth to Sixth	602,617	337,424	260,781	598,205	4,412						4,412	
	Lambert Ave. Utility Upgrade	2,171,815	1,131,660	941,706	2,073,366	98,449	In Progress		-	-	94,037	4,412	-
P-5221	Metral: Turner to Mostar - Cycling, Stop Upgrade & Sidewalk & Crosswalk -Design	250,000	59,505	165,495	225,000	25,000					25,000		
P-7368	Metral Corridor Watermain - Design	160,000	30,196	51,663	81,859	78,141						78,141	
	Metral Corridor & Utility Project	410,000	89,701	217,158	306,859	103,141	In Progress		-	-	25,000	78,141	-
P-6224	Millstone Ave & Begbie St Sanitary Sewer: Design	20,000			-	20,000						20,000	
P-7393	Begbie Watermain: Sunderland to Millstone - Design	24,000			-	24,000						24,000	
	Millstone & Begbie Area Utility Upgrade	44,000	-	-	-	44,000	In Progress		-	-	-	44,000	-
P-6263	Morningside Drive Sanitary Sewer: Hammond Bay to End	240,000	13,283	26,583	39,865	200,135						200,135	
P-7442	Morningside Dr Watermain: 970 Morningside to End	118,000	5,693	11,393	17,085	100,915						100,915	
	Morningside Dr Area Utilities	358,000	18,975	37,975	56,950	301,050	In Progress		-	-	-	301,050	-
P-5255	Pheasant Terrace & Rosstown Road	688,500	100,643	505,966	606,609	81,891					81,891		
P-7423	DCC WD73 Pheasant Terrace Watermain: Labieux to Rosstown	345,000	52,124	253,290	305,413	39,587					39,587		
P-7424	Starlight Trail Watermain: Pheasant Terr to Golden Meadows	131,500	16,690	85,810	102,500	29,000						29,000	
	Pheasant Terr Area Utilities, Storm Water & Rehab Project	1,165,000	169,457	845,066	1,014,523	150,477	In Progress		-	-	121,477	29,000	-
P-5013	Roberta Rd West: Extension to Centennary Rehab - Design	20,000			-	20,000					20,000		
P-7397	Roberta Rd West Watermain: Centennary to Extension - Design	28,000			-	28,000						28,000	
	Roberta Rd West Water & Rehab Project	48,000	-	-	-	48,000	In Progress		-	-	20,000	28,000	-
P-6246	DCC SS55 Sixth St SS: Georgia to Howard Ph 2 - Design	35,000	17,794	10,641	28,435	6,565					6,565	-	
P-6246	DCC SS55 Sixth St SS: Nanaimo Lakes to Howard - Design	67,000	33,730	20,168	53,897	13,103					13,103	-	
P-7399	Sixth Street Area Watermain - Design	22,000	11,211	6,486	17,698	4,302						4,302	
	Sixth Street Area Utility Upgrade Phase 2	124,000	62,735	37,295	100,030	23,970	In Progress		-	-	19,668	4,302	-
P-5231	Terminal Corridor Upgrades, Terminal Trench Drainage & Campbell Drainage	463,299	46,564	56,915	103,479	359,820					359,820		
P-6219	Terminal Trench Sanitary Sewer: Comox to Nicol - Design	40,000			-	40,000						40,000	
P-7378	Terminal Ave Watermain: Commercial To Comox - Design & Construction	31,102	3,814	5,284	9,098	22,004						22,004	
	Terminal Trench & Utility Project	534,401	50,379	62,198	112,577	421,824	In Progress		-	-	359,820	62,004	-
P-6238	Adby Sanitary Sewer: 3286 Adby to Departure Bay - Design & Construction	486,813	325,816	125,277	451,093	35,720						35,720	
P-7405	Uplands Dr Watermain: Dep Bay to Villa - Design & Construction	619,560	399,697	135,328	535,024	84,536						84,536	
	Uplands Area Utilities	1,106,373	725,513	260,605	986,118	120,255	In Progress		-	-	-	120,255	-
P-5259	Wakesiah Ave Drainage & Rehab - Design	37,733	14,225	12,334	26,559	11,174					11,174		
P-5292	DCC R81: Wakesiah Ave Cycling: 3rd to 6th & 1st to 3rd	76,693	23,817	1,796	25,614	51,079					38,000	13,079	
P-5010	Fifth: Parkway to Wakesiah Rehab	40,000			-	40,000					40,000		
	Wakesiah Drainage, Cycling and Rehab Project	154,426	38,042	14,131	52,173	102,253	In Progress		-	-	89,174	13,079	-
P-5196	Wellcox Access: Phase 1 Front Street Extension	1,822,706	1,271,872	162,196	1,434,068	388,638					388,638		
P-5291	Wellcox Storm Sewers	600,000	338,209	71,043	409,252	190,748					190,748		
	Wellcox Access	2,422,706	1,610,081	233,239	1,843,320	579,386	In Progress		-	-	579,386	-	-
TOTAL PROJECTS 'IN-PROGRESS'		36,923,888	13,553,097	14,034,022	27,587,119	9,336,769		-	357,000	-	4,757,971	4,166,815	54,982
NOT STARTED PROJECTS													
P-6195	Bartlett Street SS: Venlaw Road and Morey Road - Design	25,000			-	25,000						25,000	
P-7371	Bartlett & Venlaw Area Watermain - Design	61,000			-	61,000						61,000	
P-7418	DCC WD54 (60% Growth) Bartlett St Watermain, Pryde to end of Adams - Design	24,000			-	24,000					24,000		
	Bartlett & Ventlaw Area Utility Upgrade	110,000	-	-	-	110,000	Not Started		-	-	24,000	86,000	-
P-6265	Cottlevue SS: Stronach to Hillside - Design	37,000			-	37,000						37,000	

City of Nanaimo

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		2019 CAPITAL BUDGET	2019 YTD ACTUALS COMMITMENTS		2019 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
								General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	Other Sources
P-7435	Cottlevue Watermain: Stronach to Hillside - Design	40,000			-	40,000					40,000	
	Cottlevue Area Utilities	77,000	-	-	-	77,000	Not Started	-	-	-	77,000	-
P-5239	Front: Terminal to Gabriola Ferry - Rehab	58,800			-	58,800				58,800		
P-5239	Downtown Cycling Loop: Comox to Victoria Cres - Cycling	105,000			-	105,000				105,000		
	Downtown Cycling & Rehab Project	163,800	-	-	-	163,800	Not Started	-	-	163,800	-	-
P-5224	Dufferin Cres: Boundary to Seafield SW - Pedestrian	11,000			-	11,000		11,000				
P-5224	Dufferin Cres Drainage: Boundary to Dufferin	14,000			-	14,000		14,000				
P-6202	Dufferin Cres SS: Seafield to Grant	32,000			-	32,000					32,000	
P-7367	Dufferin Cres Watermain: West of Boundary to Grant	45,000			-	45,000					45,000	
	Dufferin Cres SW & Utility Upgrade	102,000	-	-	-	102,000	Not Started	25,000	-	-	77,000	-
P-7379	Estevan Road Watermain: 1997 Estevan to Poplar	50,000			-	50,000					50,000	
	Estevan Utilities & Cycling	50,000	-	-	-	50,000	Not Started	-	-	-	50,000	-
P-5276	DCC R102 Fifth St: Wakesiah to Shepherd - Pedestrian	50,000			-	50,000				50,000		
	Fifth Street Area Cycling & Rehab	50,000	-	-	-	50,000	Not Started	-	-	50,000	-	-
P-5253	Fourth and Albert Drainage and Cycling Project - Design	190,000			-	190,000		50,000		105,000	35,000	
P-7437	Fourth St Watermain: Harewood to Pine - Design	35,000			-	35,000					35,000	
	Fourth and Albert Drainage and Cycling Project	225,000	-	-	-	225,000	Not Started	50,000	-	105,000	70,000	-
P-5013	Glenayr: Loat to Argyle Rehab - Design	20,000			-	20,000				20,000		
P-6231	Glenayr Dr Sanitary Sewer: Argyle to Loat - Design	34,000			-	34,000					34,000	
	Glenayr Sanitary & Rehab Argle to Loat	54,000	-	-	-	54,000	Not Started	-	-	20,000	34,000	-
P-6233	Haliday Cr and Esmt SS: Norfolk Hill to Fandell St	50,000			-	50,000					50,000	
P-7388	Haliday Cr Watermain: Norfolk Hill to Fandell St	17,000			-	17,000					17,000	
	Haliday Cr Utility Upgrade	67,000	-	-	-	67,000	Not Started	-	-	-	67,000	-
P-6239	Hillside Sanitary Sewer: Caldwell to 3572 Hillside - Design	15,000			-	15,000					15,000	
P-7329	Hillside Ave Watermain - Design	37,000			-	37,000					37,000	
	Hillside Ave Watermain & Sanitary Utility Project	52,000	-	-	-	52,000	Not Started	-	-	-	52,000	-
P-5280	Holland Drainage: 221/225 Holland	20,000			-	20,000		20,000				
P-7439	Holland Watermain: Ashlee to Jingle Pot	20,000			-	20,000					20,000	
	Holland South Area Utilities	40,000	-	-	-	40,000	Not Started	20,000	-	-	20,000	-
P-6245	DCC SS56 Howard Ave: Seventh to Brookside Ph 2 - Design	38,000			-	38,000				38,000		
P-7440	Howard Watermain: Seventh to Brookside - Design	30,000			-	30,000					30,000	
	Howard Ave Area Utilities	68,000	-	-	-	68,000	Not Started	-	-	38,000	30,000	-
P-5254	Island Hwy S Cranberry Ave to 12th Pedestrian	30,000			-	30,000		30,000				
P-5254	Island Hwy Drainage: Cranberry Ave to 12th	20,000			-	20,000		20,000				
	Island Highway Sidewalk & Drainage Project	50,000	-	-	-	50,000	Not Started	50,000	-	-	-	-
P-6264	Eighth Street Sanitary Sewer: 368 to 455 Eighth	36,000			-	36,000					36,000	
P-7395	Park Watermain: Eighth to Seventh	70,000			-	70,000					70,000	
	Park Ave Utilities & Rehab	106,000	-	-	-	106,000	Not Started	-	-	-	106,000	-
P-5236	Townsite Rd: Holly St to Parkway Trail - Cycling - Design	32,000			-	32,000		32,000			-	
	Townsite Area Cycling & Pedestrian	32,000	-	-	-	32,000	Not Started	32,000	-	-	-	-
P-7428	Townsite Rd Watermain: Waddington to Millstone	90,000			-	90,000					90,000	
	Townsite Area Utilities Upgrade	90,000	-	-	-	90,000	Not Started	-	-	-	90,000	-
TOTAL PROJECTS 'NOT STARTED'		1,336,800	-	-	-	1,336,800		177,000	-	400,800	759,000	-
TOTAL CONCURRENT CAPITAL PROJECTS		41,755,849	16,164,719	14,369,624	30,534,343	11,221,506		534,001	-	5,244,174	5,388,350	54,982

