



**AGENDA**  
**FINANCE AND AUDIT COMMITTEE MEETING**

December 16, 2020, 9:00 AM - 12:00 PM  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC

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Pages

**1. CALL THE MEETING TO ORDER:**

[Note: This meeting will be live streamed and video recorded for the public.]

**2. INTRODUCTION OF LATE ITEMS:**

**3. ADOPTION OF AGENDA:**

**4. ADOPTION OF MINUTES:**

**a. Minutes**

8 - 17

Minutes from the Special Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2020-NOV-25, at 8:30 a.m.

**b. Minutes**

18 - 32

Minutes from the Special Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2020-NOV-27, at 9:00 a.m.

**c. Minutes**

33 - 45

Minutes from the Special Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2020-NOV-30, at 9:00 a.m.

**5. PRESENTATIONS:**

**6. DELEGATIONS:**

**7. REPORTS:**

**a. Culture and Events Grants 2021 - Fund Recommendations to Support Community Vibrancy and Resilience**

46 - 99

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

*Purpose: To recommend Council approval of the 2021 Culture & Event grant funds (Operating, Project and Downtown Event) to support the activities of non-profit culture and heritage organizations, and contribute to the success of events and initiatives planned for downtown.*

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

1. approve 2021 Cultural Grant funding (Operating, Project and Downtown Event) recommendations of \$478,166 as follows; and
2. direct Staff to administer a special rapid response program for 2021 (Resilience Grant), with the remaining funds of \$28,559, to support resilience in Nanaimo's arts and culture sector.

#### 2021 Culture & Heritage Operating Grants

- **Applicant Name:** A Cappella Plus Choral Society
  - **Recommend:** \$5,300
- **Applicant Name:** CineCentral Filmmakers Society
  - **Recommend:** \$12,000
- **Applicant Name:** Crimson Coast Dance Society \*\*
  - **Recommend:** \$24,137
- **Applicant Name:** Friends of Nanaimo Jazz Society
  - **Recommend:** \$4,000
- **Applicant Name:** Island Bel Canto Singers
  - **Recommend:** \$1,500
- **Applicant Name:** Island Consort Society
  - **Recommend:** \$830
- **Applicant Name:** L'association des francophones de Nanaimo
  - **Recommend:** \$21,500
- **Applicant Name:** Malaspina Choral Society
  - **Recommend:** \$3,000
- **Applicant Name:** Mid Island Metis Nation
  - **Recommend:** \$11,689
- **Applicant Name:** Nanaimo (BC) Chapter of the SPEBSQSA
  - **Recommend:** \$2,400

- **Applicant Name:** Nanaimo Arts Council
  - **Recommend:** \$11,000
- **Applicant Name:** Nanaimo Chamber Orchestra
  - **Recommend:** \$1,965
- **Applicant Name:** Nanaimo Concert Band
  - **Recommend:** \$5,000
- **Applicant Name:** Nanaimo Conservatory of Music \*\*
  - **Recommend:** \$19,143
- **Applicant Name:** Nanaimo International Jazz Festival Association
  - **Recommend:** \$24,000
- **Applicant Name:** Opera Nanaimo
  - **Recommend:** \$4,000
- **Applicant Name:** Pacific Coast Stage Company
  - **Recommend:** \$8,000
- **Applicant Name:** Nanaimo Festival Heritage Theatre Society (TheatreOne) \*\*
  - **Recommend:** \$44,165
- **Applicant Name:** Vancouver Island Symphony \*\*
  - **Recommend:** \$92,849
- **Applicant Name:** Western Edge Theatre \*\*
  - **Recommend:** \$14,410
- **Applicant Name:** Wordstorm Society of the Arts
  - **Recommend:** \$3,500

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

#### 2021 Culture & Heritage Project Grants

- **Applicant Name:** Brechin United Church, Mission & Outreach Team
  - **Project Name:** Building Bridges and Paddling Together
  - **Recommend:** \$1,922
- **Applicant Name:** Central Vancouver Island Multicultural Society
  - **Project Name:** Anti-Racism Arts Festival
  - **Recommend:** \$3,220

- **Applicant Name:** CineCentral Filmmakers Society
  - **Project Name:** Local Film Development Project
  - **Recommend:** \$3,000
- **Applicant Name:** Crimson Coast Dance Society
  - **Project Name:** ODRS: Our Digital Reality Online Symposium
  - **Recommend:** \$7,295
- **Applicant Name:** Crimson Coast Dance Society
  - **Project Name:** What Happened to We: Nanaimo/Nordic Exchange
  - **Recommend:** \$10,000
- **Applicant Name:** Festival of Banners (Nanaimo) Association
  - **Project Name:** Festival of Banners
  - **Recommend:** \$4,400
- **Applicant Name:** Harbour City Jazz Society
  - **Project Name:** JazzFest
  - **Recommend:** \$1,500
- **Applicant Name:** Nanaimo Aboriginal Centre
  - **Project Name:** National Indigenous Peoples Day 2021 Nanaimo Celebration
  - **Recommend:** \$3,500
- **Applicant Name:** Nanaimo Arts Council
  - **Project Name:** R&D: A Capital Plan for an Arts Centre
  - **Recommend:** \$0
- **Applicant Name:** Nanaimo Sings! Choral Festival Society
  - **Project Name:** Nanaimo Sings! Community Through Song
  - **Recommend:** \$4,500
- **Applicant Name:** Pacific Coast Stage Company
  - **Project Name:** Theatre of the Oppressed Workshop Series & Site-Specific Presentation
  - **Recommend:** \$3,000

#### 2021 Downtown Event Revitalization Grants

- **Applicant Name:** A Cappella Plus Choral Society

- **Project/Event Name:** A Cappella Plus Spring Concert
- **Recommend:** \$460
- **Applicant Name:** Friends of Nanaimo Jazz Society
  - **Project/Event Name:** Jazz Affair on the Coast
  - **Recommend:** \$3,997
- **Applicant Name:** Greater Nanaimo Chamber of Commerce
  - **Project/Event Name:** 2021 Commercial Street Night Market
  - **Recommend:** \$30,000
- **Applicant Name:** Nanaimo Arts Council
  - **Project/Event Name:** Nanaimo Artwalk
  - **Recommend:** \$3,563
- **Applicant Name:** Nanaimo Chapter Federation of Canadian Artists
  - **Project/Event Name:** Nanaimo Fine Art Show
  - **Recommend:** \$2,200
- **Applicant Name:** Nanaimo Downtown Farmer's Market Society
  - **Project/Event Name:** Nanaimo Downtown Farmer's Market
  - **Recommend:** \$4,500
- **Applicant Name:** Nanaimo Dragon Boat Festival Society
  - **Project/Event Name:** Nanaimo Dragon Boat Festival
  - **Recommend:** \$10,000
- **Applicant Name:** Nanaimo International Jazz Festival Association
  - **Project/Event Name:** Nanaimo International Jazz Festival
  - **Recommend:** \$25,000
- **Applicant Name:** Nanaimo Men's Resource Centre (partnering with Old City Quarter Association)
  - **Project/Event Name:** Hub City Soapbox Derby
  - **Recommend:** \$10,000
- **Applicant Name:** Nanaimo Pride Society
  - **Project/Event Name:** Nanaimo Pride Week & Month
  - **Recommend:** \$12,500
- **Applicant Name:** Old City Quarter Association
  - **Project/Event Name:** Halloween in the OCQ

- **Recommend:** \$1,800
- **Applicant Name:** Old City Quarter Association
  - **Project/Event Name:** Sounds of Summer in the OCQ
  - **Recommend:** \$6,300
- **Applicant Name:** Old City Quarter Association
  - **Project/Event Name:** Christmas in the OCQ
  - **Recommend:** \$2,800
- **Applicant Name:** Old City Quarter Association
  - **Project/Event Name:** Hop Into Spring in the OCQ
  - **Recommend:** \$1,050
- **Applicant Name:** Pacific Coast Stage Company
  - **Project/Event Name:** Outdoor Fringe Presentations
  - **Recommend:** \$2,500
- **Applicant Name:** Nanaimo Festival Heritage Theatre Society (TheatreOne)
  - **Project/Event Name:** Emerging Voices
  - **Recommend:** \$4,771

**b. Proposal for Welcome Pole at Maffeo Sutton Park**

100 - 106

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

*Purpose: To provide information to Council on a project for the installation of a Welcome Pole at Maffeo Sutton Park.*

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

1. allocate \$50,000 from Public Art budgeted in the year 2020 and 2021 for a permanent artwork at Maffeo Sutton Park to the realization of a Welcome Pole in the park by Snuneymuxw artist Noel Brown;
2. direct Staff to collaborate with the relevant parties, including Snuneymuxw First Nation and Nanaimo Aboriginal Centre, to see this project completed in a respectful way for the benefit of our communities; and
3. direct Staff to report back to Council with final design and location prior to installation of the artwork.

**c. Bowen Road Utility and Corridor Upgrades**

107 - 108

To be introduced by Bill Sims, General Manager, Engineering and Public Works.

*Purpose: To advise Council of additional costs associated with the construction of the Bowen Road Utility and Corridor Upgrade Project.*

**d. Investing in Canada Infrastructure Program Adaptation, Resilience and Disaster Mitigation** 109 - 111

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

*Purpose: To provide Council with information on the Seabold Drive and Ptarmigan Way Drainage Upgrade project for application under the Adaptation, Resilience and Disaster Mitigation Program and obtain a council resolution.*

Recommendation: That the Finance and Audit Committee recommend that Council direct Staff to submit an application to the Investing in Canada Infrastructure Program – Adaptation, Resilience and Disaster Mitigation for the Seabold Drive and Ptarmigan Way Drainage Upgrade project and commit to funding any cost overruns of the project.

**e. Investing in Canada Infrastructure Program COVID Resilience Infrastructure Stream** 112 - 115

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

*Purpose: To provide Council with information on two potential projects for the COVID-19 Resilience Infrastructure Stream of the Investing in Canada Infrastructure Program, and obtain a Council resolution.*

Recommendation: That the Finance and Audit Committee recommend that Council direct Staff to submit an application to the COVID-19 Resilience Infrastructure Stream of the Investing in Canada Infrastructure Program for the Generators for Beban Park Complex and the Water Treatment Plant.

**8. OTHER BUSINESS:**

**9. ADJOURNMENT:**

**MINUTES**  
SPECIAL FINANCE AND AUDIT COMMITTEE MEETING  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,  
80 COMMERCIAL STREET, NANAIMO, BC  
WEDNESDAY, 2020-NOV-25, AT 8:30 A.M.

