



AGENDA SPECIAL COUNCIL MEETING

Monday, April 20, 2020, 1:00 P.M. - 4:00 P.M.
Board Room, Service and Resource Centre,
411 Dunsmuir Street, Nanaimo, BC

Pages

1. CALL TO ORDER:

2. PROCEDURAL MOTION:

3. INTRODUCTION OF LATE ITEMS

4. APPROVAL OF THE AGENDA:

5. ADOPTION OF THE MINUTES:

6. MAYOR'S REPORT:

7. CONSENT ITEMS:

8. REPORTS:

a. 2020 Parking Operations

To be introduced Shelley Legin, General Manager, Corporate Services.

[Note: To be distributed on Addendum.]

b. City Facility Leasing and Rental Relief

3 - 4

To be introduced by Shelley Legin, General Manager, Corporate Services.

Purpose: To provide Council with information on City facility leasing and rentals proposed financial relief program under the COVID-19 Financial Response, Relief and Recover Framework.

c. 2020 - 2024 Financial Plan & Property Tax Options

5 - 24

To be introduced by Shelley Legin, General Manager, Corporate Services.

Purpose: To provide Council with an update on the projected property tax

increase and outline options.

Presentation:

1. Shelley Legin, General Manager, Corporate Services.

9. BYLAWS:

10. NOTICE OF MOTION:

11. AGENDA PLANNING:

- a. Agenda Planning

25 - 32

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

Purpose: To provide Council the opportunity to have a round table discussion in order to review and prioritize topics for Special Council Meetings, or future Governance and Priorities Committee Meetings.

12. ADJOURNMENT:

DATE OF MEETING | APRIL 20, 2020 |

AUTHORED BY | LAURA MERCER, DIRECTOR, FINANCE |

SUBJECT | CITY FACILITY LEASING & RENTAL RELIEF |

OVERVIEW

Purpose of Report:

To provide Council with information on City facility leasing and rentals proposed financial relief program under the COVID-19 Financial Response, Relief and Recover Framework.

BACKGROUND

The City owns several facilities that have all/part leased or rented by many different organizations. Each year the Financial Plan includes budget for this revenue source. The revenues come from a diverse group of organizations including, but not limited to, the RCMP, non-profit organizations, Fortis BC, Shaw, etc. |

DISCUSSION

As the Province of BC declared a Provincial Health Emergency due to the COVID-19 Pandemic on March 17, the City has had to temporarily close all of the Parks, Recreation and Culture (PRC) facilities.

In the 2020-2024 Financial Plan, \$987,762 (excluding parking) has been budgeted for lease and rental revenues for the 2020 year. Of this amount, PRC has \$374,485 of City facility rentals included in the budget for 2020. As the PRC facilities have been closed, the organizations that have leased/rented space in these facilities have been required to temporarily close as well.

The Community Services Building, located at 285 Prideaux Street, is owned by the City and is home to several non-profit organizations. Under these extraordinary circumstances, these organizations have also been impacted by the COVID-19 Pandemic. All other facility leases/rentals are located in sites that have not ceased operations.

Consistent with the COVID-19 Financial Response, Relief and Recover Framework, Council is requested to consider providing these organizations with temporary relief from monthly lease/rent payments for the duration of the closure. This will provide some immediate financial relief to those organizations who are unable to conduct their business due to the closures. Staff anticipate that lease/rental revenue would continue to be received from all the locations that have not been closed due to the COVID-19 Pandemic.

As these facilities incrementally start to reopen, the lease/rent payment for the first month will be prorated based on their re-open date.

Financial Implications

The following chart breaks the facility lease/rental revenue down by department. It also shows the amount of the relief if the closures persist until December 31, 2020. The \$245,380 represents the anticipated revenue loss for nine (9) months (April to December).

City of Nanaimo Facility Leases and Rentals 2020 Budget		
	Budget	Relief
RCMP	\$ 290,893	\$ -
Real Estate Services	254,000	14,400
Public Works	48,384	-
Nanaimo Fire Rescue	20,000	-
Parks, Recreation & Culture	374,485	230,980
	\$ 987,762	\$ 245,380

CONCLUSION

Staff will bring a report to the Regular Council meeting on 2020-April-27 at which time Council will be asked to decide on a lease and rent payment relief option.

SUMMARY POINTS

- The City owns several facilities that have leased/rented space in them and the annual budget for 2020 for this revenue stream is \$987,762.
- PRC facilities have been closed due to the COVID-19 Pandemic and has budgeted lease/rental revenue of \$374,485 for 2020.
- Council is being asked to consider giving rental and lease payment relief to those organizations that have been closed to do the PRC facility closures.
- The estimated cost of the temporary lease/rent payment relief is \$245,380 if the closures are in effect to December 31, 2020.

Submitted by:

Laura Mercer
Director, Finance

Concurrence by:

Shelley Legin
General Manager, Corporate Services

DATE OF MEETING APRIL 20, 2020

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

SUBJECT **2020 – 2024 FINANCIAL PLAN AND PROPERTY TAX OPTIONS**

OVERVIEW

Purpose of Report:

To provide Council with an update on the projected property tax increase and outline options.

BACKGROUND

The Provisional 2020 – 2024 Financial Plan Bylaw “Financial Plan Bylaw 2019 No. 7307” was adopted by Council at the 2020-JAN-13 Council Meeting. The Financial Plan reflected decisions made by Council during the budget review process in 2019. The provisional projected property tax increases in the Provisional 2020 – 2024 Financial Plan were:

	2020	2021	2022	2023	2024
General Asset Management Reserve	1.0%	1.0%	1.0%	0.0%	0.0%
General Property Tax Increase	4.2%	1.9%	2.4%	1.9%	1.8%
Total Municipal Taxes	5.2%	2.9%	3.4%	1.9%	1.8%

The 1% annual increase for the General Asset Management Reserve is currently scheduled to end in 2022. Staff intend to bring forward recommendations regarding funding for the General Asset Management Reserve prior the end of the annual increase.