ALL OTHER PROJECTS:							
COMPLETED PROJECTS							
P-2206	Bastion St. Parkade Upgrade: Post Tension Beam Replacement	367,784	338,933		338,933	28,851	Substantially Completed
P-2207	Harbourfront Parkade: Membrane Renewal	146,243	57,722	1,500	59,222	87,021	Substantially Completed
P-2712	Photocopier Purchases	17,000	18,106		18,106	(1,106)	Completed
P-2713	VMWare Server Hardware	30,592	29,951		29,951	641	Completed
P-2720	Recreation Management Software replacement (Class)	33,923			-	33,923	Completed
P-2961	Bylaw Vehicles (new truck)	34,000	34,162		34,162	(162)	Completed
P-3104	Road Dedication: Strickland Street	15,140	12,550		12,550	2,590	Completed
P-3104	Property Acquisitions - 933 Park Ave	1,376,500	1,377,350		1,377,350	(850)	Substantially Completed
P-4030	Parks Ops Equipment: Replace Unit #5009	49,220		50,130	50,130	(910)	Substantially Completed
P-4030	Parks Ops Equipment: Replace Unit #6322	53,400	49,712		49,712	3,688	Completed
P-4045	VIP Program - Linley Point - Gyro Park	-	9,880		9,880	(9,880)	Funded by in-kind donation, budget amendment required
P-4170	NAC Arena: Facility Amenities - Score Clock	37,000	32,699	513	33,212	3,788	Completed
P-4194	Frank Crane Arena: Mechanical	875,700	834,951	45,615	880,566	(4,866)	Substantially Completed

City of Nanaimo

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		2019 CAPITAL BUDGET	2019 YTD ACTUALS	COMMITMENTS	2019 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
								General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	
												Other Sources
P-4244	Railing Replacement - Diana Krall Plaza	115,000	121,101		121,101	(6,101)	Substantially Completed			(6,101)		
P-4244	Railing Replacement - Pioneer Plaza Ph2	147,386	100,736	3	100,739	46,647	Substantially Completed			46,647		
P-4251	NAC: Domestic Water Lines	133,849	127,384	11,955	139,339	(5,490)	Substantially Completed			(5,490)		
P-5010	Major Road Rehab: Rock City: Edgewood to Robin Hood Rehab	65,000	62,156		62,156	2,844	Substantially Completed			2,844		
P-5013	Local Road Rehab Projects	191,892	149,690		149,690	42,202	Substantially Completed			42,202		
P-5014	Sign Maker - Printer	32,044	32,044		32,044	-	Completed					
P-5060	Fleet Replacement - Unit# 101,110,427,428,571,582	544,313	519,842	-	519,842	24,471	Completed			24,471		
P-5060	Fleet Replacement - Unit# 404	210,000	579	199,399	199,977	10,023	Substantially Completed			10,023		
P-5200	Pedestrian Transportation Improvements - Hammond Bay SW	75,500	75,500		75,500	-	Substantially Completed					
P-5200	Pedestrian Transportation Improvements - Jingle Pot SW: Bird Sanctuary to Wakesiah	32,135	36,367		36,367	(4,232)	Substantially Completed	(4,232)				
P-5230	Dufferin @ Dufferin Street Upgrade	22,961	1,837		1,837	21,124	Substantially Completed				21,124	
P-5245	Jingle Pot Rd Drainage: 2413 - 2331 Jingle Pot	5,000			-	5,000	Completed				5,000	
P-5268	Automated Carts - Sanitation	22,284	22,264		22,264	20	Substantially Completed				20	
P-5269	LED Street Light Conversion Phase 1	170,922	170,989		170,989	(67)	Completed			(67)		
P-5290	Departure Bay Slope Stabilization Wall	330,000	248,082	1,452	249,533	80,467	Substantially Completed	80,467				
P-5294	Used Automated Truck 2019	114,880		70,000	70,000	44,880	Substantially Completed				44,880	
P-6168	DCC SS17: Millstone Trunk Sanitary Sewer DCC Westdale Rd Easement Sanitary Sewer: Westdale to Hammond Bay Rd - Construction	59,446	35,972		35,972	23,474	Substantially Completed			2,787	20,687	
P-6252		30,000	3,067		3,067	26,933	Substantially Completed			15,259	11,674	
P-6266	Fourteenth St Sanitary Sewer: Cranberry to Catcher	80,000	77,882		77,882	2,118	Substantially Completed				2,118	
P-7306	Nanaimo Parkway & Cranberry Watermain - Construction	338,388	280,541	9,548	290,089	48,299	Substantially Completed				48,299	
P-7344	Wakesiah Lane Watermain: Harewood to Fourth - Construction	5,000	5,059		5,059	(59)	Completed				(59)	
P-7365	Hawkins Rd Watermain End to End - Construction	5,000			-	5,000	Substantially Completed				5,000	
P-7402	Holland Easement Watermain: Dockside to Michigan - Construction	10,000			-	10,000	Substantially Completed				10,000	
P-7403	Holmes Rd Watermain: Neen to Mill - Construction	10,000	1,775		1,775	8,225	Substantially Completed				8,225	
P-7453	Departure Bay Looping Watermain: Montrose to Windsor	160,000	130,638	2,948	133,586	26,414	Substantially Completed				26,414	
P-9260	DCC WS 41 #1 Reservoir - College Pk Duplicate Supply Main	10,000	4,600	8,451	13,051	(3,051)	Substantially Completed, Adjustments to commitments pending	(3,051)				
TOTAL PROJECTS 'COMPLETED'		5,957,502	5,004,123	401,511	5,405,634	551,868		75,800	-	243,582	238,577	(6,092)
PROJECTS "IN-PROGRESS"												
P-2206	Bastion St. Parkade Upgrade: Traffic Membrane Lower Levels 1-6	930,000	16,465	481,033	497,498	432,502	In Progress			432,502		
P-2714	Enterprise Content Management	280,969	11,244	21,586	32,830	248,139	In Progress				248,139	
P-3104	Property Acquisitions - Seaspan Ferries ROW #1 Port Drive	1,196,531	1,188,754	74,987	1,263,740	(67,209)	In Progress, Budget Transfer in November				(67,209)	
P-3402	Fire Services: Rescue Equipment	39,788		39,807	39,807	(19)	In Progress	(19)				
P-3407	Fire Services: Replace Unit 702	1,560,000	313	1,598,591	1,598,904	(38,904)	In Progress, Adjustments to commitments pending			(38,904)		
P-3435	Fire Station #1: Replacement	3,380,879	630,051	1,141,828	1,771,879	1,609,000	In Progress			10,879		1,598,121
P-4031	Play Equipment Replacement - Maffeo Sutton Phase 1	492,828	118,005	206,225	324,230	168,598	In Progress				68,598	100,000
P-4031	Play Equipment Replacement - Westdale Leslie Park Upgrades	2,836	1,964		1,964	872	In Progress				872	
P-4031	Play Equipment Replacement - Maffeo Sutton Rotary	200,000			-	200,000	In Progress					200,000
P-4040	Trailway Development and Rehab - Parkway Trail	285,221	2,680	206,294	208,974	76,247	In Progress	76,247				
P-4045	VIP Program - Cinnabar Valley Park	4,162	380		380	3,782	In Progress			3,782		
P-4045	VIP Program - Cambie Park	32,800		14,307	14,307	18,493	In Progress				18,493	
P-4098	Serauxmen Stadium: Outfield Lights	364,500	-	200	200	364,300	In Progress			314,500		49,800
P-4098	Sports Field Redevelopment: Outfield Safety Netting	79,350	8,588		8,588	70,762	In Progress	70,762				
P-4131	Harewood Centennial Park - Youth Park Phase 1	614,675	3,666		3,666	611,009	In Progress			383,306		227,703
P-4131	Harewood Centennial Park - Playground	86,300	1,600		1,600	84,700	In Progress			66,300		18,400
P-4164	Frank Crane Arena: Facility Amenities - Sound System	55,335	27,460	33,543	61,003	(5,668)	In Progress				(5,668)	
P-4164	Frank Crane Arena: REALIce	53,468	37,750	14,078	51,828	1,640	In Progress				1,640	
P-4165	Cliff McNabb Arena: Facility Amenities - REALIce	54,076	37,750	12,365	50,115	3,961	In Progress				3,961	
P-4166	25 Victoria Road: Exterior	293,100		44,000	44,000	249,100	In Progress			249,100		
P-4206	Beban Pool: HVAC	221,520	8,800	8,800	17,600	203,920	In Progress	82,900		121,020		
P-4216	Waterfront Walkway - Northfield Creek - Design	7,356,660	54,950	41,293	96,243	7,260,417	In Progress			2,250,000	903,757	4,106,660
P-4216	Waterfront Walkway - Nanaimo Shipyards - Design	50,000	14,470	25,895	40,365	9,635	In Progress			9,635		
P-4216	Waterfront Walkway - #1 Port Drive	1,000,000	568,736	87,289	656,025	343,975	In Progress					343,975
P-4225	Port Theatre: Mechanical	24,000			-	24,000	In Progress	24,000				
P-4227	Cliff McNabb Arena: Facility Amenities - Sound System	27,275	21,494	5,374	26,868	407	In Progress				407	
P-4236	Sport Field Amenities: Score Clock Merle Logan	39,700			-	39,700	In Progress	39,700				
P-4239	Beban Social Centre: HVAC	57,048	30,325		30,325	26,723	In Progress			26,723		
P-4240	Park Ops: Vehicles	44,000		33,337	33,337	10,663	In Progress	10,663				
P-4242	NAC: Roof Phase 1	402,975	55,267	47,940	103,207	299,768	In Progress			299,768		
P-4249	Oliver Woods Community Centre: DHW and HVAC Upgrades	84,000	9,680	14,520	24,200	59,800	In Progress			59,800		
P-4254	Seabolt Stairs	34,879	3,041		3,041	31,838	In Progress				31,838	