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Present: Mayor L. Krog, Chair  
Councillor S. D. Armstrong (joined electronically 1:30 p.m., disconnected 2:00 p.m., arrived 2:34 p.m.)  
Councillor D. Bonner  
Councillor T. Brown  
Councillor B. Geselbracht (arrived 8:35 a.m.)  
Councillor E. Hemmens  
Councillor Z. Maartman  
Councillor I. W. Thorpe (arrived 1:00 p.m.)  
Councillor J. Turley

Staff: J. Rudolph, Chief Administrative Officer  
R. Harding, General Manager, Parks, Recreation and Culture  
S. Legin, General Manager, Corporate Services  
D. Lindsay, General Manager, Development Services  
B. Sims, General Manager, Engineering and Public Works  
L. Fletcher, A/OIC, Nanaimo Detachment, RCMP  
K. Fry, Fire Chief  
J. Van Horne, Director, Human Resources  
B. MacKay, Director, Information Technology  
L. Mercer, Director, Finance  
W. Fulla, Manager, Business, Asset and Financial Planning  
S. Gurrie, Director, Legislative Services  
K. Lundgren, Recording Secretary

1. CALL THE SPECIAL MEETING TO ORDER:

The Special Finance and Audit Committee Meeting was called to order at 8:30 a.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Agenda Item 6(b) Budget Highlights - Replace PowerPoint presentation slides titled "2021 Key Budget Drivers - General" and "Debt Servicing Limit" with revised slides.

3. APPROVAL OF THE AGENDA:

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



4. REPORTS:

(a) Introduction 8:30 a.m. - 8:45 a.m.

Jake Rudolph, Chief Administrative Officer, introduced the purpose of the upcoming Finance and Audit Committee meetings and the intent to deliver a comprehensive budget package to inform upcoming deliberations and decisions.

Councillor Geselbracht entered the Shaw Auditorium at 8:35 a.m.

(b) Budget Highlights 8:45 a.m. - 9:45 a.m.

Shelley Legin, General Manager, Corporate Services, provided a PowerPoint presentation. Highlights included:

- Proposed timeline for the 2021-2025 Financial Plan
- COVID-19 financial navigation
- Initially the budget resulted in a 6% property tax increase. The steep increase, especially during the financial hardship of COVID-19, required a number of key steps to be taken to reduce the property taxes which included:
  - Funding from General Financial Stability Reserve
  - Delayed reopening of Beban Pool to January 2022
  - Realign the start date of new RCMP members and delayed the start date of three new positions
  - Reduced operating expenditures
  - Strategic assessment of business cases
- The COVID-19 Safe Restart Grant for local governments of \$6.693M and noted that there is a requirement of an annual report on how the grant is spent

Laura Mercer, Director, Finance, continued the PowerPoint presentation. Highlights included:

- Due to the ongoing and sudden changes because of COVID-19, several items were not included in the draft budget such as the COVID-19 Safe Restart Grant and Parks, Recreation and Culture operations
- Overview of the budget process
- Assumptions that the pandemic impact on revenues will continue in 2021, and assumes that revenues begin to recover in 2022
- It should be noted that these are assumptions and recommend leaving funds in the General Financial Stability Reserve in the event these assumptions are off
- Consumer Price Index not the best tool to assess inflation for municipalities and a Municipal Price Index has not yet been created
- Projected user fees increases
- History of property tax increases
- Comparison of Nanaimo to other like-size communities and noted that not all communities provide the same basket of services
- Breakdown of municipal taxes and user fees in relation to a typical family home

Wendy Fulla, Manager, Business, Asset and Financial Planning, continued the presentation. Highlights included:

- Total 2021 revenues of \$194,112,920 provide funding for annual operating and maintenance, projects and contributions to infrastructure renewal reserves
- Draft 2021 Operating Budget of \$153.6M used for annual operating and maintenance resources that deliver day-to-day City services
- Overview of the 2021 key budget drivers

Committee discussion took place regarding the Facility Development Reserve.

Wendy Fulla, Manager, Business, Asset and Financial Planning, explained that since it is a statutory reserve, it would require a change in bylaw to reduce transfer to Facility Development Reserve.

Wendy Fulla, Manager, Business, Asset and Financial Planning, continued the presentation as follows:

- List of business cases not included in the draft plan

Committee discussion took place. Highlights included:

- The feasibility study for the Police Mental Health Outreach Team
- The July 1<sup>st</sup> implementation of a position will spread the impact over two years
- Suggestion that the Health and Housing Task Force potentially take on a role in the Police Mental Health Outreach Team feasibility study

Jake Rudolph, Chief Administrative Officer, advised that items that require a more fulsome discussion could be flagged for further discussion at an upcoming meeting.

- Business cases may be distributed to Councillors upon request

Wendy Fulla, Manager, Business, Asset and Financial Planning, continued the presentation as follows:

- List of business cases not included in draft plan (continued)
- Outstanding debt as of 2019-DEC-31
- New debt in 2020
- Graphical representation of projected outstanding external debt and projected external debt servicing costs and noted that some items are anticipated but currently not included in 10-year plan
- At 2020-OCT-16 the City was at 12.06% of current debt servicing limit
- Summary of reserves

Committee discussion took place. Highlights included:

- The 911 Operating Reserve
- The bylaw regarding the contribution rate to the Facility Development Reserve to be flagged for future discussion

Richard Harding, General Manager, Parks, Recreation and Culture, provided clarification on the funds that contribute to the Facility Development Reserve and noted the current unpredictability of revenues in light of COVID-19.

Committee discussion took place regarding the clarification surrounding several reserves.

Wendy Fulla, Manager, Business, Asset and Financial Planning, explained the intention of several reserves as follows:

- The General Capital Reserve is not heavily used, but intended for opportunities that come up
- The Strategic Infrastructure Reserve intended as a funding source for Council to move forward with strategic priorities
- Unclear on the restrictions for the Cemetery Care Fund

The Special Finance and Audit Committee Meeting recessed at 10:02 a.m.

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

(c) 2021 Business Plan Presentations

1. Chief Administrator's Office 10:00 a.m. - 10:30 a.m.

Jake Rudolph, Chief Administrative Officer, provided a PowerPoint presentation. Highlights included:

- Role of the Chief Administrative Office
- Overview of 2020 and response to COVID-19
  - Activated Emergency Coordination Centre (ECC) and maintaining essential services
  - Business model changes

Committee discussion took place regarding the associated costs of Staff's option to work from home.

Jake Rudolph, Chief Administrative Officer, continued his presentation as follows:

- Listed several 2020 Achievements surrounding Governance Excellence, Economic Health, Environmental Responsibility and Liveability
- Steps taken in response to COVID-19 and Parks, Recreation and Culture Department being the area of biggest impact
- Outlined key opportunities in 2021 regarding resilience and priorities

Committee discussion took place. Highlights included:

- Capacity of the Leadership tables
- The location of Legal Services Cost section within the budget

2. Legislative Services and Communications 10:30 a.m. - 11:00 a.m.

Sheila Gurrie, Director, Legislative Services, provided a PowerPoint presentation. Highlights included:

- Department overview of Legislative Services
- A brief look at the history of Legislative Services and the City Clerk position
- Department overview of the Communications Department
- Legislative Services and Communications account for 1.7% of the overall City budget and represents mainly wages and benefits
- Listed a number of achievements in 2020 across both Legislative Services and Communication Departments including REIMAGINE NANAIMO Communications, the bylaw policy and renewal project, Electronic Document Records Management System Project (EDRMS), the number of meetings and Freedom of Information (FOI) request comparison to prior years

Committee discussion took place regarding the timeline for FOI requests.

Sheila Gurrie, Director, Legislative Services, continued her presentation as follows:

- Key initiatives and opportunities for 2021 for the Legislative Services and Communications Departments

Committee discussion took place. Highlights included:

- Public engagement regarding the budget and the possibility of expanding engagement opportunities next year
- The meeting cycle and cycle of reports
- The role of the Deputy City Clerk
- FOIPPA friendly newsletter to increase transparency and avoid unnecessary FOI requests
- Revenue from the Legislative Services Department through FOI requests has limited potential

Wendy Fulla, Manager, Business, Asset and Financial Planning, followed up regarding a prior question related to legal services budgeted for 2021 and stated that \$135,000 is budgeted in Human Resources and \$430,000 is budgeted in Chief Administrator's Office.

3. Human Resources 11:00 a.m. - 11:30 a.m.

John Van Horne, Director, Human Resources, provided a PowerPoint presentation. Highlights included:

- Overview of the Human Resources Department
- Human Resources accounts for 1.4% of the City's overall budget

Mayor Krog vacated the Shaw Auditorium at 11:36 a.m. and Councillor Hemmens assumed the Chair.

- Overview of the 2020 achievements and COVID-19 response which involved redeploying Staff, establishing safe work procedures, work from home procedures as well as adjusting to new methods
- 2021 opportunities included updating policies, shifting to online training programs, and increased focus on limiting time loss duration
- Key Initiatives for 2021 include conclusion of negotiations with International Association of Fire Fighters, resolving legacy employment litigation issues and policy review and update
- Overview of draft operating budget

Committee discussion took place. Highlights included:

- Primary revenue driver in the Human Resource Department is training and was reduced due to a halt in training as a result of COVID-19
- Most of the savings across departments are due to reduced expenditures

The Special Finance and Audit Committee Meeting recessed at 11:55 a.m.  
The Special Finance and Audit Committee Meeting reconvened at 1:00 p.m.

Councillor Thorpe entered the Shaw Auditorium at 1:00 p.m.

4. Finance 1:00 p.m. - 1:30 p.m.

Laura Mercer, Director, Finance, provided a PowerPoint presentation. Highlights included:

- Overview of the Finance Department, sub departments and yearly timeline

Mayor Krog entered the Shaw Auditorium at 1:03 p.m. and assumed the Chair.

- Department's share of the City budget is 2.9% and primarily related to wages and benefits
- Overview of 2020 achievements including the response to COVID-19

Councillor Armstrong joined electronically at 1:30 p.m.

Committee discussion took place regarding the use of the bulk water hauling system.

Laura Mercer, Director, Finance, continued her presentation as follows:

- Key 2021 opportunities and initiatives included staffing additions of a Junior Financial Analyst and an Assistant Accountant, as well as online and electronic solutions, Water and Sewer User Rate review and Sustainable Procurement Policy Review

Committee discussion took place regarding the staffing resources for the Sustainable Procurement Policy Review.