A Final 2020 – 2024 Financial Plan Bylaw and a Property Tax Rates Bylaw must be adopted by 2020-MAY-15 to enable the calculation and collection of 2020 property taxes.

DISCUSSION

The Provisional 2020 – 2024 Financial Plan has been updated to include changes to estimates including benefits, traffic fine revenue, RDN Recreation Services Agreement revenue and growth. The plan has also been updated for a delay in the arrival date of the 3 new RCMP members and directives from Council. Summarized below are the projected property tax rate increases for 2020 to 2024 based on changes to the Financial Plan since provisional approval.

	2020	2021	2022	2023	2024
General Asset Management Reserve	1.0%	1.0%	1.0%	0.0%	0.0%
General Property Tax Increase	3.5%	2.0%	2.4%	1.9%	1.8%
Total Municipal Taxes	4.5%	3.0%	3.4%	1.9%	1.8%

Attachment A provides an updated breakdown of the 2020 Key Budget Drivers.

Impact on Typical Home

	2019	2020	\$ Change	% Change
Assessment - Average Home	\$518,384	\$527,145	\$8,761	1.7%
Property Taxes	\$2,110	\$2,205	\$95	4.5%
Municipal User Fees				
Water Fees	552	594	42	7.5%
Sewer Fees	135	141	6	4.0%
Sanitation Fees	170	171	1	0.6%
Total Municipal Taxes & User Fees	\$2,967	\$3,111	\$144	4.8%

Rounded to nearest dollar

Assumes a typical single family house with average assessment change of 1.69%

With the changes to the economic climate and the Province of BC declaring a Provincial Health Emergency on March 17, Staff have prepared options for Council's consideration if they do not wish to proceed with the budget as presented.

In considering alternative options a number of factors must be taken into consideration including:

- The extent of the economic impact of COVID-19 is uncertain. The three options provided reflect revenue and expenditure projections prior to the declaration of a Provincial Health Emergency.
- **2021 – 2024 property tax increases are a projection. They may increase or decrease as the 2021 Budget and 2021 – 2025 Financial Plan are developed. The City uses modified zero-based budgeting to update the Financial Plan each budget cycle.**
- Revenue and growth projections for 2021 will be updated as part of the upcoming budget cycle. Economic conditions may require projections to be lowered. This will increase the tax rate in 2021 beyond the projected rate unless corresponding expenditure reductions are also implemented. To reduce expenditures, changes to service levels would likely need to be considered.
- At the 2020-MAR-18, Special Council Meeting, Council approved Staff's recommendation to allocate \$2,955,073 of the 2019 General Surplus to the Special Initiatives Reserve to allow Council maximum flexibility in accessing these funds for the best use.
- Any funding used from the General Financial Stability Reserve must be repaid within a reasonable timeframe.
- One time funding to reduce property taxes results in an increase to the tax rate in year 2.

Option #1 – Approve 2020 – 2024 Financial Plan as Presented

The 2020 – 2024 Financial Plan has a 4.5% property tax increase for 2020. The impact to a typical home will be \$95 for municipal taxes.

Advantages:

- Due to the economic uncertainty at this time and how this may impact 2021 this option provides the lowest projected starting point for 2021 property taxes giving Council the most flexibility for 2021 property tax rates.

- The full \$2,955,073 allocated to the Special Initiatives Reserve is available to fund any potential shortfall to 2020 revenues or costs incurred because of COVID-19 and the resulting closure of facilities with no impact to future tax rates.

Disadvantages:

- Provides no additional financial relief for residents during the current economic crises.

Option #2 – Smooth Property Tax Increase between 2020 and 2021

Allocate \$830,000 from the Special Initiatives Reserve to reduce 2020 property taxes by smoothing the 2020/2021 increases.

Projected Property Tax Increases:

	2020	2021	2022	2023	2024
General Asset Management Reserve	1.0%	1.0%	1.0%	0.0%	0.0%
General Property Tax Increase	2.8%	2.8%	2.4%	1.9%	1.8%
Total Municipal Taxes	3.8%	3.8%	3.4%	1.9%	1.8%

Impact on Typical Home

	2019	2020	\$ Change	% Change
Assessment - Average Home	\$518,384	\$527,145	\$8,761	1.7%
Property Taxes	\$2,110	\$2,189	\$79	3.8%
Municipal User Fees				
Water Fees	552	594	42	7.5%
Sewer Fees	135	141	6	4.0%
Sanitation Fees	170	171	1	0.6%
Total Municipal Taxes & User Fees	\$2,967	\$3,095	\$128	4.3%

Rounded to nearest dollar

Assumes a typical single family house with average assessment change of 1.69%

Advantages:

- Provides some financial relief to residents in uncertain economic times.
- Allocation will still leave an unallocated balance of \$2,125,073 in the Special Initiatives Reserve, which could be a potential funding source for any shortfall to 2020 revenues or costs incurred because of COVID-19 and the resulting closure of facilities.

Disadvantages:

- Increases the projected starting property tax increase for 2021 as reserve funding is one-time funding.
- Due to the uncertainty around how quickly the economy may recover this may put additional upward pressure on property taxes in 2021.

Option #3 – No Operating Property Tax Increase, Property Tax Increase for General Asset Management Reserve Only

Allocate \$2,955,073 from the Special Initiatives Reserve and \$824,927 from the General Financial Stability Reserve to limit the property tax increase to the 1% annual increase for the General Asset Management Reserve.

Repayment of \$824,927 from the General Financial Stability Reserve is distributed over 2021 to 2024.