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								General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve		
												Other Sources	
P-4257	Brannen Lake Boat Ramp	153,200	13,091	60,748	73,839	79,361	In Progress	79,361					
P-4257	Gallows Point Dock	43,900	28,226	15,331	43,557	343	In Progress	343					
P-4264	Pirates Park Stairs Replacement	47,000	22,853		22,853	24,147	In Progress	24,147					
P-4265	Beban Complex: Envelope	325,000	1,141	250,336	251,477	73,523	In Progress	48,523		25,000			
P-5010	Major Road Rehab: Victoria Road: Esplanade	564,660	47,078	492,230	539,308	25,352	In Progress			25,352			
P-5060	Fleet Replacement - Unit# 247,426 Pedestrian Transportation Improvements - Extension Rd: Cowling Pl to Cranberry Ave SW	214,065		166,828	166,828	47,237	In Progress			47,237			
P-5200		12,000	-		-	12,000	In Progress	12,000					
P-5203	Wallace St/Fitzwilliam St: Intersection Upgrade - Design	50,000	6,266	7,734	14,000	36,000	In Progress					36,000	
P-5210	SNIC Equip: Sanders	41,673		41,673	41,673	-	In Progress						
P-5211	Wild Otter Esmt VIP52002 DR: Starlight to Willow Grouse - Construction	250,000	61,334	31,933	93,267	156,733	In Progress			156,733			
P-5229	Bastion Bridge Rehab	2,314,329	1,528,533	402,290	1,930,823	383,506	In Progress			383,506			
P-5243	Beaufort Park Pond Drainage - Design	28,443	9,807	3,178	12,985	15,458	In Progress					15,458	
P-5246	Stewart Ave Drainage: 1000 Stewart to Outfall - Design	45,244	3,138	33,560	36,699	8,546	In Progress					8,546	
P-5249	Stewart Ave: Complete Street - Pedestrian/Cycling	59,000			-	59,000	In Progress	59,000					
P-5251	Georgia Ave Greenway Pedestrian/Cycling - Construction DCC R97 Madsen Rd: East Wellington Rd to Griffiths Rd Corridor Improvements - Design	996,264	841,081	104,635	945,717	50,547	In Progress			50,547			
P-5264		210,603	51,825	30,571	82,396	128,207	In Progress			128,207			
P-5267	Bus Shelters - various	115,700		23,140	92,560	23,140	In Progress		92,560				
P-5269	LED Street Light Conversion Phase 2	190,800	7,061	183,800	190,861	(61)	In Progress			(61)			
P-5274	Bruce @ Fifth Traffic Signal	130,843			-	130,843	In Progress			64,113		66,730	
P-5294	New Automated Truck 2019	440,000		437,677	437,677	2,323	In Progress						2,323
P-5297	Mary Ellen Dr Pedestrian and Road Improvements	5,000		6,494	6,494	(1,494)	In Progress						(1,494)
P-6107	White Eagle Esmt Sanitary Sewer		4,847	40,741	45,588	(45,588)	In Progress, Budget Transfer in October					(45,588)	
P-6144	Garner Crescent Sanitary	33,726			-	33,726	In Progress					33,726	
P-6149	DCC SS19 Millstone Trunk South - Design	296,002	144,362	78,940	223,302	72,700	In Progress			72,700			
P-6149	DCC SS19 Millstone Trunk South: Westwood Road to Pryde - Design	137,932	75,965	31,083	107,047	30,885	In Progress			30,885			
P-6171	DCC44 HB Rd, McGirr/Kenwill/Turner/Kenni	49,600	37,187	12,395	49,582	18	In Progress			18		0	
P-6226	White Street Area Sanitary Sewer	36,000	7,022	2,246	9,267	26,733	In Progress					26,733	
P-6227	Comox Area Sanitary Sewer - Design DCC SS46 Richard Lake Truck Sewer: Easement 40 Maki Rd to Chase River Pump Station - Design & Construction	100,173	32,973	20,203	53,176	46,997	In Progress			46,997			
P-6251		359,500	255,736	8,480	264,216	95,284	In Progress			95,284			
P-6261	Stewart Street Utilities Upgrade	15,700	656	11,044	11,700	4,000	In Progress					4,000	
P-6268	Brookwood Pump Station	285,000	16,363	213,638	230,000	55,000	In Progress					55,000	
P-7104	Water Infrastructure - various	145,760			-	145,760	In Progress					145,760	
P-7279	East Wellington Pressure Reducing Valve Replacement - Design	20,000			-	20,000	In Progress					20,000	
P-7279	Cinnabar & Stacey Pressure Reducing Valve Replacement	194,416	2,000	446	2,446	191,970	In Progress			189,267		2,704	
P-7279	Bay & Neyland Pressure Reducing Valve Replacement	8,291	5,591	700	6,291	2,000	In Progress			2,000			
P-7279	Addison Pressure Reducing Valve Replacement	235,546	3,000	213,612	216,612	18,934	In Progress			18,934			
P-7305	Turnabout View & Centennary Drive Watermain - Design & Construction	463,920	11,766	3,340	15,107	448,813	In Progress					448,813	
P-7326	Cumberland & Locksley Watermain - Construction	21,079	26		26	21,053	In Progress					21,053	
P-7345	Glen Eagle & Quilchena Cres Watermain: Design & Construction	122,626	43,673	6,985	50,658	71,968	In Progress					71,968	
P-7366	Jingle Pot Watermain: 4151 to 4215 Jingle Pot - Design & Construction	383,124	153,914	20,612	174,526	208,598	In Progress					208,598	
P-7372	Richardson Road Watermain: 1805 Richardson to Ranchview - Design & Construction	345,518	2,653	661	3,313	342,205	In Progress					342,205	
P-7390	Island Hwy Watermain: Mackenzie to Melideo & Estuary to Melideo	18,152	7,213	2,919	10,132	8,020	In Progress					8,020	
P-7425	Shamrock Place Watermain: Departure Bay to Shamrock - Design	35,000			-	35,000	In Progress					35,000	
P-7430	Bulk Water Filling Station #1 Cedar	259,420	223,621	19,927	243,548	15,872	In Progress					15,872	
P-7430	Bulk Water Filling Station #2 Public Works Yard	179,685	141,433	31,375	172,808	6,877	In Progress					6,877	
P-9259	Emergency Water Supply Pump Station	3,886,086	1,359,843	2,497,318	3,857,161	28,925	In Progress					28,925	
P-9271	South Fork Dam Seismic Upgrade	500,000		150,000	150,000	350,000	In Progress					350,000	
TOTAL PROJECTS 'IN-PROGRESS'		33,718,855	8,004,707	9,812,116	17,816,823	15,902,032		527,627	92,560	5,525,130	3,111,227	6,645,488	
NOT STARTED PROJECTS													
P-2208	Parking Equipment: Parking Meters	139,725				139,725	Not Started					139,725	
P-4031	Play Equipment Replacement - Westwood Lake Park	50,000			-	50,000	Not Started	50,000					
P-4031	Play Equipment Replacement - Loudon Park	50,000			-	50,000	Not Started	50,000					
P-4040	Trailway Development and Rehab - Maffeo Sutton Park	52,000			-	52,000	Not Started					52,000	
P-4045	VIP Program - Fern Neighbourhood	53,000			-	53,000	Not Started					25,000	28,000
P-4045	VIP Program - Royal Oak	25,000			-	25,000	Not Started	12,500		12,500			
P-4230	Oliver Woods Community Centre: Facility Amenities - Sound System	22,400			-	22,400	Not Started					22,400	
P-4245	Chase River Estuary Viewing Platform & Boardwalk	32,500			-	32,500	Not Started					32,500	
P-4258	Beban Complex: Water Service	51,800			-	51,800	Not Started			51,800			
P-5014	Fluid Section on unit #400	14,000			-	14,000	Not Started	14,000					