Laura Mercer, Director, Finance, continued her presentation as follows:

- Business case for a Buyer position currently not in draft budget
- Overview of draft operating budget

Committee discussion took place. Highlights included:

- Drop in revenue due to ending the Commercial Vehicle licence commission
- Process for preparing business cases
- Buyer position and workload within the department
- Limited space in the purchasing department; therefore, a trailer was established to act as an office/meeting room

5. Information Technology 1:30 p.m. - 2:00 p.m.

Brian MacKay, Director, Information Technology provided a PowerPoint presentation. Highlights included:

- Overview of IT Department
- The department accounts for a 2.8% share of the City's budget
- 2020 achievements and response to COVID-19 including accommodating remote access, mobile technology and digital workflows
- Various 2021 opportunities and key initiatives
- Business case for Corporate Asset Management System currently not in draft budget
- Draft operating budget reduced by approximately \$73,000 from last year

Committee discussion took place. Highlights included:

- Results of security audits
- Implementation and operation costs for the Corporate Asset Management System
- Information security training and risk assessment
- Revenue from the IT Department

Councillor Armstrong disconnected at 2:00 p.m.

The Special Finance and Audit Committee Meeting recessed at 2:00 p.m.

The Special Finance and Audit Committee Meeting reconvened at 2:19 p.m.

6. Emergency Management 2:15 p.m. to 2:45 p.m.

Shelley Legin, General Manager, Corporate Services provided a PowerPoint presentation. Highlights included:

- The Emergency Management Department supports response and recovery from emergencies, trains staff, provides public education, manages volunteer program
- Response to COVID-19 included Emergency Coordinate Centre (ECC) activation
- Overview of 2020 achievements

Committee discussion took place regarding virtual response exercises to ensure that the City is prepared to respond to all different types of events.

Shelley Legin, General Manager, Corporate Services continued her presentation as follows:

- Opportunities and key initiatives for 2021
- Draft operating budget

Committee discussion took place. Highlights included:

- Neighbours helping neighbors matching system recommendation from the Mayor's Task Force on Recovery and Resilience
- The inclusion of Loaves and Fishes Community Food Bank in the virtual response exercises

Councillor Armstrong entered the Shaw Auditorium at 2:34 p.m.

7. RCMP/Police Services 2:45 p.m. - 3:45 p.m.

Lisa Fletcher, A/OIC, Nanaimo Detachment, RCMP, provided a PowerPoint presentation. Highlights included:

- Overview of RCMP and Police Services Department
- Policing Contract and RCMP role in the Community
- RCMP accounts for 17.1% of City budget and Police Services account for 4.1% of the City budget
- Seeing an increased need in hiring of expertise positions
- Response to COVID-19 and challenges given the tight spaces
- RCMP and Police Services 2020 achievements

Committee discussion took place regarding clarification of the public safety and community wellness initiatives.

Lisa Fletcher, A/OIC, Nanaimo Detachment, RCMP, continued her presentation as follows:

- Overview of 2021 opportunities and operational pressures
- Continued dual drug enforcement

Committee discussion took place regarding regulations for the release of information regarding drug use and overdose in a community.

Lisa Fletcher, A/OIC, Nanaimo Detachment, RCMP, continued her presentation as follows:

- 2021 opportunities, including target active child exploitation investigations and putting further pressure on additional provincial resources

Committee discussion took place. Highlights included:

- The business continuity plan
- Child exploitation investigations

Lisa Fletcher, A/OIC, Nanaimo Detachment, RCMP, continued her presentation.

- Business cases currently not included in draft budget include a Digital Forensic Technician and a Major Case File Specialist
- Electronic devices are an increasingly large component of criminal investigations

Councillor Brown vacated the Shaw Auditorium at 3:07 p.m.

- Provincially mandated business rules of how Police in BC will prepare criminal investigations for Crown Counsel and Defense
- Mental Health Liaison Outreach Team Service not currently in draft budget

Committee discussion took place. Highlights included:

- The funds for the Police Mental Health Outreach Team Feasibility Study may instead be better allocated to a position than the study
- Buy-in and engagement from other organizations such as Vancouver Island Health Authority

Lisa Fletcher, A/OIC, Nanaimo Detachment, RCMP, continued her presentation as follows:

- The vulnerably housed
- Public Safety and Community Wellness initiatives

Committee discussion took place. Highlights included:

- Police Services budget and adjustments to the staffing schedules
- Drop in revenue due to decrease in fingerprinting and criminal record checks
- The Digital Forensic Technician position and the opportunity to contract out that position with neighbouring detachments



Councillor Brown re-entered the Shaw Auditorium at 3:29 p.m.

- No increase in the number of RCMP members in the Nanaimo area
- Increase in workloads
- Concerns from a business continuity perspective regarding the Digital Forensic Technician position being one individual

8. ADJOURNMENT:

It was moved and seconded at 3:33 p.m. that the meeting adjourn. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER

**MINUTES**  
SPECIAL FINANCE AND AUDIT COMMITTEE MEETING  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,  
80 COMMERCIAL STREET, NANAIMO, BC  
FRIDAY, 2020-NOV-27, AT 9:00 A.M.

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Present: Mayor L. Krog, Chair  
Councillor D. Bonner  
Councillor T. Brown  
Councillor B. Geselbracht  
Councillor E. Hemmens  
Councillor Z. Maartman  
Councillor J. Turley

Absent: Councillor S. D. Armstrong  
Councillor I. W. Thorpe

Staff: J. Rudolph, Chief Administrative Officer  
R. Harding, General Manager, Parks, Recreation and Culture  
S. Legin, General Manager, Corporate Services  
D. Lindsay, General Manager, Development Services  
B. Sims, General Manager, Engineering and Public Works  
K. Fry, Fire Chief  
B. Corsan, Director, Community Development  
J. Elliot, Director, Public Works  
A. Groot, Director, Facilities and Parks Operations  
J. Holm, Director, Development Approvals  
L. Mercer, Director, Finance  
P. Rosen, Director, Engineering  
L. Wark, Director, Recreation & Culture  
J. Bevan, Manager, Culture & Special Events  
W. Fulla, Manager, Business, Asset & Financial Planning  
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 9:00 a.m.

2. APPROVAL OF THE AGENDA:

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

3. PRESENTATIONS:

Laura Mercer, Director, Finance, provided an overview of the schedule for the meeting.

a. Development Services 2021 Business Plan

Introduced by Dale Lindsay, General Manager, Development Services.

Presentations:

1. Bill Corsan, Director, Community Development, provided a PowerPoint presentation. Highlights included:
  - Overview of Development Services and Community Development Departments
  - Breakdown of the Community Development Department's share of the City Budget (4.6% of total City budget)
  - Community Development 2020 achievements:
    - COVID-19 response – Bylaw Department has been called on frequently
    - REIMAGINE NANAIMO
    - Health and Housing Action Plan
    - Truth and Reconciliation Commission's Call to Action #57 and the United Nations Declaration on the Rights of Indigenous Peoples
    - Animal Control Function service review
    - 1 Port Drive development preparation
    - Conference Centre Hotel construction is underway
    - Waterfront Walkway design
    - Downtown core investment/revitalization
    - Downtown disorder and security
    - Economic Development Task Force strategy and charter
    - Updated the home-based business regulations
    - Online business licence application process
    - Mid-Island Child Care Planning Collaborative Study
    - Significant property acquisitions and sales
  - Opportunities and Initiatives for 2021:
    - Revitalization of 1 Port Drive
    - Identifying priority areas along the Waterfront Walkway
    - Economic Development delivery launch
    - Implementing the Health and Housing Action Plan
  - Business cases developed for the following items not currently in the Draft Budget:
    - Indigenous Engagement Specialist (as requested by Council)
    - Manager, Social Planning (as requested by Council)
    - Municipal Enforcement Officers – change in schedule to move from 35 to 40 hour work week
  - Provided draft operating budgets for Community Development from 2020 to 2025

Committee discussion took place. Highlights included:

- Community Development budget increasing due to a reduction in parking revenue
- Subsidizing parking expenses to cover necessary costs

- Parking Reserve's intent is to fund parking infrastructure and initiatives
- Staff expect parking revenues to return to normal in 2022
- Including a cost comparison for a staff position versus consultant in the Indigenous Engagement Specialist business case

2. Jeremy Holm, Director, Development Approvals, provided a PowerPoint presentation. Highlights included:

- Provided an overview of the Development Services Department
- Breakdown of the Development Services Department's share of the City Budget (3% of total City budget)
- Development Approvals 2020 achievements:
  - Projecting a record level of development permits
  - COVID-19 response focused on business continuity and safety
  - Development activity has been above average with over 1,000 units approved
  - Undertaking a building permit function review
  - Implemented a large number of general zoning bylaw amendments to keep the bylaw up-to-date
  - Tree voucher program moved online with up to 800 tree vouchers issued each year
  - Climate Resiliency Strategy adopted in June 2020
  - Community amenity contribution review is underway
  - BC Energy Step Code implementation
- Opportunities in 2021:
  - Staffing
  - Change management
- 2021 Key Initiatives:
  - Ecological diversity/restoration projects
  - Storm water management study at Howard Avenue/Seventh Street
  - Natural asset inventory being done jointly with Public Works and Engineering Department
  - Bylaw updates
  - Public Hearing procedures update
- Business cases developed but not currently in Draft Budget:
  - Annual Community Watercourse Restoration Grant (as requested by Council)
  - Manager, Sustainability (as requested by Council) to oversee the City's current climate change adaptation mitigation and environment protection initiatives to be funded jointly with BC Hydro
- Provided draft operating budgets for Development Approvals from 2020 to 2025

Committee discussion took place. Highlights included:

- Requirements regarding BC Hydro joint funding for the Manager of Sustainability position
- Continued engagements with local developers/stakeholders throughout the community amenity contribution review

- Opportunities to accrue works and services costs and apply the funds in a larger lump sum more strategically in other locations
- Subdivision revenues expected to decrease in coming years due to a shift towards more multifamily developments
- Approximately 65% of units being built are rental units
- Seeking a legal opinion regarding options for using works and services funds
- Community Amenity Contribution topic is planned for a future Governance and Priorities Committee (GPC) meeting
- Potential need for increased staffing in the Development Approval Department and challenges of finding qualified staff
- Potential to expand/enhance the tree voucher program

The Special Finance and Audit Committee Meeting recessed at 10:07 a.m.