Projected Property Tax Increases:

	2020	2021	2022	2023	2024
General Asset Management Reserve	1.0%	1.0%	1.0%	0.0%	0.0%
General Property Tax Increase	0.0%	5.8%	2.4%	1.9%	1.8%
Total Municipal Taxes	1.0%	6.8%	3.4%	1.9%	1.8%

Impact on Typical Home

	2019	2020	\$ Change	% Change
Assessment - Average Home	\$518,384	\$527,145	\$8,761	1.7%
Property Taxes	\$2,110	\$2,131	\$21	1.0%
Municipal User Fees				
Water Fees	552	594	42	7.5%
Sewer Fees	135	141	6	4.0%
Sanitation Fees	170	171	1	0.6%
Total Municipal Taxes & User Fees	\$2,967	\$3,037	\$70	2.3%

Rounded to nearest dollar

Assumes a typical single family house with average assessment change of 1.69%

Advantages:

- Provides some financial relief to residents in uncertain economic times.

Disadvantages:

- Substantially increases the projected starting property tax increase for 2021 as reserve funding is one-time funding.
- Funding from the General Financial Stability Reserve will need to be repaid.
- If additional funding were required to address any shortfall to 2020 revenues or costs incurred because of COVID-19 and the resulting closure of facilities additional funding would be needed from the General Financial Stability Reserve. This would impact future property tax increases as funds must be repaid.
- Due to the uncertainty around how quickly the economy may recover this may put additional upward pressure on property taxes in 2021.

Additional Considerations - Shifting Tax Burden from Business/Other Class to Residential Class

The business community has been greatly impacted during the COVID-19 Pandemic as many have been unable to operate due to the Province of BC declaring a Provincial Health Emergency on March 17th.

Historically an option that has been utilized is the shifting of a portion of municipal taxes between classes. Between 2009 and 2013, a portion of municipal taxes were shifted from Major (Class 4) and Light Industry (Class 5) to Residential. This change was gradually shifted from Major and Light Industry classes to bring those tax rates in line with the Business/Other class tax rate. Since 2013, these three classes have all had the same municipal tax rate.

Outlined below is one example of how the classes would be impacted by shifting tax values from Business/Other to Residential:

If the 2019 municipal tax values for the Business/Other class were kept at the same values as 2018, the increase to typical residential property would have been 7.2%. This would have resulted in an increase of an additional 2.2% in taxes for a typical home.

Business/Other Tax Values*

	2018	2019	\$ Change	%
Taxes Collected	\$28,589,331	\$30,029,048	\$1,439,717	5.0%
Taxes Collected with Shift	\$28,589,331	\$28,589,331	\$0	0.0%
Net Change to Business/Other Class				-5.0%

Residential Tax Values*

	2018	2019	\$ Change	%
Taxes Collected	\$67,259,675	\$70,646,773	\$3,387,098	5.0%
Taxes Collected with Shift	\$67,259,675	\$72,086,490	\$4,826,815	7.2%
Net Change to Residential Class				2.2%

*As the 2020 tax rates have yet to be determined, the 2019 tax rates were used to calculate the estimated impact of doing a shift from Business/Other to Residential.

The typical residential property would have paid an additional \$45 in taxes if taxes were shifted from Business/Other to Residential in 2019.

Impact on a Typical Home - Original 5.0%

	2018	2019	\$ Change	%
Assessment - Average Home	\$467,220	\$516,418	\$49,198	10.5%
Property Taxes	\$2,003	\$2,102	\$99	5.0%
Municipal User Fees				
Water Fees	514	552	38	7.5%
Sewer Fees	130	135	5	4.0%
Sanitation Fees	165	170	5	3.0%
Total Municipal Taxes & User Fees	\$2,812	\$2,959	\$147	5.2%

Impact on a Typical Home - Revised to 7.2%

	2018	2019	\$ Change	%
Assessment - Average Home	\$467,220	\$516,418	\$49,198	10.5%
Property Taxes	\$2,003	\$2,147	\$144	7.2%
Municipal User Fees				
Water Fees	514	552	38	7.5%
Sewer Fees	130	135	5	4.0%
Sanitation Fees	165	170	5	3.0%
Total Municipal Taxes & User Fees	\$2,812	\$3,004	\$192	6.8%

Attachment B outlines how the City of Nanaimo compares to other municipalities with comparable populations and/or are neighbouring communities.

CONCLUSION

Staff will be returning to Council 2020-MAY-04 with the decision report for the Final 2020 – 2024 Financial Plan.

SUMMARY POINTS

- The project property tax increase for 2020 based on the current Final 2020 – 2024 Financial Plan is 4.5%.
- Alternative options for Council to lower 2020 property tax rates have been presented.
- A Final 2020 – 2024 Financial Plan Bylaw and a Property Tax Rates Bylaw must be adopted by 2020-MAY-15 to enable the calculation and collection of 2020 property taxes.