City of Nanaimo

Summary of Capital Results
Nine Months Ended September 30, 2019

		2019 CAPITAL BUDGET	2019 YTD ACTUALS	COMMITMENTS	2019 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
								General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	
											Other Sources	
P-5200	Pedestrian Transportation Improvements - Uplands Dr: Hammond Bay to Dover Rd	40,000	-		-	40,000	Not Started	40,000				
P-5210	SNIC Equip: Front Plow Replacement for unit# 6282	10,000			-	10,000	Not Started	10,000				
P-5247	DCC SD 57 Wexford Creek Drainage	190,000			-	190,000	Not Started			190,000		
P-5267	Bus Shelters: Wakesiah Ave West Side	53,725			-	53,725	Not Started	53,725				
P-5309	Norwell Dr and Departure Bay Rd: Intersection Upgrade - Vehicle	50,000			-	50,000	Not Started			50,000		
P-6100	Sewer Equip: Launcher Tractor Camera	86,000			-	86,000	Not Started				86,000	
P-6199	Park Ave Sanitary Sewer: 6th Street to 740 Park - Design	60,000			-	60,000	Not Started				60,000	
P-6225	Rosehill Lane Sanitary Sewer: 540 Rosehill to Holly - Design	20,000			-	20,000	Not Started				20,000	
P-7279	Cinnabar and Lakeside Pressure Reducing Valve - Design	20,000			-	20,000	Not Started			20,000		
P-7369	Rutherford Road Watermain: Alder to Vanderneuk - Design	29,994			-	29,994	Not Started				29,994	
P-7394	Nottingham & Arrow Way Watermain	65,000			-	65,000	Not Started			65,000		
P-7451	Trinity Dr Watermain: College to End - Design	15,000			-	15,000	Not Started				15,000	
P-9252	DCC WS36 Vanderneuk Reservoir	1,000,000			-	1,000,000	Not Started			850,000	150,000	
P-9269	Lost Lake Reservoir #2 Rehab	75,000			-	75,000	Not Started				75,000	
P-9285	WTP: Garage/Storage Shed - Design	25,000			-	25,000	Not Started				25,000	
TOTAL PROJECTS 'NOT STARTED'		2,230,144	-	-	-	2,230,144		230,225	-	1,239,300	732,619	28,000
<u>DELAYED/CANCELLED PROJECTS</u>												
P-2212	PoNC: Parkade: CCTV Cameras	62,000				62,000	On Hold				62,000	
P-2958	VICC Facility Amenities: Security, CCTV Cameras	73,700			-	73,700	On Hold				73,700	
P-4131	Harewood Centennial Multiuse Court Improvements	10,300			-	10,300	Cancelled	10,300				
P-4131	Harewood Centennial Multiuse Court - CCTV Cameras	15,400			-	15,400	On Hold	15,400				
P-4164	Frank Crane Arena: Facility Amenities - CCTV Cameras	6,400			-	6,400	Cancelled				6,400	
P-4170	NAC Arena: Facility Amenities - CCTV Cameras	32,408			-	32,408	On Hold				32,408	
P-4171	Beban Pool: Facility Amenities - Security	13,400			-	13,400	Cancelled	13,400				
P-4209	Beban Social Centre: Facility Amenities - Security	14,000			-	14,000	On Hold				14,000	
P-4216	Waterfront Walkway - Asia Pacific Yacht Club - Design	50,000			-	50,000	Delayed			50,000		
P-4216	Waterfront Walkway - Nanaimo Yacht Club - Design	125,000			-	125,000	Delayed					125,000
P-4216	Waterfront Walkway - Newcastle Marina - Design	35,000			-	35,000	Delayed					35,000
P-4216	Waterfront Walkway - White Eagle Trail - Design	100,000			-	100,000	Delayed					100,000
P-4255	Beban Complex: Facility Amenities	25,000			-	25,000	On Hold	25,000				
P-4266	Nanaimo Museum: CCTV Cameras	27,200			-	27,200	On Hold	27,200				
P-5014	Air Compressor Replacement of unit # 5002	18,000			-	18,000	Delayed	18,000				
P-5060	Fleet Replacement - Unit# 231	170,000	-	170,000	170,000	-	Delayed			-		
P-5069	McGarrigle Esmt 3062RW DR: Jeff to Fremont	235,000			-	235,000	Delayed			235,000		
P-5193	DCC SD60 Lady Rose Place Drainage: 230 Lady Rose to Spencer	160,000			-	160,000	Cancelled			160,000		
P-5227	Construction Equipment - Trench Cage	12,000			-	12,000	Delayed	12,000				
P-5281	Calder: Jingle Pot to Elena - Rehab	100,000			-	100,000	Cancelled			100,000		
P-6107	Mt Benson Sanitary Sewer: Cleanout 37 Stewart to Mt Benson	122,000			-	122,000	Delayed				122,000	
TOTAL PROJECTS 'DELAYED/CANCELLED'		1,406,808	-	170,000	170,000	1,236,808		121,300	-	545,000	310,508	260,000
<u>PROJECTS OTHER</u>												
P-3104	Property Acquisitions: Unallocated	600,000			-	600,000	No Spending Year to Date				600,000	
P-4045	VIP Program - Unallocated	25,000			-	25,000	No Spending Year to Date	12,500		12,500		
P-5081	DCC Unspecified Road Design	79,477			-	79,477	No Spending Year to Date			79,477		
P-5270	DCC Unspecified Drainage Projects	95,548			-	95,548	No Spending Year to Date			95,548		
P-6103	Sanitary Infrastructure - Unallocated	119,254			-	119,254	No Spending Year to Date				119,254	
P-6215	DCC Unspecified Sanitary Sewer Designs	50,896			-	50,896	No Spending Year to Date			50,896		
P-7104	Water Infrastructure - Unallocated	173,164			-	173,164	No Spending Year to Date				173,164	
P-7131	DCC Water Design & Usage	81,596			-	81,596	No Spending Year to Date			81,596		
TOTAL PROJECTS 'OTHER'		1,224,935	-	-	-	1,224,935		12,500	-	320,017	892,418	-
TOTAL OTHER CAPITAL PROJECTS		44,538,244	13,008,830	10,383,627	23,392,457	21,145,787		967,453	92,560	7,873,029	5,285,349	6,927,396
TOTAL CAPITAL PROJECTS FOR 2019		86,294,093	29,173,549	24,753,251	53,926,800	32,367,293		1,501,454	92,560	13,117,203	10,673,699	6,982,378