The Special Finance and Audit Committee Meeting reconvened at 10:24 a.m.

b. Parks, Recreation and Culture 2021 Business Plan

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

- Provided an overview of the Parks, Recreation and Culture division which is divided into two departments:
  - Recreation and Culture Services
  - Facility and Parks Operations
- Parks, Recreation and Culture division accounts for 17% of the total City Budget
- Parks, Recreation and Culture Master Plan is one of the six plans being updated through REIMAGINE NANAIMO project

Presentations:

1. Lynn Wark, Director, Recreation & Culture, provided a PowerPoint presentation. Highlights included:
  - Provided an overview of Recreation Services
  - Provided a breakdown of the Recreation Department's share of the City Budget (9.3% of total City budget)
  - Recreation Department 2020 Achievements:
    - Response to COVID-19:
      - Redeployed recreation staff to other positions across the organization
      - Adapted recreation programming to Provincial Health Orders
      - Facilitated essential services events
      - Collaborated with competitive and recreational sports groups for "Return to Sport" in facilities
      - Developed successful recreation facilities reopening strategies
      - Hosted and supported community partners for adapted and virtual events
    - Connected with seniors and connected them with supports

- Improvements to “PerfectMind” software programing
- Created the Parks Ambassadors Program and the Water Safety Education Team
- Worked with Advisory Committee on Accessibility and Inclusiveness
- Leisure Economic Access Policy (LEAP) program review
- Opportunities 2021:
  - Anticipate new rules/changes in the coming weeks relating to COVID-19 and Provincial Health Orders
  - Explore new ways to deliver programs, events and services
  - Receiving feedback from the community through the REIMAGINE NANAIMO process
  - Reviewing ways to enhance resiliency
- Key Initiatives for 2021:
  - Continued adaption of COVID-19 operating schedules, procedures, programs, and events
  - Facilitate and support REIMAGINE NANAIMO project
  - “PerfectMind” reconfiguration
  - User Fees and Charges review and implementation
  - Potentially applying for the BC Summer Games in 2026
- Provided Draft Operation Budgets for Recreation Services from 2020-2025 with continued closure of Beban Pool

Committee discussion took place. Highlights included:

- Park Ambassador Program continuing in 2021
- Potential timeframe and contingency plan for reopening Beban Pool
- Financial impact of reopening Beban Pool
- Using the criteria from the LEAP program and applying it to other initiatives/services
- Requested more detail on fiscal implications of facility reopening’s

2. Julie Bevan, Manager, Culture & Special Events, provided a PowerPoint presentation. Highlights included:

- Provided a breakdown of the Culture Department’s share of the City Budget (2.1% of total City Budget)
- 2020 Achievements:
  - Assessment and delivery of more than 45 grants to community organizations
  - Commissioning of new artwork
  - Creation of Love Arts Nanaimo e-newsletter
  - Installation of nine artworks for the Temporary Art Program
  - Collaboration with Youth Poet Laureate Valina Zanetti on “Be Kind to All Kinds” with the BCSPCA
  - Adaptation to deliver “Concerts in the Park-ing Lot” series to seniors in care
  - Delivery of 2020 Culture & Heritage Award Program
  - REIMAGINE NANAIMO focus groups and project work

- Opportunities in 2021:
  - Evolve programs for more effective delivery, meet community needs, and align with City priorities
  - Facilitate a professional development program with capacity building for local arts and culture organizations
  - Dialogue, learning, and action on reconciliation with partners
  - Evolve public art programs
- Key Initiatives for 2021:
  - Continue project work for REIMAGINE NANAIMO
  - Review Culture grant programs and deliver on recommendations
  - Researching, developing, and testing new ways of delivering programs & strengthening partnerships
- Proposed changes included in the Draft Budget:
  - Nanaimo Art Gallery Phase 3 (as requested by Council)
    - Annual increase to grant of \$50,000 for operations and \$10,000 for capital
    - One-time (2021) funding for feasibility study \$25,000
- Provided Draft Operating Budgets for the Culture Department from 2020-2025

Committee discussion took place. Highlights included:

- Feasibility study including the needs of local artists
- Allocation of funds towards tourism and opportunities to review funding details
- Topics scheduled for the 2020-DEC-14 GPC Meeting
- Permissive Tax Exemptions not being included in grants listed in the draft budget

3. Art Groot, Director, Facilities and Parks Operations, provided a PowerPoint presentation. Highlights included:

- Provided an overview of the Parks Operations Department
- Provided a breakdown of the Facilities and Parks Operation Department's share of the City Budget (5.6% of total City Budget)
  - Noted this does not include BC Hydro wage subsidy for the Energy Manager position or grants from BC Hydro for approved projects/incentives
- Noted 2020 Achievements for Parks:
  - COVID-19 response:
    - Safe and well managed closures of facilities and amenities was a team effort
    - Assisted in the provision of safe drinking water by changing drinking fountains to faucet style water filling stations
    - Constructed outdoor patios for several local downtown restaurants and helped City facilities meet their COVID-19 operation requirements
  - LED field lighting at Serrano Stadium
  - Harewood Youth (skate) Park
  - Maffeo Sutton Park Phase 1 playground

- Rotary Centennial Garden
  - Many general maintenance and planning projects
  - Natural area assessments including Bowen Park and Westwood Lake
  - Developing a digital inventory of all park assets
  - Project work for the REIMAGINE NANAIMO process
- Noted 2020 Achievements for Facilities:
  - Heating plant studies completed at Nanaimo Aquatic Centre and Beban Park Complex
  - Condition assessments of City-owned facilities
  - Performing repairs/maintenance tasks while facilities have been closed
  - Collaboration on projects with the Engineering Department
- Opportunities for the Parks Department in 2021:
  - City's Urban Forestry Coordinator will return to Park Operations in 2021
  - Continuing to work with external stakeholders
  - Continuing to define roles and responsibilities to reduce duplication and redundancy
- Opportunities for the Facilities Department in 2021:
  - Formalization of long-term planning for both capital projects and preventative maintenance
  - Preventative maintenance software for mechanical systems, integrating current GIS data
  - Transfer of Facility Asset Management and Energy Management responsibility will shift to the Engineering Department
- Key Initiatives for 2021:
  - Continuing to develop external relationships
  - Creation and implementation of internal training programs
  - Enhancing facility maintenance efficiencies
- Provided Draft Operating Budgets for the Facilities and Parks Operations Department from 2020-2025

Committee discussion took place. Highlights included:

- Beban Pool repairs and mitigation of water loss
- Civic property revenues decreased due a lack of revenue from the community services building
- Update regarding East Wellington Park
- Potential for installing a generator at Beban Park
- Preparing park assets for future implementation of electronic/camera systems

The Special Finance and Audit Committee Meeting recessed at 11:33 a.m.  
The Special Finance and Audit Committee Meeting reconvened at 12:45 p.m.

Councillor Bonner requested a conversation, during a future meeting, regarding potentially increasing the Public Work funds.



c. Engineering and Public Works 2021 Business Plan

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

- Acknowledged John Elliot, Director, Public Works, has 40 years of service with the City of Nanaimo
- Provided an overview of the integration between Engineering and Public Works and the services provided specifically by each department
- Noted 2020 Achievements:
  - COVID-19 essential services and redeployment of Staff
  - Asset management
  - REIMAGINE NANAIMO updating the Active Transportation Plan and the Water Supply Strategic Plan
  - Challenges regarding recruitment of skilled staff
- Spoke regarding efforts to provide sustainable service delivery

Presentations:

1. Poul Rosen, Director, Engineering, provided a PowerPoint presentation. Highlights included:
  - Provided an overview of the Engineering Department
  - Provided a breakdown of the Engineering Department's share of the City Budget (2.8% of total City budget)
  - Noted achievements of the Engineering administration staff:
    - Over 200 permits processed
    - Developed a self serve drawing retrieval system
  - Noted achievements of the Transportation Department:
    - Transportation Association of Canada Sustainable Urban Transportation Award
    - Renewed asphalt road surfaces, added 3.0 km of bike lanes, 0.5 km of sidewalks, 0.9 km of multiuse paths
    - Enhancing five pedestrian crossings
    - Four traffic calming projects
  - Opportunities and Initiatives for the Transportation Department in 2021:
    - REIMAGINE NANAIMO and Active Transportation
    - Transportation web application
    - Speed management
    - Addressing changing trends
    - Transit exchange
    - Level of Services Study

Committee discussion took place regarding the kind of feedback being sought from the public in the Level of Services Study and the purpose of seeking that input.

Poul Rosen, Director, Engineering, noted that Staff are seeking feedback regarding the level of service the community expects and acceptable costs for those services.

Councillor Geselbracht returned to the Shaw Auditorium at 1:05 p.m.

Poul Rosen, Director, Engineering, continued his presentation. Highlights included:

- Notable achievements relating to municipal infrastructure:
  - Updated the Manual of Engineering Standards and Specifications (MoESS), Edition No. 13
  - Updating the City-wide water model
  - Two Utility Master Plan Studies and one Drainage Study
  - Asset management and condition assessment of sewer and storm water pipes
- Opportunities and initiatives for Municipal Infrastructure in 2021:
  - Update Closed Circuit TV (CCTV) Management Software system
  - Sanitary Sewer Master Plan
- 2020 Achievements for Capital Project:
  - 18 construction tenders
  - 33 active construction projects with value of over \$40 million
  - Updates to the City's standard tender document
- Spoke regarding the timing of capital projects to increase efficiencies
- Spoke regarding delayed and cancelled projects
  - \$1.9 million in delayed projects for 2020-2021
  - Towers Reservoir and Stewart Avenue projects were cancelled
- Opportunities and initiatives for Capital Projects in 2021:
  - Changes to the *Professional Governance Act* require organizations to adopt an organizational quality management system
  - Implementation of revisions to the MoESS
- Proposed changes included in the Draft Budget:
  - Manager, Facility Assets – effective 2021 as approved on July 2019 reorganization
- Business cases not currently in the Draft Budget:
  - E-Bike Rebates (as requested by Council)

Committee discussion took place regarding the cancelled Stewart Avenue project.