ATTACHMENTS

Attachment A – 2020 Budget Drivers

Attachment B – 2019 Business/Other Class Multipliers – Comparable Population and/or Neighbouring Communities

Submitted by:

Wendy Fulla
Manager, Business, Asset and Financial
Planning

Concurrence by:

Laura Mercer
Director, Finance

Shelley Legin
General Manager, Corporate Services

Attachment A
2020 Key Budget Drivers

Expenditure Increases/(Decreases)	
Asset Management	\$ 1,010,000
Wages and Benefits ¹	3,340,000
Contracted Services - Landscaping/Tree Services	108,000
Council Contingency	(100,000)
Economic Development ²	467,000
Fleet Charge - Fire	100,000
Legal Fees	123,000
Project Expenditures	
Annual general revenue funding	521,000
RCMP Contract (budgeted at 95%)	1,581,000
Snow and Ice Control Reserve	(275,000)
Sewer and Water Internal Support	(199,000)
Utilities - Water and Sewer	154,000
Subtotal Expenditure Increases	\$ 6,830,000
Revenue (Increases)/Decreases	
Building Permit Revenue	(200,000)
Casino Revenue	(100,000)
Grant in Lieu	(146,000)
Provincial Fine Revenue	(233,000)
Recreation Facilities/Sportsfield Agreement	(104,000)
Transfer from RCMP Contract Reserve	(268,000)
Transfer from Surplus/Reserve ³	500,000
Subtotal Revenue Increases	\$ (551,000)
Other Changes	\$ 42,000
Net Expenditure Increases	\$ 6,321,000
Less Increased Property Tax Revenues due to Growth	1,469,000
Net Impact	\$ 4,852,000
Dollars are rounded to nearest \$1,000	

¹Excludes new Manager, Economic Development

²Includes new Manager, Economic Development

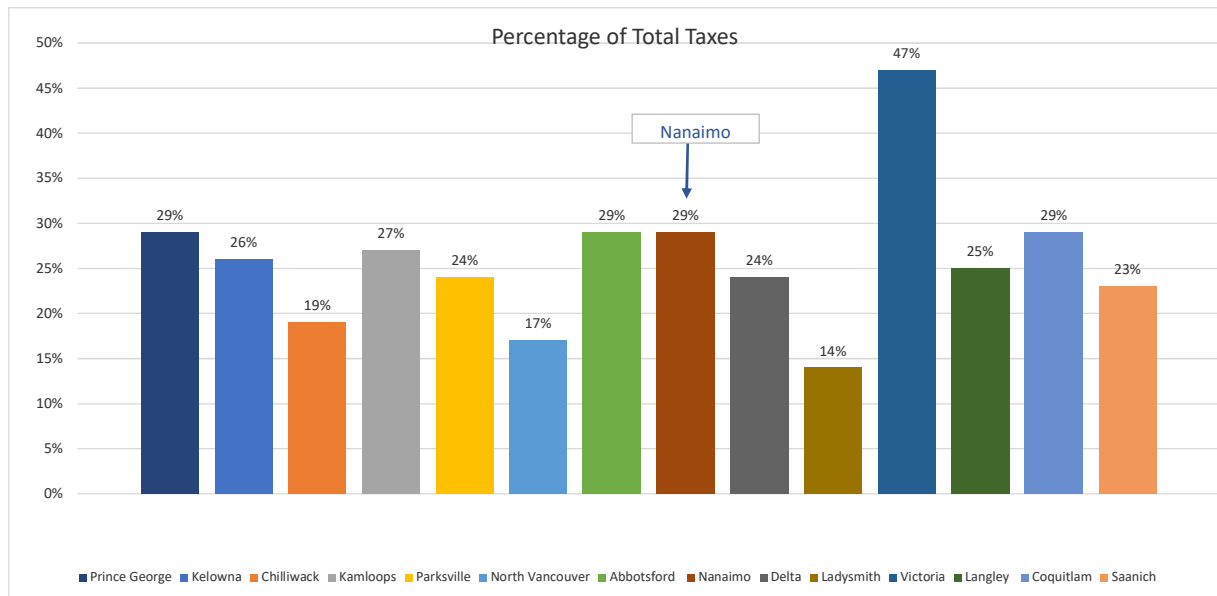
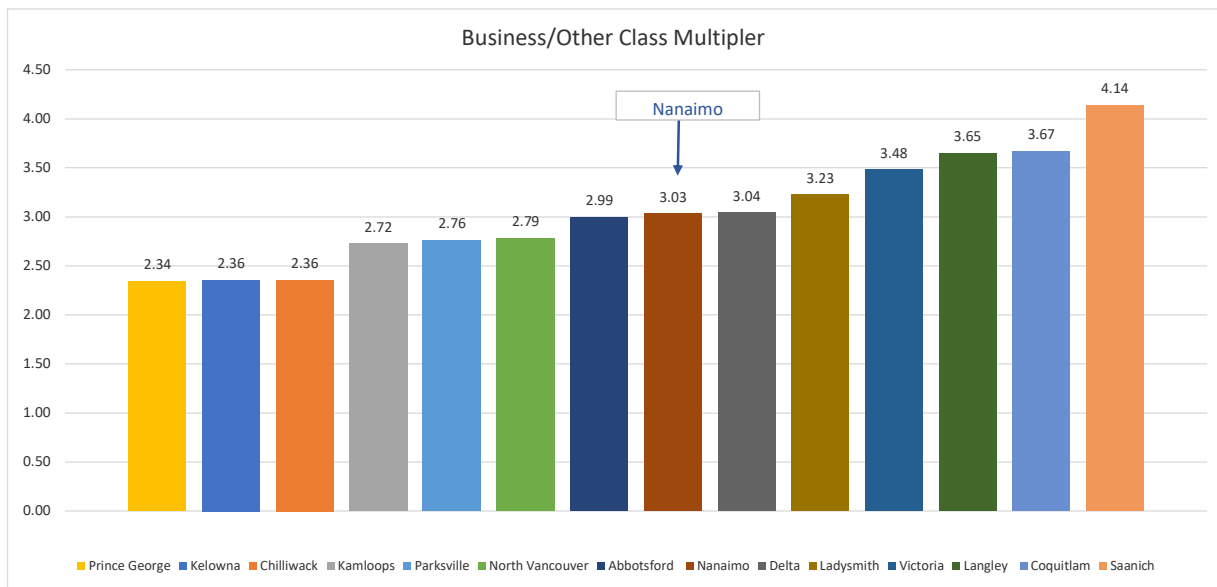
³\$500,000 in funding from reserves from 2017 surplus allocation was used to offset EHT in 2019