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

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

College Drive Area Watermain Twinning

\$1,836,960

This project includes installation of a new water supply main along College Drive, and upgrade for capacity and fire flow of the Towers Reservoir and Towers Pump station. This is the first phase of a multi-year project to help supply and store water for fire protection for Zone 9 (266m) area located off Langara Drive in College Heights. The pump station is scheduled for 2019 and the reservoir for 2020 with some of the pump station work now shifted to 2020. Additional funds were overlooked and budgeted in 2019 that will not be required. Future planned works including site frontage works, storm and water servicing, landscaping and fencing were brought forward to help mitigate local neighbourhood resident concerns with vandalism, site construction visual impacts and noise. The funding sources for this project are general reserves (\$8,000), water reserves (\$2,508,831), Water DCC statutory reserve funds (\$112,026), and the Water Fund Asset Management statutory reserve funds (\$375,000). This project is currently in progress.

Haliburton St Area Watermain & Pedestrian/Cycling

\$ 1,814,000

This project is for the installation of a water main on Haliburton Street and for pedestrian and cycling facilities on Haliburton from Chase River Road to 967 Haliburton Street. This is a cost share between the RDN and the City. The RDN scope of work is nearing completion and the City scope of work will be completed in the Spring of 2020. The funding sources for this project are general taxation (\$357,000), general reserves (\$330,000), water reserves (\$227,000) and the Water Fund Asset Management statutory reserve funds (\$900,000). This project is currently in progress.

Fire Station #1 Replacement

\$ 1,609,000

This is a multi-year project with an approved budget of \$17 million to build and replace Fire Station #1. The consultant has submitted the development permit to the City and is currently working towards 100% consultant/owner documentation review and coordination. The consultant will be applying for a building permit once the 100% review is satisfied. The RFP for construction tender is scheduled for January 2020. The project is scheduled to be completed in September 2022. The 2019 funding sources for this project are the General Fund Asset Management statutory reserve funds (\$10,879) and borrowing (\$3,370,000). This project is currently in progress.

Waterfront Walkway

\$ 7,924,027

In 2017, Council adopted the Waterfront Walkway Implementation Plan. The Plan sets out a phasing of the project. The funding sources for the year are general reserves (\$1,000,000), PILTs (\$125,000), Community Works statutory reserve fund (\$2,350,000) and borrowing (\$5,241,660). The project cost estimate for the Northfield Creek section exceeded the budget and a feasibility

study and conceptual development is underway to determine if a different approach will be possible. The #1 Port Drive section will be completed this fall, design is in progress on the Nanaimo Shipyard section and design on the other sections has been delayed.

DCC WS36 Vandernuk Reservoir

\$ 1,000,000

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

DATE OF MEETING December 18, 2019

AUTHORED BY DAN BAILEY, MANAGER, ACCOUNTING SERVICES

SUBJECT COUNCIL EXPENSES FOR THE NINE MONTHS ENDING 2019-SEP-30

OVERVIEW

Purpose of Report:

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

BACKGROUND

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

DISCUSSION

This report summarizes Council expenses for the nine month period ending 2019-SEP-30.

Summary of Council expenses at 2019-SEP-30:

Name	Budget	YTD Actuals	Budget Variance
Mayor Krog	\$ 12,600.00	\$ 7,634.29	\$ 4,965.71
Councillor Armstrong	11,100.00	4,915.57	6,184.43
Councillor Bonner	11,100.00	8,114.41	2,985.59
Councillor Brown	11,100.00	6,165.78	4,934.22
Councillor Geselbracht	11,100.00	7,861.74	3,238.26
Councillor Hemmens	11,100.00	8,325.42	2,774.58
Councillor Maartman	11,100.00	2,251.44	8,848.56
Councillor Thorpe	11,100.00	7,676.28	3,423.72
Councillor Turley	<u>11,100.00</u>	<u>819.16</u>	<u>10,280.84</u>
Total	<u>\$ 101,400.00</u>	<u>\$ 53,764.09</u>	<u>\$ 47,635.91</u>

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

SUMMARY POINTS

- Mayor and Council have spent \$53,764 of the \$101,400 annual budget at 2019-SEP-30.

ATTACHMENTS

Attachment A: Detailed Council Expense Summaries

Submitted by:

Dan Bailey
Manager, Accounting Services

Concurrence by:

Laura Mercer
Director, Finance

ATTACHMENT A

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

Dates	Purpose	Location	Air fare	Accommodation	Meals	Registration	Other Travel	Other	Total Cost
									\$ -
Jan 9, 2019	Chamber of Commerce Networking Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Feb 13, 2019	Chamber of Commerce Networking Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Feb 9, 2019	Port Theatre Lunar New Year Gala	Nanaimo			\$ 29.33				\$ 29.33
Feb 21, 2019	CHBA-VI Building Industry Forum Dinner	Nanaimo			\$ 55.52				\$ 55.52
Mar 3, 2019	EV Central Vancouver Island International Womens Day	Nanaimo			\$ 24.03				\$ 24.03
Apr 27, 2019	CHBA-VI VIBE Awards Gala	Nanaimo			\$ 131.20				\$ 131.20
May 8, 2019	Chamber of Commerce Networking Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Jun 21, 2019	Run for Recovery Event	Nanaimo						\$ 31.92	\$ 31.92
Jun 19, 2019	Leadership Prayer Breakfast	Nanaimo			\$ 36.54				\$ 36.54
Jun 24, 2019	VIU Foundation Ralph Nilson Celebration Gala	Nanaimo			\$ 48.08				\$ 48.08
Sep 11, 2019	Chamber of Commerce Networking Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Sep 18, 2019	United Way Annual Campaign Breakfast	Nanaimo			\$ 32.00				\$ 32.00
Sep 12, 2019	Speculation Tax Meeting with Finance Minister James	Vancouver	\$ 211.54						\$ 211.54
Apr 2, 2019 - Apr 4, 2019	2019 Symposium on Water Stewardship	Parksville				\$ 227.16			\$ 227.16
May 30, 2019 - Jun 2, 2019	FCM Conference	Quebec City	\$ 1,020.29	\$ 1,455.79		\$ 988.34	\$ 516.83		\$ 3,981.25
Apr 12, 2019 - Apr 14, 2019	AVICC Conference	Powell River		\$ 444.52		\$ 413.94	\$ 342.71		\$ 1,201.17
Sep 23, 2019 - Sep 27, 2019	UBCM Conference	Vancouver	\$ 203.34		\$ 29.94	\$ 843.03			\$ 1,076.31
Oct 23, 2019 - Oct 24, 2019	VI Economic Alliance Summit	Nanaimo				\$ 402.84			\$ 402.84
			\$ 1,435.17	\$ 1,900.31	\$ 532.04	\$ 2,875.31	\$ 859.54	\$ 31.92	\$ 7,634.29