Poul Rosen, Director, Engineering, continued his presentation. Highlights included:

- Business cases not currently in the Draft Budget: (continued)
  - Municipal Services Inspector
  - Project Engineer

Committee discussion took place. Highlights included:

- Clarification regarding the Pedestrian Unallocated Funds
- Potential business case regarding the rapid deployment of transportation infrastructure and bottlenecks that are limiting progress
- Staffing levels

- Reviewing the Public Works Day and other events that might be cancelled during COVID-19
  - Having a conversation regarding snow clearing
  - Storm water study being used to review the number of cars parked on roads
  - Council Strategic Plan impacting the planning of projects and budgeting
  - Extending the lifespan of roads by increasing the use of alternate transportation
  - Cost/impact of hiring consultants to aid with two proposed positions
2. John Elliot, Director, Public Works, provided a PowerPoint presentation. Highlights included:
- Provided an overview of the Public Works Department
  - Provided breakdown of the Public Works Department's share of the City Budget (23.2% of total City budget)
  - Achievements of the Public Works Administration staff in 2020:
    - More than 9,000 calls for service
    - Participation in Corporate Records Management project
    - Participation in City Works implementation project
    - Implementation and administration of online cart requests and payment
  - 2021 Opportunities and Initiatives for Public Works Administrative staff:
    - Administration of 24/7 security and after hours inquiries
  - Achievements of the Roads and Traffic Department in 2020:
    - Annual paving program
    - Rail crossings and cost
    - Street banner program and Christmas decorations
  - Opportunities and initiatives for the Roads and Traffic Department in 2021:
    - Complete Streets Standards
    - Road Rehabilitation Asset Management
    - LED street lighting is on hold; however, BC Hydro will be updating their infrastructure
    - Provide 24/7 snow and ice control and emergency response
    - New "City Works" Corporate Asset Management System (CAMS) implementation for Traffic Unit
  - Achievements of the Waterworks Department in 2020:
    - Repaired Bowen Road water supply main break
    - Cross Connection Control program
    - Rock scaling and rip-rap at South Fork and Jump Creek Dams
    - Bulk water fill stations – projected revenue \$120,000
  - Opportunities and initiatives for the Waterworks Department in 2021:
    - Water Supply Capital Plan
    - Nanaimo River Flood Inundation Plan update
    - 13.9 billion liters of treated water produced per year
    - Mid-Town Water Supply Upgrades
    - Annual dam safety inspections
    - Certified 24/7 emergency response operators

- Achievements of the Sanitary Sewer Department in 2020:
  - Annual sewer flow and rainfall monitoring program
  - Listed the various repairs/maintenance and inspections being performed regularly
  - Reduced the number of sewer backup claims due to good maintenance
- Opportunities for the Sanitary Sewer Department in 2021:
  - New CCTV van and updated CCTV software to do condition assessments
  - Ongoing inflow and infiltration reduction
- Spoke regarding the work done by redeployed recreation staff regarding rainwater/drainage in preparation for fall/winter
- Opportunities and Initiatives for the Sanitary Sewer Department in 2021:
  - Climate change and storm water utility
  - Mobile data collection tools
  - Ground water recharge
- Achievements of the Fleet Department in 2020:
  - Procurement and deployment of 12 new vehicles
  - Green Fleet Strategy
  - Awarded Silver rating for E3Fleet (Energy, Environment, Excellence) Program
  - Space needs assessment for new Fleet facility
- Opportunities and Initiatives for the Fleet Department in 2021:
  - Implement new computerized Fleet Asset Management System
  - Refine Vehicle Replacement Plan
  - Modify and streamline vehicle procurement process
  - Proceed with Green Fleet Strategy
  - Enhance security system at the entrance and perimeter of the Public Works yard
- Achievements for the Solid Waste Management Department in 2020:
  - Cemeteries are included within this department:
    - Three cemeteries within the City of Nanaimo
    - Preference is moving towards cremation internments
    - 2021 will be doing a business model review
  - 90% reduction in solid waste worker injuries and approximately 50% reduction in work orders
  - Pilot program launched downtown called the “Social Disorder Response Team”, now called the “Clean Team”
  - Formalized Training Program for Drivers
  - Collected 18% more materials versus 2019
  - “Checkout Bag Regulation Bylaw 2020 No. 7283” approved and sent to Province for Ministerial approval
- Opportunities and initiatives for Solid Waste Management in 2021:
  - Carts Inventory Management
  - Checkout bag regulation anticipate implementation 2021-JUL-01
  - Optimized collection program in January

- Conducting waste composition study and waste reduction education campaign (post pandemic)
  - Enhanced public space cleanliness
- Business case not currently in Draft Budget:
  - Community Clean Team
- Provided Draft Operating Budgets for the various departments for 2020-2025

Committee discussion took place. Highlights included:

- Number of calls for service and the purpose of those calls
- Rainwater/drainage and private infrastructure being connected to sanitary sewer services rather than ditches or storm drains
- Reason why Public Works, Sewer and Waterworks have listed expenses before revenue – these are self funded utilities and are not rolled into the Public Works fund
- Clarification regarding the 2.5% increase to the Water Asset Management Reserve
- Budget increases to Sanitary Sewer Revenue in anticipation of future events, users, and projects
- Key budget assumptions do not include Sewer, Sanitation, and User Fees which are budgeted differently
- Tracking the increasing number of boulevards and related maintenance costs
- Design process for the Public Works Facility upgrades
- LED street lighting being replaced by BC Hydro
- Requested a future discussion regarding repainting curbs along roadways

The Special Finance and Audit Committee Meeting recessed at 2:37 p.m.

The Special Finance and Audit Committee Meeting reconvened at 2:52 p.m.

d. Nanaimo Fire Rescue 2021 Business Plan

Karen Fry, Fire Chief, introduced and provided a PowerPoint presentation. Highlights included:

- Provided an overview of Nanaimo Fire Rescue Department
- Provided a breakdown of the Fire Rescue Department's share of the City Budget (12.6% of the total City Budget)
- Noted achievements for Nanaimo Fire Rescue in 2020:
  - COVID-19 response
  - Training sessions
  - Next Generation 911 Requirements for Fire Dispatch needs analysis
  - Fire Station #1 ground-breaking
  - Fire Department Master Plan – on hold until next Fire Chief has been assigned
  - Virtual Emergency Coordination Centre (ECC) Wildland Operation Scenario
  - Public education and outreach
  - Delivery of new fire ladder truck

- First unit on scene within six minutes response increased to 74.08%
  - Arrival at emergency incidents within ten minutes increased to 95.51%
- Provided graphs visualizing the total number of monthly incidents for 2020 versus 2019 – COVID-19 restrictions required that Fire Department only respond to cardiac arrest emergencies between April and July
- 20% of responses are requiring Fire Fighters to administer naloxone

Committee discussion took place regarding the statistics provided and if any information was available regarding outcomes of calls that the Fire Department could not respond to during April and July. That information is not available; however, BC Ambulance continued to respond to calls.

Karen Fry, Fire Chief, continued her presentation. Highlights included:

- Spoke regarding the number of fires investigated and reported to the BC Fire Commissioner's Office
- To date there have been: 355 fires, 9 structure fires, 236 outdoor fires and 3 individual fires
- Checked 114 building plans and anticipate 2,427 building inspections will be completed in 2020
- Opportunities for Nanaimo Fire Rescue in 2021:
  - Strategic roadmap (Master Plan)
  - Training
  - Continue community outreach
  - Resourcing for increased fire inspections, plan approval compliance
  - Fire safety for vulnerable populations which includes people in encampments on streets and seniors
- Spoke regarding the Fire Station #1 project:
  - Construction is well underway and foundations are now complete
  - Structure is starting to be erected and structural steel should be complete in January 2021
  - Transition to new facility is currently anticipated to take place January 2022, afterwards the existing facility will be demolished and the front apron construction completed
  - There will be a First Nation welcome pole at the entrance
  - Scope changed to remove the dispatch function and add training/meeting room
- Key Initiatives for 2021:
  - Master Plan report
  - Contract negotiations
  - Transition public outreach to mobile application (smoke alarms)
  - Self-Contained Breathing Apparatus (SCBA) replacement
  - Build and delivery of two engines and one Wildland unit
  - Transition Fire Dispatch
  - Comply with changes to BC Fire Code, BC Building Code and *Fire Safety Act*
  - Mobile Inspections Initiative
  - Expand training program
  - Build upon successes to optimize response times
  - Community Outreach and Education on Fire Prevention and Community Safety

- Provided Draft Operating Budgets for Nanaimo Fire Rescue from 2020-2025

Committee discussion took place. Highlights included:

- E-Comm 9-1-1 services and how emergency calls are directed to Vancouver and rerouted based on the caller's location
- Need for a Fire Station in the Hammond Bay area being addressed in the Master Plan
- Revenues from Fire Rescue are generated from administration, contracted services and Vancouver Island Emergency Response Academy (VIERA)
- Thanked Chief Fry for her role and exceptional leadership and service to the City of Nanaimo and wished her success with the City of Vancouver
- Potential areas to generate revenue
- Building inspection plans reviewed by Fire Rescue Department to ensure accessibility for fire crews
- Transmitters being used to indicate when fire alarms are not operating
- Funding allocated to the 911 Reserves and distribution of those funds
- The City billing insurance companies for Fire Department charges
- Emergency Medical Responder (EMR) program is a five year program funded from Strategic Infrastructure Reserve

(e) Next Steps

Laura Mercer, Director, Finance, provided a summary of the schedule for next weeks meetings:

- 2020-NOV-30:
  - Review of highlights of the projects included, and not included, in the Draft Financial Plan
  - Staff will provide an overview of the numbers in the five year plan for projects
  - Three department presentations
  - Afternoon review the COVID-19 Safe Restart Grant funding
  - Provide an overview of the decision points for Friday 2020-DEC-04

During discussion Staff captured the following requests for future discussion:

- Increase annual funding for Public Art
- Suspending Public Works Day for 2021
- Investing in snow and ice removal
- Active Transportation and resources required to execute Council's Strategic Plan
- Street curb painting outside the downtown core

Committee discussion took place regarding the process for reviewing business plans. Laura Mercer, Director, Finance, clarified that Staff will present business cases (upon request) on Monday with the intent that Council will make decisions on Friday.

Jake Rudolph, Chief Administrative Officer, clarified that Council will not be asked to make decisions on Monday with the exception of the COVID-19 Safe Restart funding.

Currently at a 3.3% tax increase based on what has been presented. Staff are anticipating additional information from BC Assessment regarding growth numbers next week. He noted that if there is a desire to have more conversation regarding more funding for active transportation that needs to be flagged; however, Staff may not be able to prepare a business case for something like that in a matter of days. He also inquired if there was a desire to see more information regarding the Beban Pool closure and alternate scenarios.

Committee discussion took place. Highlights included:

- Reallocating the Association of Vancouver Island and Coastal Communities conference funding
- Reallocation of residual Health and Housing Task Force funding towards a daytime drop-in centre
- Identifying business cases that relate to COVID-19 and could potentially be funded through the COVID-19 Safe Restart funding
- Breakdown of costs for additional RCMP officers

4. ADJOURNMENT:

It was moved and seconded at 3:51 p.m. that the meeting adjourn. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER



**MINUTES**  
SPECIAL FINANCE AND AUDIT COMMITTEE MEETING  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,  
80 COMMERCIAL STREET, NANAIMO, BC  
MONDAY, 2020-NOV-30, AT 9:00 A.M.