Attachment B

2019 Business/Other Class Multipliers - Comparable Population and/or Neighbouring Communities

Municipality	July 1, 2018 BC STATS Population Estimates (Dec. 2018 Release)	Authenticated Roll General Taxable Values	Municipal Purposes Tax Rates	Tax Class Multiples	Total Municipal Taxes	% Total Taxes	% Total Assessment
Prince George	78,675	1,834,071,300	17.17408	2.34	31,498,487	29%	18%
Kelowna	136,233	5,297,712,207	7.45070	2.36	39,471,664	26%	14%
Chilliwack	90,931	1,945,349,275	7.10768	2.36	13,826,920	19%	10%
Kamloops	97,177	2,187,467,239	13.57000	2.72	29,683,930	27%	13%
Parksville	13,323	357,007,489	9.61410	2.76	3,432,306	24%	10%
North Vancouver	90,814	3,773,070,100	4.62771	2.79	17,460,674	17%	8%
Abbotsford	151,923	4,442,056,089	9.24758	2.99	41,078,269	29%	13%
Nanaimo	97,619	2,447,038,208	12.89420	3.03	31,552,600	29%	12%
Delta	109,484	4,792,537,817	7.12830	3.04	34,162,647	24%	12%
Ladysmith	9,417	93,266,100	12.97940	3.23	1,210,538	14%	5%
Victoria	92,041	6,031,291,342	10.98210	3.48	66,236,245	47%	21%
Langley	127,290	4,568,016,301	7.63880	3.65	34,894,163	25%	9%
Coquitlam	149,490	6,048,728,601	7.27470	3.67	44,002,686	29%	11%
Saanich	122,245	2,427,418,801	12.18639	4.14	29,581,472	23%	7%

Source - BC Stats: 707 Tax Rates, Municipal Taxes and Class Proportions of Taxes and Assessment





Development and Review to Date

- Finance and Audit Committee meetings:
 - Budget Overview and Departmental Business Plans presented November 20th and 22nd, 2019
 - 2020 – 2024 Draft Project Plan presented November 25th, 2019
 - Budget Recap presented November 25th, 2019
- eTown Hall held on December 2nd, 2019
- 2020 – 2024 Financial Plan Bylaw approved
 - Adopted at Council meeting on January 13th, 2020
 - Referred to as the Provisional Five Year Financial Plan

2020 – 2024 Financial Plan

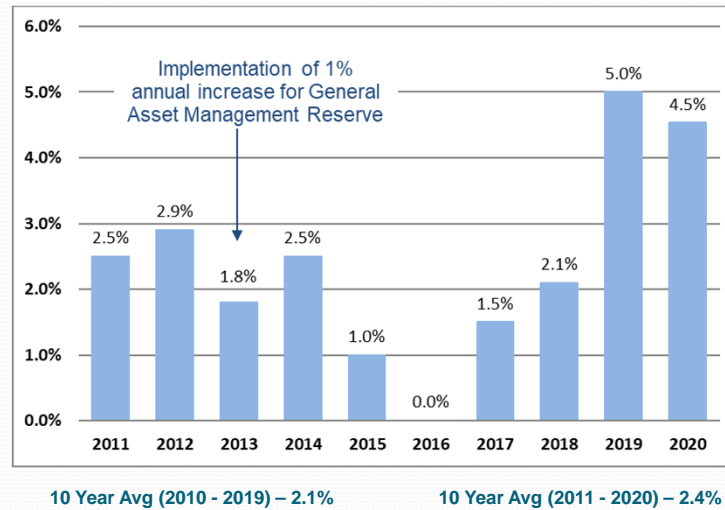
Projected Property Tax Increase

	2020	2021	2022	2023	2024
General Asset Management Reserve	1.0%	1.0%	1.0%	0.0%	0.0%
General Property Tax Increase	3.5%	2.0%	2.4%	1.9%	1.8%
2020 - 2024 Financial Plan - Final	4.5%	3.0%	3.4%	1.9%	1.8%

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

	2020	2021	2022	2023	2024
General Asset Management Reserve	1.0%	1.0%	1.0%	0.0%	0.0%
General Property Tax Increase	4.2%	1.9%	2.4%	1.9%	1.8%
2020 - 2024 Financial Plan - Provisional	5.2%	2.9%	3.4%	1.9%	1.8%

Property Tax History



Typical Home

excludes property taxes collected for the RDN, School District, Hospital and Vancouver Island Regional Library

Impact on a Typical Home

	2019	2020	\$ Change	% Change
Assessment - Average Home	\$518,384	\$527,145	\$8,761	1.7%
Property Taxes	\$2,110	\$2,205	\$95	4.5%
Municipal User Fees				
Water Fees	552	594	42	7.5%
Sewer Fees	135	141	6	4.0%
Sanitation Fees	170	171	1	0.6%
Total Municipal Taxes & User Fees	\$2,967	\$3,111	\$144	4.8%

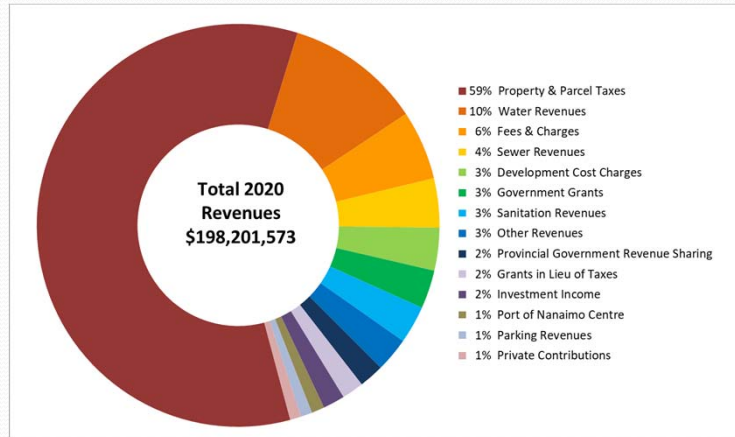
Assumes a typical single family house with average assessment change of 1.69%