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

	Budget	Q1	Q2	Q3	Q4	YTD 2019	%	2018
Sponsored Events	\$ 1,500.00	\$ 181.58	\$ 284.09	\$ 68.35		\$ 534.02	36%	\$ -
Hospitality	500.00	-	-	-	-	-	0%	-
Conferences/Travel - Other	500.00	227.16	402.84	211.54	-	841.54	168%	-
LGLA	-	-	-	-	-	-		-
FCM	3,000.00	2,471.01	1,510.24	-	-	3,981.25	133%	-
UBCM	2,500.00	-	-	1,076.31	-	1,076.31	0%	-
AVICC	1,000.00	413.94	787.23	-	-	1,201.17	120%	-
Legal Fees	3,000.00	-	-	-	-	-	0%	-
Telephone/Internet	600.00	-	-	-	-	-	0%	-
	<u>\$ 12,600.00</u>	<u>\$ 3,293.69</u>	<u>\$ 2,984.40</u>	<u>\$ 1,356.20</u>	<u>\$ -</u>	<u>\$ 7,634.29</u>	61%	<u>\$ -</u>

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

Dates	Purpose	Location	Air Fare	Accommodation	Meals	Registration	Other Travel	Other	Total Cost
Jun 24, 2019	VIU Foundation Ralph Nilson Celebration Gala	Nanaimo		\$	48.08				\$ 48.08
Sep 18, 2019	United Way Annual Campaign Breakfast	Nanaimo		\$	32.00				\$ 32.00
Feb 12, 2019 - Feb 14, 2019	LGLA Elected Officials Seminar	Parksville				\$ 353.37			\$ 353.37
May 30, 2019 - Jun 2, 2019	FCM Conference	Quebec City	\$ 999.30	\$ 1,455.78		\$ 988.34	\$ 357.21		\$ 3,800.63
Sep 23, 2019 - Sep 27, 2019	UBCM Conference	Vancouver				\$ 681.49			\$ 681.49
			\$ 999.30	\$ 1,455.78	\$ 80.08	\$ 2,023.20	\$ 357.21	\$ -	\$ 4,915.57

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

	Budget	Q1	Q2	Q3	Q4	YTD 2019	%	2018
Sponsored Events	\$ 250.00	-	\$ 48.08	\$ 32.00	\$ -	\$ 80.08	32%	\$ 278.79
Hospitality	-	-	-	-	-	-	0%	-
LGLA	-	353.37	-	-	-	353.37		1,039.12
Conferences/Travel - Other	750.00	-	-	-	-	-	47%	352.36
FCM	3,000.00	2,450.02	993.40	357.21	-	3,800.63	127%	-
UBCM	2,500.00	-	-	681.49	-	681.49	27%	1,958.82
AVICC	1,000.00	-	-	-	-	-	0%	936.47
Legal Fees	3,000.00	-	-	-	-	-	0%	4,455.94
Telephone/Internet/Etc	600.00	-	-	-	-	-	0%	-
	<u>\$ 11,100.00</u>	<u>\$ 2,803.39</u>	<u>\$ 1,041.48</u>	<u>\$ 1,070.70</u>	<u>\$ -</u>	<u>\$ 4,915.57</u>	44%	<u>\$ 9,021.50</u>

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

Dates	Purpose	Location	Air fare	Accommodation	Meals	Registration	Other Travel	Other	Total Cost
Jan 9, 2019	Chamber of Commerce Networking Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Feb 9, 2019	Port Theatre Lunar New Year Gala	Nanaimo			\$ 29.32				\$ 29.32
Feb 21, 2019	Attendance at CHBA-VI Building Industry Forum Dinner	Nanaimo			\$ 55.53				\$ 55.53
Mar 8, 2019	Zonta Nanaimo International Women's Day Luncheon	Nanaimo			\$ 33.65				\$ 33.65
Mar 23, 2019	Medical Cannabis Conference	Nanaimo				\$ 24.04			\$ 24.04
Mar 30, 2019	Nanaimo African Heritage Society Gala	Nanaimo				\$ 28.85			\$ 28.85
May 23, 2019	Indigenous Resource Opportunities Conference	Nanaimo				\$ 200.91			\$ 200.91
May 8, 2019	Chamber of Commerce Networking Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Jun 19, 2019	Leadership Prayer Breakfast	Nanaimo			\$ 36.54				\$ 36.54
Jun 24, 2019	VIU Foundation Ralph Nilson Celebration Gala	Nanaimo			\$ 48.08				\$ 48.08
Jul 16, 2019	Port Theatre Five Acres Film	Nanaimo				\$ 23.56			\$ 23.56
Aug 12, 2019	Chamber of Commerce Networking Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Sep 11, 2019	Chamber of Commerce Networking Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Sep 18, 2019	United Way Annual Campaign Breakfast	Nanaimo			\$ 32.00				\$ 32.00
Jan 1, 2019 - Dec 31, 2019	Reimbursement for Internet Fee	Nanaimo						\$ 1,038.76	\$ 1,038.76
Apr 2, 2019 - Apr 4, 2019	2019 Symposium on Water Stewardship	Parksville				\$ 227.16			\$ 227.16
Feb 12, 2019 - Feb 14, 2019	LGLA Elected Officials Seminar	Parksville				\$ 353.37			\$ 353.37
May 30, 2019 - Jun 2, 2019	FCM Conference	Quebec City	\$ 1,043.75	\$ 1,455.80		\$ 988.34	\$ 283.65		\$ 3,771.54
Apr 12, 2019 - Apr 14, 2019	AVICC Conference	Powell River		\$ 444.52		\$ 393.75	\$ 77.48		\$ 915.75
Sep 23, 2019 - Sep 27, 2019	UBCM Conference	Vancouver				\$ 767.31			\$ 767.31
Oct 23, 2019 - Oct 24, 2019	VI Economic Alliance Summit	Nanaimo				\$ 382.64			\$ 382.64
									\$ -
			\$ 1,043.75	\$ 1,900.32	\$ 380.52	\$ 3,389.93	\$ 361.13	\$ 1,038.76	\$ 8,114.41

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

	Budget	Q1	Q2	Q3	Q4	YTD 2019	%	2018
Sponsored Events	\$ 250.00	\$ 154.85	\$ 149.82	\$ 128.26	\$ -	\$ 432.93	173%	\$ 186.98
Hospitality	-	-	-	-	-	-	0%	-
LGLA	-	353.37	-	-	-	353.37		-
Conferences/Travel - Other	750.00	227.16	607.59	-	-	834.75	158%	-
FCM	3,000.00	2,494.48	1,277.06	-	-	3,771.54	126%	-
UBCM	2,500.00	-	-	767.31	-	767.31	0%	-
AVICC	1,000.00	393.75	522.00	-	-	915.75	92%	-
Legal Fees	3,000.00	-	-	-	-	-	0%	-
Telephone/Internet/Etc	\$ 600.00	-	-	1,038.76	-	1,038.76	173%	-
	<u>\$ 11,100.00</u>	<u>\$ 3,623.61</u>	<u>\$ 2,556.47</u>	<u>\$ 1,934.33</u>	<u>\$ -</u>	<u>\$ 8,114.41</u>	73%	<u>\$ 186.98</u>

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

Dates	Purpose	Location	Air fare	Accommodation	Meals	Registration	Other Travel	Other	Total Cost
									\$ -
Mar 3, 2019	EV Central Vancouver Island International Womens Day	Nanaimo			\$ 24.04				\$ 24.04
Jun 17, 2019	BC Active Transportation Summit	New Westminster	\$ 215.38						\$ 215.38
Jun 24, 2019	VIU Foundation Ralph Nilson Celebration Gala	Nanaimo			\$ 48.08				\$ 48.08
Jul 16, 2019	Port Theatre Five Acres Film	Nanaimo				\$ 23.56			\$ 23.56
Sep 18, 2019	United Way Annual Campaign Breakfast	Nanaimo			\$ 32.00				\$ 32.00
May 30, 2019 - Jun 2, 2019	FCM Conference	Quebec City	\$ 1,129.99	\$ 1,455.79		988.34	\$ 331.73		\$ 3,905.85
Apr 12, 2019 - Apr 14, 2019	AVICC Conference	Powell River		\$ 148.17		\$ 363.46	\$ 255.29		\$ 766.92
Sep 23, 2019 - Sep 27, 2019	UBCM Conference	Vancouver				\$ 767.31			\$ 767.31
Oct 23, 2019 - Oct 24, 2019	VI Economic Alliance Summit	Nanaimo				\$ 382.64			\$ 382.64
									\$ -
			\$ 1,345.37	\$ 1,603.96	\$ 104.12	\$ 2,525.31	\$ 587.02	\$ -	\$ 6,165.78