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Present: Mayor L. Krog Chair  
Councillor S. D. Armstrong (joined electronically, disconnected 2:55 p.m. )  
Councillor D. Bonner  
Councillor T. Brown  
Councillor E. Hemmens  
Councillor B. Geselbracht  
Councillor Z. Maartman  
Councillor I. Thorpe (joined electronically 12:46 p.m.)  
Councillor J. Turley

Staff: J. Rudolph, Chief Administrative Officer  
R. Harding, General Manager, Parks, Recreation and Culture  
D. Lindsay, General Manager, Development Services  
B. Sims, General Manager, Engineering and Public Works  
S. Legin, General Manager, Corporate Services  
L. Mercer, Director, Finance  
P. Rosen, Director, Engineering  
A. Groot, Director, Facilities and Parks Operations  
W. Fulla, Manager, Business, Asset and Financial Planning  
M. Miller, Senior Financial Analyst  
S. Gurrie, City Clerk  
K. Gerard, Recording Secretary

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

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

2. INTRODUCTION OF LATE ITEMS:

(a) Agenda Item 6(b) – COVID-19 Safe Restart Grant – Replace PowerPoint.

3. APPROVAL OF THE AGENDA:

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

4. ADOPTION OF THE MINUTES:

It was moved and seconded that the Minutes of the Finance and Audit Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2020-NOV-18, at 9:00 a.m. be adopted as circulated. The motion carried unanimously.

5. REPORTS:

(a) 2021 – 2025 Draft Project Plan

Introduced by Laura Mercer, Director, Finance.

Presentation:

1. Wendy Fulla, Manager, Business, Asset and Financial Planning, provided The Finance and Audit Committee (the Committee) with a PowerPoint presentation regarding the 2021 – 2025 Draft Project Plan. Highlights included:
  - Presentation includes ten year project planning and each year this plan is updated based on current project priorities
  - Budget estimate over the next five years is approximately \$314 million and is broken down in three categories including infrastructure, transportation and water infrastructure
  - Major capital projects and large budget areas included in the budget are:
    - Midtown Water Supply
    - Departure Bay Waterfront Walkway
    - New Enterprise Resource Planning system to replace SAP
    - \$35 million in facilities with \$14.1 million for Fire Station #1
    - Nanaimo Search and Rescue redevelopment project
    - Beban Park roof replacement
    - Nanaimo Animal Shelter renovation/upgrade
    - Replacement of windows at the Port Theatre
    - Beban Park electrical substation replacement
  - Other budget drivers include equipment and vehicle replacement and road rehab
  - Review of the project funding sources which include 51% from Statutory Reserves, 13% from General Revenues, 14% from Waterworks Reserves and 15% debt (internal and external borrowing)
  - General Reserve Fund is used for concurrent projects such as renewal of roads and upgrading multiple assets at one time
  - 29.5% of projects are considered concurrent projects and 67% renew or upgrade existing assets
2. Laura Mercer, Director, Finance, provided the Committee with a review of the different types of reserves and how they can be used. Highlights included:
  - City of Nanaimo (the City) reserves include:
    - Operating reserves
    - Statutory reserves – authorized by the *Community Charter* and/or City bylaws
  - Reserve framework:
    - Financial Stability Reserves
    - Equipment Reserves
    - Infrastructure Reserves
    - Parking Reserves

- Property Acquisition Reserves
- Strategic Reserves
- Other
- Development Cost Charge (DCC) Reserves

Committee discussion took place regarding the Information Technology Reserve and how the reserve can be used to fund purchases of software and hardware.

3. Brian Mackay, Director, Information Technology, provided the Committee with a PowerPoint presentation regarding 2021 project highlights. Highlights included:

- Enterprise Document and Records Management System, which is managed by Legislative Services who will manage the life cycle of all information and documentation at the City of Nanaimo
- Enterprise Resource Planning Software, which will replace the current SAP software and is a two year project with Finance, Human Resources and Purchasing
- Projects not included in the 10-year project plan are the Corporate Asset Management System (CAMS) and the Police Operations Building Space Issue Resolution
- The CAMS system allows the City to automate maintenance schedules of assets including sewer/drainage systems, extend the life of City assets and expand the Geographical Information System (GIS) capabilities
- The CAMS system would benefit Facilities, Information Technology, Public Works and is a cross department initiative

Committee discussion took place. Highlights included:

- Cost per year of the CAMS system implementation and operation
- Reducing the annual cost by reducing the scope and extending the life of assets
- Rules regarding which projects each reserve can be used to fund

Wendy Fulla, Manager, Asset, Business and Financial Planning, advised the Committee that the CAMS system would cost approximately \$2.8 million for the four-year implementation. The largest source of funding would come from the Community Works Fund and the remaining \$661,000 could be funded through another source without impacting property taxes. Staff have provided in the agenda package a breakdown of each reserve funding source by year.

4. Shelley Legin, General Manager, Corporate Services, spoke regarding the Police Operation Building Space Issue Resolution. Highlights included:

- Early findings from the consultant have shown that an RCMP operation the size of the City of Nanaimo, should be working in a space approximately 70,000 square feet
- Staff have been utilizing space in the current RCMP headquarters and have moved Victim Services to another City owned building

- The optimal site for a new building would be five acres in size or the current building could be renovated and expanded
- Staff have been working with Development Services to locate another site but the inventory for a site that size is limited
- Moving RCMP is difficult as they require a much higher standard of security than other City buildings/Staff
- \$60,000 is currently being spent on a feasibility study with the consultants report due back before the end of this year

Committee discussion took place. Highlights included:

- Potential to combine a new Public Works building with RCMP operations or temporarily moving some RCMP employees to space in the Service and Resource Centre

Jake Rudolph, Chief Administrative Officer, advised the Committee that Staff will return to the Committee with a report regarding options for renovations or acquiring new RCMP space. The project is not currently funded in the 10-year plan but will be flagged for next year.

The Finance and Audit Committee Meeting recessed at 10:04 a.m.

The Finance and Audit Committee Meeting reconvened at 10:22 a.m.

5. Poul Rosen, Director, Engineering, provided the Committee with a PowerPoint presentation regarding 2021 – 2025 Project Plan for Engineering and Public Works. Highlights included:

- In 2021 there is \$39.2 million in projects planned for the City including Water Distribution, Sanitary Sewer, Drainage and Transportation
- Major projects included in the 10-year plan:
  - Mid-Town Water Supply Upgrades – replacing the Bowen Road water supply
  - Millstone Trunk Sewer replacement in Bowen Park and under Pearson Bridge
  - Seabold and Ptarmigan roads intersection drainage upgrade
  - Metral Drive Complete Street
  - Terminal Corridor Upgrade
  - Fifth Street Active Transportation upgrades – Wakesiah Avenue to Bruce Avenue
  - Off Bowen Bike Way – Northfield Road to Meredith Road
- 2021 – 2025 Transportation projects include expansion or upgrades to active transportation network, road network and renewal of existing infrastructure
- Notable changes from the previous plan include:
  - Update project budgets with newer information
  - LED Street lighting delayed
  - Albert Street cycling connection delayed
  - Wallace Street cycling facility has been delayed to 2027
  - Comox Terminal/Pearson Bridge intersection added in 2024
  - Departure Bay Road sidewalk delayed

- Projects not included in the 10-year project plan include Public Works facility renewal, increase in asphalt funding and Cinnabar Valley access

Committee discussion took place. Highlights included:

- Upgrading infrastructure to include cycling paths during the replacement of the Bowen Road water main
- Mid-Town Gateway project
- Albert Street connection and the cost to include this and the Cat Stream connection in the budget
- Including the green paint on cycling lanes at intersection

Poul Rosen, Director, Engineering, continued his presentation. Highlights included:

- The infrastructure upgrades can be looked at when replacing the Bowen Road water main but this is a water main project and the focus needs to be fixing the pipe
- Projects were scaled back and/or delayed due to budget constraints with priority items
- Cat Stream connection will include a drainage upgrade which increases costs
- The green bike lane intersection paint is expensive and was removed from future projects due to the cost
- Project funding comes from a mix of general taxation and reserves

Jake Rudolph, Chief Administrative Officer, advised the Committee that projects are delayed and/or scaled down to ensure that the 3% property tax increase, directed by Council, is adhered to. Staff are working within these parameters to ensure projects are completed while ensuring the budget does not increase.

Committee discussion took place. Highlights included:

- Strategic decisions regarding projects being made outside of the Finance and Audit Committee and ensuring that Council members view the entire project list before making decisions
- Funding from property taxes and/or reserves
- Delay of Wallace Street and Comox Road intersection upgrades
- Cinnabar Valley access

Wendy Fulla, Manager, Asset, Business and Financial Planning, advised the Committee that focus is on priority projects first then the budget is built around these priority items.

Poul Rosen, Director, Engineering, continued his presentation. Highlights included:

- Planning and developing of projects focusing on asset management, the Transportation Master Plan, where the City is growing and cost effectiveness

- The Mid-Town Gateway Project is an extension of Boxwood Road with connections to Bowen Road and Rosstown Road and is a priority project that will ease congestion and traffic volumes at the Bowen Road and Northfield Road intersection
- Terminal Avenue corridor upgrades is a priority as the infrastructure is nearing its end of life (storm and sewer)
- Madsen Road and East Wellington Road upgrades were fast tracked due to an anticipated increase in traffic and safety concerns
- LED lighting has been delayed to 2024 with major corridors as the focus for the installation of the new lighting
- Downtown projects were re-prioritized due to public engagement which showed Front Street as a the priority item for the community
- Cinnabar Valley is currently being studied and Staff are looking at a new connection or enhancing the existing connection

Jake Rudolph, Chief Administrative Officer, advised the Committee that these items including the Wakesiah Corridor Upgrades, can be discussed further at the Special Finance and Audit Committee Meeting, 2020-DEC-04.

6. Art Groot, Director, Facilities and Parks Maintenance, provided the Committee with a PowerPoint presentation regarding the 2021 – 2025 Project Plan for Parks, Recreation and Culture. Highlights included:

- Working collaboratively through the REIMAGINE Nanaimo process to update the 2005 Parks, Recreation and Culture Master Plan
- Major project highlights include:
  - Harewood Activity Centre
  - Nanaimo Search and Rescue development which will be under a 25-year co-management agreement
  - Beban Park Complex Electrical Substation upgrade – will require a full shut down of Beban Park for one month
  - Facilities and park amenities condition assessment program which was started in 2019, includes 20 major buildings and sites
  - Lighting upgrades to the Nanaimo Ice Centre
  - Maffeo Sutton Playground – Phase Two
  - Three trailway redevelopments including the Parkway Trail, Amsterdam Park and Wally Creek Trail
  - Neck Point Park washrooms
  - Long Lake Paddling & Rowing Centre (contingent on grant funding)
- Projects not included in the 10-year plan include the South End Recreation Centre, Departure Bay Activity Centre, Curling Club improvements and Maffeo Sutton washroom and amenities building

Committee discussion took place regarding adding the Indigenous Places of Culture Centre to the 10-year plan.