* Rounded to nearest dollar

Financial Summary

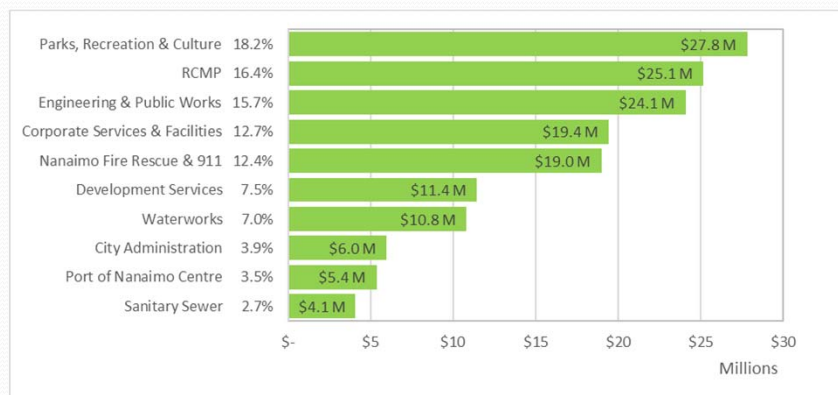
2020 Revenues

\$198 million provides funding for annual operating and maintenance, projects, contributions to infrastructure renewal reserves and VIRL



2020 Operating Budget

\$153 M will be spent for annual operating and maintenance resources that deliver day-to-day City Services.



2020 Key Budget Drivers – General

Expenditure Increases/(Decreases)	
Asset Management	\$ 1,010,000
Wages and Benefits ¹	3,340,000
Contracted Services - Landscaping/Tree Services	108,000
Council Contingency	(100,000)
Economic Development ²	467,000
Fleet Charge - Fire	100,000
Legal Fees	123,000
Project Expenditures	
Annual general revenue funding	521,000
RCMP Contract (budgeted at 95%)	1,581,000
Snow and Ice Control Reserve	(275,000)
Sewer and Water Internal Support	(199,000)
Utilities - Water and Sewer	154,000
Subtotal Expenditure Increases	\$ 6,830,000

2020 Key Budget Drivers – General

Revenue (Increases)/Decreases	
Building Permit Revenue	(200,000)
Casino Revenue	(100,000)
Grant in Lieu	(146,000)
Provincial Fine Revenue	(233,000)
Recreation Facilities/Sportsfield Agreement	(104,000)
Transfer from RCMP Contract Reserve	(268,000)
Transfer from Surplus/Reserve ³	500,000
Subtotal Revenue Increases	\$ (551,000)
Other Changes	\$ 42,000
Net Expenditure Increases	\$ 6,321,000
Less Increased Property Tax Revenues due to Growth	1,469,000
Net Impact	\$ 4,852,000
Dollars are rounded to nearest \$1,000	

¹Excludes new Manager, Economic Development

²Includes new Manager, Economic Development

³\$500,000 in funding from reserves from 2017 surplus allocation was used to offset EHT in 2019

Property Tax Options

Option #1 – Approve 2020 – 2024 Financial
Plan as Presented

Option #1 – Projected Property Tax Increases

	2020	2021	2022	2023	2024
General Asset Management Reserve	1.0%	1.0%	1.0%	0.0%	0.0%
General Property Tax Increase	3.5%	2.0%	2.4%	1.9%	1.8%
Total Municipal Taxes	4.5%	3.0%	3.4%	1.9%	1.8%

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Total Municipal Taxes & User Fees	\$2,967	\$3,111	\$144	4.8%

Assumes a typical single family house with average assessment change of 1.69%

* Rounded to nearest dollar

Option # 2 – Smooth Property Tax Increase between 2020 and 2021

Option #2 – Projected Property Tax Increases

	2020	2021	2022	2023	2024
General Asset Management Reserve	1.0%	1.0%	1.0%	0.0%	0.0%
General Property Tax Increase	2.8%	2.8%	2.4%	1.9%	1.8%
Total Municipal Taxes	3.8%	3.8%	3.4%	1.9%	1.8%

	2019	2020	\$ Change	% Change
Assessment - Average Home	\$518,384	\$527,145	\$8,761	1.7%
Property Taxes	\$2,110	\$2,189	\$79	3.8%
Municipal User Fees				
Water Fees	552	594	42	7.5%
Sewer Fees	135	141	6	4.0%
Sanitation Fees	170	171	1	0.6%
Total Municipal Taxes & User Fees	\$2,967	\$3,095	\$128	4.3%

Assumes a typical single family house with average assessment change of 1.69%

* Rounded to nearest dollar

Option # 3 – No Operating Property Tax Increase, Property Tax Increase for General Asset Management Reserve Only

Option #3 – Projected Property Tax Increases

	2020	2021	2022	2023	2024
General Asset Management Reserve	1.0%	1.0%	1.0%	0.0%	0.0%
General Property Tax Increase	0.0%	5.8%	2.4%	1.9%	1.8%
Total Municipal Taxes	1.0%	6.8%	3.4%	1.9%	1.8%