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

	Budget	Q1	Q2	Q3	Q4	YTD 2019	%	2018
Sponsored Events	\$ 250.00	\$ 24.04	\$ 48.08	\$ 55.56	\$ -	\$ 127.68	51%	\$ 15.00
Hospitality	-	-	-	-	-	-	0%	-
LGLA	-	-	-	-	-	-		-
Conferences/Travel - Other	750.00	-	598.02	-	-	598.02	80%	-
FCM	3,000.00	2,580.72	1,325.13	-	-	3,905.85	130%	-
UBCM	2,500.00	-	-	767.31	-	767.31	0%	-
AVICC	1,000.00	363.46	403.46	-	-	766.92	77%	-
Legal Fees	3,000.00	-	-	-	-	-	0%	-
Telephone/Internet/Etc	\$ 600.00	-	-	-	-	-	0%	-
	<u>\$ 11,100.00</u>	<u>\$ 2,968.22</u>	<u>\$ 2,374.69</u>	<u>\$ 822.87</u>	<u>\$ -</u>	<u>\$ 6,165.78</u>	56%	<u>\$ 15.00</u>

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

Dates	Purpose	Location	Air fare	Accommodation	Meals	Registration	Other Travel	Other	Total Cost
Jan 29, 2019	VI Economic Alliance Foreign Trade Zone Seminar	Nanaimo			\$ 25.24				\$ 25.24
Feb 21, 2019	Attendance at CHBA-VI Building Industry Forum & Dinner	Nanaimo			\$ 55.53				\$ 55.53
Mar 3, 2019	EV Central Vancouver Island International Womens Day	Nanaimo			\$ 24.04				\$ 24.04
Jun 24, 2019	VIU Foundation Ralph Nilson Celebration Gala	Nanaimo			\$ 48.08				\$ 48.08
Jul 16, 2019	Port Theatre Five Acres Film	Nanaimo			\$ 23.56				\$ 23.56
Jan 1, 2019 - Dec 31, 2019	Reimbursement for Internet Fee	Nanaimo						\$ 1,091.40	\$ 1,091.40
Apr 2, 2019 - Apr 4, 2019	2019 Symposium on Water Stewardship	Parksville				\$ 227.16			\$ 227.16
Feb 12, 2019 - Feb 14, 2019	LGLA Elected Officials Seminar	Parksville				\$ 353.37			\$ 353.37
May 30, 2019 - Jun 2, 2019	FCM Conference	Quebec City	\$ 1,038.13	\$ 1,455.79		\$ 988.34	\$ 454.47		\$ 3,936.73
Apr 12, 2019 - Apr 14, 2019	AVICC Conference	Powell River		\$ 444.52		\$ 363.46	\$ 169.18		\$ 977.16
Sep 23, 2019 - Sep 27, 2019	UBCM Conference	Vancouver				\$ 716.83			\$ 716.83
Oct 23, 2019 - Oct 24, 2019	VI Economic Alliance Summit	Nanaimo				\$ 382.64			\$ 382.64
									\$ -
			\$ 1,038.13	\$ 1,900.31	\$ 176.45	\$ 3,031.80	\$ 623.65	\$ 1,091.40	\$ 7,861.74

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

	Budget	Q1	Q2	Q3	Q4	YTD 2019	%	2018
Sponsored Events	\$ 250.00	\$ 104.81	\$ 48.08	\$ 23.56	\$ -	\$ 176.45	71%	\$ 81.35
Hospitality	-	-	-	-	-	-	0%	-
LGLA	-	353.37	-	-	-	353.37		-
Conferences/Travel - Other	750.00	227.16	382.64	-	-	609.80	128%	-
FCM	3,000.00	2,488.86	1,447.87	-	-	3,936.73	131%	-
UBCM	2,500.00	-	-	716.83	-	716.83	0%	-
AVICC	1,000.00	363.46	613.70	-	-	977.16	98%	-
Legal Fees	3,000.00	-	-	-	-	-	0%	-
Telephone/Internet/Etc	\$ 600.00	1,091.40	-	-	-	1,091.40	182%	-
	<u>\$ 11,100.00</u>	<u>\$ 4,629.06</u>	<u>\$ 2,492.29</u>	<u>\$ 740.39</u>	<u>\$ -</u>	<u>\$ 7,861.74</u>	71%	<u>\$ 81.35</u>

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

Dates	Purpose	Location	Air fare	Accommodation	Meals	Registration	Other Travel	Other	Total Cost
Mar 13, 2019	Chamber of Commerce Networking Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Mar 3, 2019	EV Central Vancouver Island International Womens Day	Nanaimo			\$ 24.04				\$ 24.04
Mar 8, 2019	Zonta Nanaimo International Women's Day Luncheon	Nanaimo			\$ 33.65				\$ 33.65
May 8, 2019	Chamber of Commerce Networking Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Jun 21, 2019	Run for Recovery Event	Nanaimo				\$ 31.92			\$ 31.92
Jun 19, 2019	Leadership Prayer Breakfast	Nanaimo			\$ 36.54				\$ 36.54
Jun 24, 2019	VIU Foundation Ralph Nilson Celebration Gala	Nanaimo			\$ 48.08				\$ 48.08
Jul 16, 2019	Port Theatre Five Acres Film	Nanaimo				\$ 23.56			\$ 23.56
Aug 12, 2019	Chamber of Commerce Networking Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Sep 11, 2019	Chamber of Commerce Networking Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Sep 18, 2019	United Way Annual Campaign Breakfast	Nanaimo			\$ 32.00				\$ 32.00
Jan 1, 2019 - Dec 31, 2019	Reimbursement for Internet Fee	Nanaimo						\$ 1,412.40	\$ 1,412.40
Feb 12, 2019 - Feb 14, 2019	LGLA Elected Officials Seminar	Parksville				\$ 353.37	\$ 74.00		\$ 427.37
May 30, 2019 - Jun 2, 2019	FCM Conference	Quebec City	\$ 1,129.99	\$ 1,455.78		\$ 988.34	\$ 465.92		\$ 4,040.03
Apr 12, 2019 - Apr 14, 2019	AVICC Conference	Powell River		\$ 444.52		\$ 363.46	\$ 112.50		\$ 920.48
Sep 23, 2019 - Sep 27, 2019	UBCM Conference	Vancouver				\$ 767.31			\$ 767.31
Oct 23, 2019 - Oct 24, 2019	VI Economic Alliance Summit	Nanaimo				\$ 382.64			\$ 382.64
									\$ -
			\$ 1,129.99	\$ 1,900.30	\$ 319.71	\$ 2,910.60	\$ 652.42	\$ 1,412.40	\$ 8,325.42

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

	Budget	Q1	Q2	Q3	Q4	YTD 2019	%	2018
Sponsored Events	\$ 250.00	\$ 94.04	\$ 152.89	\$ 128.26		\$ 375.19	150%	\$ 99.42
Hospitality	-	-	-	-	-	-	0%	-
LGLA	-	427.37	-	-	-	427.37		-
Conferences/Travel - Other	750.00		382.64	-	-	382.64	108%	-
FCM	3,000.00	2,580.71	1,459.32	-	-	4,040.03	135%	-
UBCM	2,500.00	-	-	767.31	-	767.31	0%	-
AVICC	1,000.00	363.46	557.02	-	-	920.48	92%	-
Legal Fees	3,000.00	-	-	-	-	-	0%	-
Telephone/Internet/Etc	\$ 600.00	1,412.40	-	-	-	1,412.40	235%	-
	<u>\$ 11,100.00</u>	<u>\$ 4,877.98</u>	<u>\$ 2,551.87</u>	<u>\$ 895.57</u>	<u>\$ -</u>	<u>\$ 8,325.42</u>	75%	<u>\$ 99.42</u>