The Special Finance and Audit Committee Meeting recessed at 11:46 p.m.  
The Special Finance and Audit Committee Meeting reconvened at 12:46 p.m.

Councillor Thorpe joined electronically at 12:46 p.m.

(b) COVID-19 Safe Restart Grant

Introduced by Shelley Legin, General Manager, Corporate Services.

Presentations:

1. Shelley Legin, General Manager, Corporate Services, provided the Committee with a PowerPoint presentation regarding the COVID-19 Safe Restart Grant. Highlights included:
  - Review of completed financial response, operational expenses and recovery framework items due to COVID-19
  - Review of some of the key steps taken to reduce property taxes include reduced project funding, delayed re-opening of Beban Pool to January 2022 and reduced operating expenditures
  - The Provincial COVID-19 funding was received after the completion of the financial plan and assist local governments to deal with increased operating costs and lower revenues
  - The Province requires all municipalities to annually report on how the grant money is spent until it is fully drawn out in 2020
  - Potential allocation of funds could include:
    - 2021 Pandemic Internal Order
    - Reinstate three new positions delayed due to COVID-19
    - Extension of Clean Team to December 31, 2021
    - Downtown Public Safety
    - Contingency for 2021 revenue shortfalls and unanticipated pandemic costs
2. Laura Mercer, Director, Finance, provided the Committee with a PowerPoint presentation regarding decision points for discussion at the Special Finance and Audit Committee Meeting, 2020-DEC-04. Highlights included:

1. Property Tax Reduction

- Staff has created three options to ensure there is no increase to property taxes
- Currently \$1.4 million in the General Financial Stability Reserve funding is being used to reduce property taxes in 2021
- Option #1 – fund an additional \$1.4 million from the Special Initiatives Reserve instead of from the General Financial Stability Reserve
- Option #2 – fund \$1.4 million from the Special Initiatives Reserve and allocate an additional \$1.4 million from the same fund to stabilize taxes over the next three years
- Option #3 – fund \$1.4 million from the General Financial Stability Reserve and an additional \$1.4 million from the Special Initiatives Reserve over the next three years

Committee discussion took place. Highlights included:

- Risk associated with Option #3 in reducing the General Financial Stability Reserve to its minimum balance
- Funding new positions from the Special Initiatives Reserve
- Economic recovery from COVID-19 and ensuring property taxes remain low to assist residents in financial recovery
- Option #3 allows for City projects to continue which ensures employment

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to allocate funds from the General Financial Stability Reserve and the Special Initiatives Reserve specified in Option #3 from the 2020-NOV-30, 2021 – 2025 Draft Financial Plan PowerPoint presentation as follows:

- Fund the \$1,408,806 from the General Financial Stability Reserve and allocate an additional \$1.4 million from Special Initiatives Reserve over the next three years to stabilize property tax rates

The motion carried.

Opposed: Councillors Armstrong, Thorpe, Turley

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to allocate the full COVID-19 Restart Grant to offset revenue losses and pandemic expenditures for 2020. The motion carried unanimously

## 2. COVID-19 Internal Order

- Allocate \$500,000 to a 2021 COVID-19 Internal Order to cover continuing and potential new costs related to the pandemic. Costs include:
  - Personal protective equipment for Staff
  - Security at City Hall and the Service and Resource Centre
  - Additional or extension of facility ambassadors
  - Other related COVID-19 costs
- Potential funding source is the Special Initiatives Reserve

Jake Rudolph, Chief Administrative Office advised the Committee that COVID-19 Internal Order will be brought forward to the 2020-DEC-04 Special Finance and Audit Committee Meeting for further discussion.

## 3. Art Gallery Next Phase

At the 2020-JUN-17 Finance and Audit Committee Meeting, The Finance and Audit Committee was provided with the following request from the Nanaimo Art Gallery:

- Increase operating grant by \$50,000/year
- Allocate \$10,000 annually to the Nanaimo Art Gallery for capital expenditures



- One time ask of \$25,000 in 2021 for the development of a feasibility report of the concept of an Arts Centre and Nanaimo Art Gallery's Phase 3 facility project

Jake Rudolph, Chief Administrative Office, advised the Committee that Art Gallery Next Phase request will be brought forward to the 2020-DEC-04 Special Finance and Audit Committee Meeting for further discussion.

4. Sanitation

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

- Create a 0.5 Full Time Equivalent cart administrator position;
- Incorporate an additional non-collection day in the annual calendar for training; and,
- Purchase and install an additional on-board computer.

The motion carried unanimously.

It was moved and seconded that the Finance and Audit Committee endorse the Ten-Zone Waste Collection Optimization Plan for implementation in January 2021. The motion carried unanimously

5. Community Connect

- Request from Community Connect to cost share continuation of enhanced neighbourhood safety program between January 1, 2021 and June 30, 2021 with property owners paying 20% (\$36,750) and the City paying 80% (\$147,000)

Jake Rudolph, Chief Administrative Office, advised that Community Connect will be brought forward to the 2020-DEC-04 Special Finance and Audit Committee Meeting for further discussion.

6. Start Date of New Positions Delayed

- To reduce 2021 Property Taxes the start date of three positions, approved in the 2020 – 2024 Financial Plan were delayed until September 2021
- These included Manager, Facility Assets, Junior Financial Analyst and Assistant Accountant

Jake Rudolph, Chief Administrative Office, advised that Start Date of New Positions Delayed will be brought forward to the 2020-DEC-04 Special Finance and Audit Committee Meeting for further discussion.

7. Reinstate Projects

- To reduce 2021 property taxes some projects were delayed, cancelled or the scope was reduced

- If some or all of the projects were reinstated the potential funding source would be the Special Initiatives Reserve

Jake Rudolph, Chief Administrative Office, advised the Committee that Reinstated Projects will be brought forward to the 2020-DEC-04 Special Finance and Audit Committee Meeting for further discussion.

8. Public Art

- Add additional \$50,000 to the annual funding for public art in the 2021 draft budget
- Additional funds could be allocated from the Partners In the Park fund

Jake Rudolph, Chief Administrative Office, advised the Committee that Public Art will be brought forward to the 2020-DEC-04 Special Finance and Audit Committee Meeting for further discussion.

9. Public Works Day

- Due to COVID-19 discussion has taken place regarding suspending Public Works Day for 2021
- Cost of \$15,000 is in the 2021 draft budget

Committee discussion took place. Highlights included:

- The date that funds for Public Works Day must be committed for in the budget
- The importance of this day for the community and children
- COVID-19 regulations if the pandemic is ongoing

Jake Rudolph, Chief Administrative Office, advised that Public Works Day will be brought forward to the 2020-DEC-04 Special Finance and Audit Committee Meeting for further discussion.

10. Association of Vancouver Island Coastal Communities (AVICC)

- The annual AVICC will be held virtually in 2021, in the City of Victoria in 2022 and in the City of Nanaimo in 2023
- Nanaimo will be partnering with the Regional District of Nanaimo to host the annual event
- For decision and further discussion at the 2020-DEC-04 Special Finance and Audit Committee Meeting

11. Snow and Ice

Bill Sim, General Manager, Engineering and Public Works, stated that he would gather information regarding resources to expand snow removal for sidewalks, located along bus routes, within an urban node and along an arterial route and bring forward for further discussion at the 2020-DEC-04 Special Finance and Audit Committee Meeting.

12. Active Transportation

- Discussion on resource requirements to execute Council's strategic plan

Committee discussion took place. Highlights included:

- Capacity of Staff and budget to move more projects forward
- Internal resources versus using external resources to fund more projects
- Increasing Staff over the next two years to focus more on strategic initiatives

Jake Rudolph, Chief Administrative Office, advised that Active Transportation will be brought forward to the 2020-DEC-04 Special Finance and Audit Committee Meeting for further discussion. He requested that the Committee provide a list of projects for further discussion and advised that the Active Transportation Master Plan will be completed and the goal is to have it adopted by the end of 2021.

Committee discussion took place. Highlights included:

- The strategic goals and the most effective way to allocate resources to achieve these goals
- Barriers that delay the start of projects
- Funding resources versus Staff capacity
- Creating a connection route from the hospital area and Vancouver Island University to downtown
- Reasons why some projects are delayed and some move forward
- Funding allocated to projects based on public interest and engagement

Bill Sims, General Manager, Engineering and Public Works, advised the Committee that when the Active Transportation Master Plan is complete it will help in setting priority projects. Public engagement will be a large part in creating the Active Transportation Master Plan.

Jake Rudolph, Chief Administrative Officer, advised the Committee that the City has the fiscal capacity to start or complete certain projects per year. Projects can be moved around in the budget to start or stop at the Committee's discretion but some projects have had public engagement completed and the expectation to complete the project is within the community. He stated that Staff will provide more information at the 2020-DEC-04 Special Finance and Audit Committee Meeting regarding moving the Fifth Street Active Transportation Upgrade – Wakesiah Avenue to Bruce Avenue project forward to start earlier than 2023.

The Special Finance and Audit Committee Meeting recessed at 2:46 p.m.  
The Special Finance and Audit Committee Meeting reconvened at 2:55 p.m.

Councillor Armstrong disconnected at 2:55 p.m.

13. Curb Painting

Jake Rudolph, Chief Administrative Office, advised the Committee that Curb Painting will be brought forward to the 2020-DEC-04 Special Finance and Audit Committee Meeting for further discussion.

14. Business Cases Not Included in the Draft Plan

Jake Rudolph, Chief Administrative Office, advised that business cases not included in the draft plan will be brought forward to the 2020-DEC-04 Special Finance and Audit Committee Meeting for further discussion. He requested that the Committee provide a list of the business cases that the Committee would like to discuss.

Committee discussion took place. Items for the 2020-DEC-04 Special Finance and Audit Committee Meeting are as follows:

- Ebikes Rebate
- Community Clean Team
- Indigenous Engagement Specialist
- Buyer
- Reduce the number of new RCMP officers from three to two and add the Digital Forensic Technician
- Manager, Sustainability
- Project Engineer
- Police Mental Health Outreach Team Feasibility Study and options to alleviate some stress from RCMP Officers and better support mental health services
- Corporate Asset Management System
- Watercourse Restoration Grant
- Manager, Social Planning and combining this position with the Indigenous Engagement Specialist
- Island Health's involvement in the Mental Health Outreach Team

Shelley Legin, General Manager, Corporate Services, advised that Lisa Fletcher, A/OIC, RCMP, Nanaimo Detachment, will be attending the 2020-DEC-04 Special Finance and Audit Committee Meeting to speak regarding the Mental Health Outreach Team Feasibility Study.