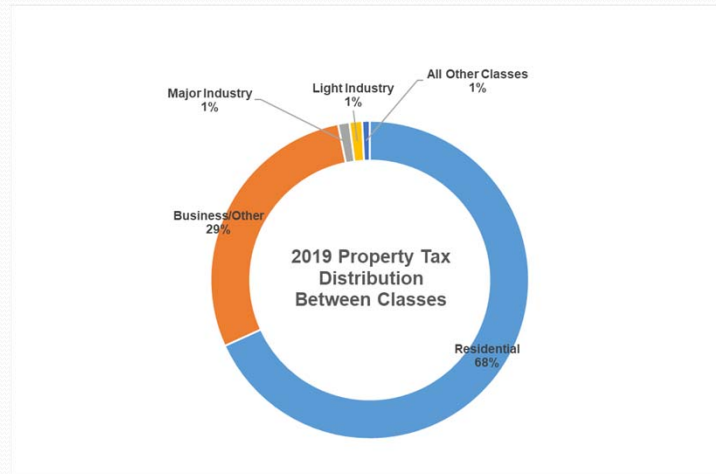
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Property Taxes	\$2,110	\$2,131	\$21	1.0%
Municipal User Fees				
Water Fees	552	594	42	7.5%
Sewer Fees	135	141	6	4.0%
Sanitation Fees	170	171	1	0.6%
Total Municipal Taxes & User Fees	\$2,967	\$3,037	\$70	2.3%

Assumes a typical single family house with average assessment change of 1.69%

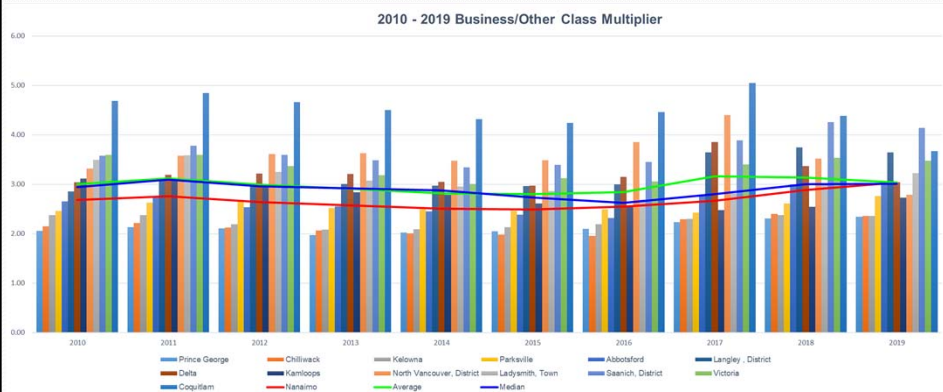
* Rounded to nearest dollar

Tax Shift Between Property Classes

2019 Municipal Property Tax Distribution



Comparable Population and Neighbouring Communities



Next Steps

- May 4th
 - Decision report to Council for 2020 – 2024 Financial Plan
- May 11th
 - Financial Plan Amendment Bylaw to Council for first three readings and adoption
 - Property Tax Bylaw to Council for first three readings and adoption

Financial Plan Amendment Bylaw must be adopted by May 15th
Bylaws allows staff to calculate and collect 2020 property taxes

DATE OF MEETING APRIL 20, 2020

AUTHORED BY SHEILA GURRIE, DIRECTOR, LEGISLATIVE SERVICES

SUBJECT **AGENDA PLANNING**

OVERVIEW

Purpose of Report:

To provide Council the opportunity to have a round table discussion in order to review and prioritize topics for Special Council Meetings, or future Governance and Priorities Committee Meetings.

BACKGROUND

On March 16, 2020, Council passed a motion to put committees and task forces, including the Finance and Audit Committee and Governance and Priorities Committee (GPC) on temporary hold due to the COVID-19 pandemic. Since this time, Council has had three special council meetings as well as a regularly scheduled council meeting.

DISCUSSION

Council needs an opportunity to have time for discussion on the topics scheduled to go to future Governance and Priorities Committee or the Finance and Audit Committee, to see if they are still a priority that need to be brought forward in the absence of these committees, as well as time to discuss emerging issues and Council's other priorities.

CONCLUSION

Staff have included an agenda planning and round table discussion on the April 20, 2020 Special Council Meeting agenda in order for Council to review future GPC items and to speak about emerging issues and priorities for upcoming meetings.

SUMMARY POINTS

- Council's motion on March 16, 2020, put committees and task forces, including the Governance and Priorities Committee and Finance and Audit Committee on temporary hold.
- Council needs the time and opportunity to discuss future topics scheduled for these meetings that may need to be discussed now, as well as other emerging topics and priorities they may wish to bring forward.

- Staff have added Agenda Planning to the April 20, 2020 Special Council Meeting to provide an opportunity for Council to have these discussions on priorities and future topics.

ATTACHMENTS

ATTACHMENT A: Agenda Planning document |

Submitted by:

Sheila Gurrie,
Director, Legislative Services |

Concurrence by:

Jake Rudolph,
CAO |

Governance and Priorities Committee Agenda Planning

2020 GPC Dates											
Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.
20	10	9		11	8	13		14	5	9	14
27	24			25	29	27		28	26	23	

JANUARY

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January 6 – Meeting cancelled
January 20 – Special GPC

FEBRUARY

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March 23 – Meeting Cancelled

APRIL

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April 2 – Meeting Cancelled
April 6 – Meeting Cancelled
April 20 – Meeting Cancelled

MAY

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OCTOBER





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NOVEMBER

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DECEMBER

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 Governance and Priorities Committee Meeting
 Statutory Holiday
 FCM Annual Conference (Toronto)
 Council Meeting

UBCM Convention (Victoria) 
 AVICC Convention (Nanaimo) 
 Public Hearing (Special Council Meeting) 