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

Dates	Purpose	Location	Air fare	Accommodation	Meals	Registration	Other Travel	Other	Total Cost
Jan 9, 2019	Chamber of Commerce Networking Luncheon	Nanaimo			\$ 36.35			\$	36.35
Jan 29, 2019	VI Economic Alliance Foreign Trade Zone Seminar	Nanaimo			\$ 25.24			\$	25.24
Feb 9, 2019	Port Theatre Lunar New Year Gala	Nanaimo			\$ 29.33			\$	29.33
Feb 21, 2019	Attendance at CHBA-VI Building Industry Forum & Dinner	Nanaimo			\$ 55.53			\$	55.53
Feb 22, 2019	Nanaimo Sport Achievement Awards	Nanaimo						\$ 62.50	\$ 62.50
Mar 13, 2019	Chamber of Commerce Networking Luncheon	Nanaimo			\$ 36.35			\$	36.35
Mar 3, 2019	EV Central Vancouver Island International Womens Day	Nanaimo			\$ 24.04			\$	24.04
Mar 30, 2019	Nanaimo African Heritage Society Gala	Nanaimo			\$ 28.85			\$	28.85
Apr 11, 2019	Nanaimo Annual Business Awards	Nanaimo						\$ 26.44	\$ 26.44
May 8, 2019	Chamber of Commerce Networking Luncheon	Nanaimo			\$ 36.35			\$	36.35
Jun 19, 2019	Leadership Prayer Breakfast	Nanaimo			\$ 36.54			\$	36.54
Aug 12, 2019	Five Acres Film Premiere	Nanaimo						\$ 23.56	\$ 23.56
Sep 18, 2019	United Way Annual Campaign Breakfast	Nanaimo			\$ 31.99			\$	31.99
Jan 1, 2019 - Dec 31, 2019	Reimbursement for Internet Fee	Nanaimo						\$ 965.44	\$ 965.44
Sep 23, 2019 - Sep 27, 2019	UBCM Conference	Vancouver				\$ 782.45		\$	782.45
Oct 23, 2019 - Oct 24, 2019	VI Economic Alliance Summit	Nanaimo				\$ 50.48		\$	50.48
								\$	-
			\$ -	\$ -	\$ 340.57	\$ 832.93	\$ -	\$ 1,077.94	\$ 2,251.44

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

	Budget	Q1	Q2	Q3	Q4	YTD 2019	%	2018
Sponsored Events	\$ 250.00	\$ 269.34	\$ 128.18	\$ 55.55	\$ -	\$ 453.07	181%	\$ 63.07
Hospitality	-	-	-	-	-	-	0%	-
LGLA	-	-	-	-	-	-		-
Conferences/Travel - Other	750.00	-	382.64	(332.16)	-	50.48	7%	-
FCM	3,000.00	-	-	-	-	-	0%	-
UBCM	2,500.00	-	-	782.45	-	782.45	0%	-
AVICC	1,000.00	-	-	-	-	-	0%	-
Legal Fees	3,000.00	-	-	-	-	-	0%	-
Telephone/Internet/Etc	\$ 600.00	965.44	-	-	-	965.44	161%	-
	<u>\$ 11,100.00</u>	<u>\$ 1,234.78</u>	<u>\$ 510.82</u>	<u>\$ 505.84</u>	<u>\$ -</u>	<u>\$ 2,251.44</u>	20%	<u>\$ 63.07</u>

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

Dates	Purpose	Location	Air Fare	Accommodation	Meals	Registration	Other Travel	Other	Total Cost
Feb 22, 2019	Nanaimo Sport Achievement Awards	Nanaimo						\$ 62.50	\$ 62.50
Mar 8, 2019	Zonta Nanaimo International Women's Day Luncheon	Nanaimo			\$ 33.65				\$ 33.65
Mar 13, 2019	Chamber of Commerce Luncheon	Nanaimo			\$ 36.35				\$ 36.35
May 8, 2019	Chamber of Commerce Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Jun 19, 2019	Leadership Prayer Breakfast	Nanaimo			\$ 36.54				\$ 36.54
Jun 24, 2019	VIU Foundation Ralph Nilson Celebration Gala	Nanaimo			\$ 48.08				\$ 48.08
Aug 12, 2019	Chamber of Commerce Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Sep 18, 2019	United Way Annual Campaign Breakfast	Nanaimo			\$ 32.00				\$ 32.00
Jan 1, 2019 - Dec 31, 2019	Reimbursement for Internet Fee	Nanaimo						\$ 963.00	\$ 963.00
Feb 12, 2019 - Feb 14, 2019	LGLA Elected Officials Seminar Mileage	Parksville				\$ 353.37	\$ 63.25		\$ 416.62
Apr 12, 2019 - Apr 14, 2019	AVICC Conference	Powell River		\$ 444.52		\$ 413.94	\$ 325.73		\$ 1,184.19
May 30, 2019 - Jun 2, 2019	FCM Conference	Quebec City	\$ 1,102.69	\$ 1,081.30		\$ 988.34	\$ 468.37		\$ 3,640.70
Sep 23, 2019 - Sep 27, 2019	UBCM Conference	Vancouver				\$ 767.31			\$ 767.31
Oct 23, 2019 - Oct 24, 2019	VI Economic Alliance Summit	Nanaimo				\$ 382.64			\$ 382.64
									\$ -
			\$ 1,102.69	\$ 1,525.82	\$ 259.32	\$ 2,905.60	\$ 857.35	\$ 1,025.50	\$ 7,676.28

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

	Budget	Q1	Q2	Q3	Q4	YTD 2019	%	2018
Sponsored Events	\$ 250.00	\$ 132.50	\$ 120.97	68.35	-	\$ 321.82	129%	\$ 372.58
Hospitality	-	-	-	-	-	-	0%	-
LGLA	-	416.62	-	-	-	416.62		925.34
Conferences/Travel - Other	750.00		382.64	-	-	382.64	107%	407.89
FCM	3,000.00	2,091.03	1,333.41	216.26	-	3,640.70	121%	3,471.92
UBCM	2,500.00	-	-	767.31	-	767.31	31%	1,770.40
AVICC	1,000.00	413.94	770.25	-	-	1,184.19	118%	1,038.42
Legal Fees	3,000.00	-	-	-	-	-	0%	-
Telephone/Internet/Etc	\$ 600.00	963.00	-	-	-	963.00	161%	558.54
	<u>\$ 11,100.00</u>	<u>\$ 4,017.09</u>	<u>\$ 2,607.27</u>	<u>\$ 1,051.92</u>	<u>\$ -</u>	<u>\$ 7,676.28</u>	69%	<u>\$ 8,545.09</u>

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

Dates	Purpose	Location	Air fare	Accommodation	Meals	Registration	Other Travel	Other	Total Cost
									\$ -
Jan 29, 2019	VI Economic Alliance Foreign Trade Zone Seminar	Nanaimo			\$ 25.24				\$ 25.24
Feb 21, 2019	Attendance at CHBA-VI Building Industry Forum & Dinner	Nanaimo			\$ 55.53				\$ 55.53
Feb 22, 2019	Nanaimo Sport Achievement Awards	Nanaimo			\$ 62.50				\$ 62.50
Jun 24, 2019	VIU Foundation Ralph Nilson Celebration Gala	Nanaimo			\$ 48.08				\$ 48.08
Aug 12, 2019	Chamber of Commerce Luncheon	Nanaimo			\$ 36.35				\$ 36.35
Sep 18, 2019	United Way Annual Campaign Breakfast	Nanaimo			\$ 32.00				\$ 32.00
Sep 20, 2019	Chamber of Commerce Breakfast	Nanaimo			\$ 35.34				\$ 35.34
Apr 12, 2019 - Apr 14, 2019	AVICC Conference	Powell River				\$ 300.00	\$ 224.12		\$ 524.12
									\$ -
			\$ -	\$ -	\$ 295.04	\$ 300.00	\$ 224.12	\$ -	\$ 819.16

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

	Budget	Q1	Q2	Q3	Q4	YTD 2019	%	2018
Sponsored Events	\$ 250.00	\$ 143.27	\$ 48.08	\$ 103.69	\$ -	\$ 295.04	118%	\$ 87.54
Hospitality	-	-	-	-	-	-	0%	-
LGLA	-	-	-	-	-	-		-
Conferences/Travel - Other	750.00	-	-	-	-	-	0%	-
FCM	3,000.00	-	-	-	-	-	0%	-
UBCM	2,500.00	-	-	-	-	-	0%	-
AVICC	1,000.00	300.00	224.12	-	-	524.12	52%	-
Legal Fees	3,000.00	-	-	-	-	-	0%	-
Telephone/Internet/Etc	\$ 600.00	-	-	-	-	-	0%	-
	<u>\$ 11,100.00</u>	<u>\$ 443.27</u>	<u>\$ 272.20</u>	<u>\$ 103.69</u>	<u>\$ -</u>	<u>\$ 819.16</u>	7%	<u>\$ 87.54</u>