Governance and Priorities Committee Agenda Planning

MEETING DATE	TOPIC	BACKGROUND	FORMAT	OUTCOMES
February 10, 2020	Neighbourhood Associations – Part 1	Identified as a priority topic for the first quarter of 2020 at the GPC meeting held 2020-JAN-20 (session 1 of 2)	Information report identifying: <ul style="list-style-type: none"> - Background on what currently exists (how many we have, how many members, what locations, etc.) - Current policies & information on associations - Values currently and values moving forward - Engagement with associations re: zoning amendments, etc. - How can we leverage our current process to obtain valuable input when re-doing neighbourhood plans and implementing our OCP process. 	Receive information on current state of neighbourhood associations prior to a second GPC on this topic (date TBD)
February 24, 2020	Effective Advocacy Strategies	Identified as a priority topic for the first quarter of 2020 at the GPC meeting held 2020-JAN-20. Also listed as a priority in Council's Strategic Plan	<ul style="list-style-type: none"> - Expert advice on advocacy strategies - Staff report on communications and advocacy to date [Do we have a strategy? Differences in strategies (from Mayor, Council, Committees, Task Forces) and to who and how?] - Advocacy for public to relevant agencies or other levels of government - Council develop a strategy with or without expert advice - Public support of advocacy strategy 	Develop a strategy for implementation

Governance and Priorities Committee Agenda Planning

February 24, 2020	Coordinated Strategic Policy Review 2020-2021	Requested by council at a GPC (2020-JAN-20) to be brought forward for an update.	- Presentation by staff	Provide Council with the terms of reference for the overall coordinated strategic policy review (2020-2021) process and update on the progress to date.
March 9, 2020	Single Use Checkout Bags	Council motion deferred back to staff to await the outcome of the Victoria bylaw.	- Overview and presentation of 2 bylaws by staff.	Present two bylaw options for information and background.
March 9, 2020	Civic Facilities – conditions, issues, plans and objectives <i>Could include capital projects and finances (borrowing)</i>	Identified as a priority topic for the first quarter of 2020 at the GPC meeting held 2020-JAN-20.	- Background report from Staff on current facilities that are known to be in need of replacing with the top priorities identified	Develop strategies moving forward with these items - Direction on expansion of the RCMP building - Direction on moving forward with a plan to rebuild the Public Works building - Direction on other facilities in need of replacement, rebuilding or expansion
March 9, 2020	Energy and Emissions Management Program	Staff providing update on what the City is doing to support Council's strategic priority of Environmental Responsibility.	- Presentation by staff	Provide an overview of the Corporate Energy and Emissions Program so Council can better understand what steps the City is taking to meet urgent environmental goals.

Governance and Priorities Committee Agenda Planning

<i>TBD</i>	Proposed amendments to the Manual of Engineering Standards and Specifications (MoESS)	Extensive revision to MoESS and high public interest – Staff wanted to provide Council an opportunity to discuss changes in detail.	<ul style="list-style-type: none"> - Presentation by staff - Council roundtable discussion - Delegations 	Provide Council with an opportunity to hear from Staff and discuss the proposed revisions to MoESS.
<i>TBD</i>	Neighbourhood Associations – Part 2	Identified as a priority topic at the GPC meeting held 2020-JAN-20 (session 2 of 2)	<ul style="list-style-type: none"> - Invite chairs of some associations to attend and be available for the discussion. - Identify what resources are available - Presentation on how neighbourhood associations work in the City and what expectations they have of Council (i.e.: how do they want to be engaged?) 	<ul style="list-style-type: none"> - Formalized process for recognizing neighbourhood associations - Create a new policy and criteria for neighbourhood associations moving forward including how they can be officially recognized. - Defer any financial implications to Finance and Audit Committee
<i>TBD</i>	Arts & Culture	Brought forward through Council discussion and motion made at the GPC meeting held 2019-OCT-7	<ul style="list-style-type: none"> - Invite members from the Arts & Culture community to discuss engagement and communication - Staff report and presentation outlining the process for issuing grants related to the arts and providing an update to the Cultural Plan for a Creative Nanaimo - Round Table discussion 	<ul style="list-style-type: none"> - Discussion - Recommendation to Council or possibly defer to other committee (ie – budget implications deferred to Finance and Audit)
<i>TBD</i>	Women's Participation on City of Nanaimo Task Forces and Childminding Reimbursement for members of City Committees	Identified as a priority topic at the GPC meeting held 2020-FEB-10	-	-

Governance and Priorities Committee Agenda Planning

TBD	Transit (PART I) and Crosswalk Safety	Identified as a priority topic at the GPC meeting held 2020-FEB-10	<ul style="list-style-type: none"> - Tailored City of Nanaimo conversation around transit delivery (City of Nanaimo residents' perspective and impacts to residents and the City). - How to encourage transit use from a City perspective. - Invite a member of RDN staff speak to Council at the meeting and provide an update of their planning process. - Bus stop locations that make sense - Conversation around covered bus stops - Number of hours that transit operates <p>Crosswalks:</p> <ul style="list-style-type: none"> -report about flashing lights at crosswalks (are they beneficial, etc.) -Education and information around increasing pedestrian safety at crosswalks -Costs around the lighting at crosswalks. 	<ul style="list-style-type: none"> - An ask, or assessment, from the City's perspective sent to the RDN after a decision is made at the city level with a recommendation for consideration at the RDN. <p>Outcome:</p> <ul style="list-style-type: none"> -a report that outlines all of the pros and cons of crosswalk lighting and pedestrian safety. -Options -Costs. <p>Could come as a next step:</p> <ul style="list-style-type: none"> -Professional best practice on what should be at crosswalks and what works best and why, etc.
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Governance and Priorities Committee Agenda Planning

Future GPC Topics

- Capital planning process
- 1 Port Drive
- Sports venues and tourism strategies
- Vancouver Island Regional Library overview
- Election signage

Deferred to Finance and Audit Committee

- Social Procurement - date TBD
- Fees and Charges - February 19, 2020