Jake Rudolph, Chief Administrative Officer, spoke regarding the following items, which are not included in the 2021 - 2025 Draft Financial Plan but should be flagged for discussion:

- The Mayor's Task Force on Recovery and Resilience and the Health and Housing Task Force final reports to Council, which may have budget implications including a tourism function
- Development Services Building Process review

- Public Safety Study
- Beban Park re-opening - confirmed the current budget does not reflect Beban Pool opening and operating in 2021

7. ADJOURNMENT:

It was moved and seconded at 3:23 p.m. that the meeting adjourn. The motion carried unanimously.

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C H A I R

CERTIFIED CORRECT:

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CORPORATE OFFICER

DATE OF MEETING DECEMBER 16, 2020

AUTHORED BY JULIE BEVAN, MANAGER, CULTURE & EVENTS

**SUBJECT CULTURE & EVENTS GRANTS 2021 – FUND RECOMMENDATIONS  
TO SUPPORT COMMUNITY VIBRANCY AND RESILIENCE**

## **OVERVIEW**

### **Purpose of Report**

To recommend Council approval of the 2021 Culture & Event grant funds (Operating, Project and Downtown Event) to support the activities of non-profit culture and heritage organizations, and contribute to the success of events and initiatives planned for downtown.

### **Recommendation**

That the Finance & Audit Committee recommend that Council:

- a) approve 2021 Cultural Grant funding (Operating, Project and Downtown Event) recommendations of \$478,166 as follows; and
- b) direct Staff to administer a special rapid response program for 2021 (Resilience Grant), with the remaining funds of \$28,559, to support resilience in Nanaimo's arts and culture sector.

#### 2021 Culture & Heritage Operating Grants

- **Applicant Name:** A Cappella Plus Choral Society
  - **Recommend:** \$5,300
- **Applicant Name:** CineCentral Filmmakers Society
  - **Recommend:** \$12,000
- **Applicant Name:** Crimson Coast Dance Society \*\*
  - **Recommend:** \$24,137
- **Applicant Name:** Friends of Nanaimo Jazz Society
  - **Recommend:** \$4,000
- **Applicant Name:** Island Bel Canto Singers
  - **Recommend:** \$1,500
- **Applicant Name:** Island Consort Society
  - **Recommend:** \$830
- **Applicant Name:** L'association des francophones de Nanaimo
  - **Recommend:** \$21,500
- **Applicant Name:** Malaspina Choral Society
  - **Recommend:** \$3,000
- **Applicant Name:** Mid Island Metis Nation
  - **Recommend:** \$11,689
- **Applicant Name:** Nanaimo (BC) Chapter of the SPEBSQSA
  - **Recommend:** \$2,400
- **Applicant Name:** Nanaimo Arts Council
  - **Recommend:** \$11,000

- **Applicant Name:** Nanaimo Chamber Orchestra
  - **Recommend:** \$1,965
- **Applicant Name:** Nanaimo Concert Band
  - **Recommend:** \$5,000
- **Applicant Name:** Nanaimo Conservatory of Music \*\*
  - **Recommend:** \$19,143
- **Applicant Name:** Nanaimo International Jazz Festival Association
  - **Recommend:** \$24,000
- **Applicant Name:** Opera Nanaimo
  - **Recommend:** \$4,000
- **Applicant Name:** Pacific Coast Stage Company
  - **Recommend:** \$8,000
- **Applicant Name:** Nanaimo Festival Heritage Theatre Society (TheatreOne) \*\*
  - **Recommend:** \$44,165
- **Applicant Name:** Vancouver Island Symphony \*\*
  - **Recommend:** \$92,849
- **Applicant Name:** Western Edge Theatre \*\*
  - **Recommend:** \$14,410
- **Applicant Name:** Wordstorm Society of the Arts
  - **Recommend:** \$3,500

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

#### 2021 Culture & Heritage Project Grants

- **Applicant Name:** Brechin United Church, Mission & Outreach Team
  - **Project Name:** Building Bridges and Paddling Together
  - **Recommend:** \$1,922
- **Applicant Name:** Central Vancouver Island Multicultural Society
  - **Project Name:** Anti-Racism Arts Festival
  - **Recommend:** \$3,220
- **Applicant Name:** CineCentral Filmmakers Society
  - **Project Name:** Local Film Development Project
  - **Recommend:** \$3,000
- **Applicant Name:** Crimson Coast Dance Society
  - **Project Name:** ODRS: Our Digital Reality Online Symposium
  - **Recommend:** \$7,295
- **Applicant Name:** Crimson Coast Dance Society
  - **Project Name:** What Happened to We: Nanaimo/Nordic Exchange
  - **Recommend:** \$10,000
- **Applicant Name:** Festival of Banners (Nanaimo) Association
  - **Project Name:** Festival of Banners
  - **Recommend:** \$4,400
- **Applicant Name:** Harbour City Jazz Society
  - **Project Name:** JazzFest
  - **Recommend:** \$1,500
- **Applicant Name:** Nanaimo Aboriginal Centre

- **Project Name:** National Indigenous Peoples Day 2021 Nanaimo Celebration
- **Recommend:** \$3,500
- **Applicant Name:** Nanaimo Arts Council
  - **Project Name:** R&D: A Capital Plan for an Arts Centre
  - **Recommend:** \$0
- **Applicant Name:** Nanaimo Sings! Choral Festival Society
  - **Project Name:** Nanaimo Sings! Community Through Song
  - **Recommend:** \$4,500
- **Applicant Name:** Pacific Coast Stage Company
  - **Project Name:** Theatre of the Oppressed Workshop Series & Site-Specific Presentation
  - **Recommend:** \$3,000

#### 2021 Downtown Event Revitalization Grants

- **Applicant Name:** A Cappella Plus Choral Society
  - **Project/Event Name:** A Cappella Plus Spring Concert
  - **Recommend:** \$460
- **Applicant Name:** Friends of Nanaimo Jazz Society
  - **Project/Event Name:** Jazz Affair on the Coast
  - **Recommend:** \$3,997
- **Applicant Name:** Greater Nanaimo Chamber of Commerce
  - **Project/Event Name:** 2021 Commercial Street Night Market
  - **Recommend:** \$30,000
- **Applicant Name:** Nanaimo Arts Council
  - **Project/Event Name:** Nanaimo Artwalk
  - **Recommend:** \$3,563
- **Applicant Name:** Nanaimo Chapter Federation of Canadian Artists
  - **Project/Event Name:** Nanaimo Fine Art Show
  - **Recommend:** \$2,200
- **Applicant Name:** Nanaimo Downtown Farmer's Market Society
  - **Project/Event Name:** Nanaimo Downtown Farmer's Market
  - **Recommend:** \$4,500
- **Applicant Name:** Nanaimo Dragon Boat Festival Society
  - **Project/Event Name:** Nanaimo Dragon Boat Festival
  - **Recommend:** \$10,000
- **Applicant Name:** Nanaimo International Jazz Festival Association
  - **Project/Event Name:** Nanaimo International Jazz Festival
  - **Recommend:** \$25,000
- **Applicant Name:** Nanaimo Men's Resource Centre (partnering with Old City Quarter Association)
  - **Project/Event Name:** Hub City Soapbox Derby
  - **Recommend:** \$10,000
- **Applicant Name:** Nanaimo Pride Society
  - **Project/Event Name:** Nanaimo Pride Week & Month
  - **Recommend:** \$12,500
- **Applicant Name:** Old City Quarter Association



- **Project/Event Name:** Halloween in the OCQ
- **Recommend:** \$1,800
- **Applicant Name:** Old City Quarter Association
  - **Project/Event Name:** Sounds of Summer in the OCQ
  - **Recommend:** \$6,300
- **Applicant Name:** Old City Quarter Association
  - **Project/Event Name:** Christmas in the OCQ
  - **Recommend:** \$2,800
- **Applicant Name:** Old City Quarter Association
  - **Project/Event Name:** Hop Into Spring in the OCQ
  - **Recommend:** \$1,050
- **Applicant Name:** Pacific Coast Stage Company
  - **Project/Event Name:** Outdoor Fringe Presentations
  - **Recommend:** \$2,500
- **Applicant Name:** Nanaimo Festival Heritage Theatre Society (TheatreOne)
  - **Project/Event Name:** Emerging Voices
  - **Recommend:** \$4,771

## **BACKGROUND**

Three City of Nanaimo grant streams are administered through Culture & Events for a combined total budget of \$506,725 in 2021.

The City of Nanaimo's Culture & Heritage Grants (Project and Operating) are essential to support the activities of the professional and community-based arts, culture, and heritage organizations who contribute significantly to the cultural, social and economic vitality of Nanaimo. Groups are invited to apply for up to 25% of their overall project or operating budget. The total available budget for allocation of these two grant streams in 2021 is \$356,725.

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 downtown, support the vibrancy of downtown and stimulate business activity. Groups are invited to apply for up to 35% of their overall event/project budget. The total available budget for allocation in 2021 is \$150,000.

Prior to the deadline of 2020-OCT-15, the following were received:

- 21 eligible Operating Grant applications (including 5 groups with three-year funding commitments) (Attachment A);
- 11 eligible Project Grant applications (Attachment B); and
- 16 eligible Downtown Event Grant applications (Attachment C).

Staff undertook a rigorous review of all applications based on grant program eligibility and assessment criteria (Attachment D, E and F) and have provided funding recommendations for 2021 in the amount of \$478,166 to support a range of activities in Nanaimo. This report recommends that the remaining \$28,559 be allocated to a new one-time grant fund, to contribute to resilience in a sector that has been hard-hit by COVID-19.

## COVID-19 Impacts

In 2020, Nanaimo's arts and culture sector, and the individuals, businesses and organizations that create and deliver signature community events, were significantly challenged by COVID-19. While some could pivot to offer programs and services in a changing context, others had to suspend activity and cancel programs. In many cases, this has resulted in lost revenue and has put further strain on a sector already challenged with scarce resources. At the same time, many culture organizations have been able to connect with their communities in innovative ways by creating new avenues for programming.

For 2021 activities, fewer funding applications were received by the City. In some cases, groups submitted decreased request amounts, which is reflective of lower operating budgets due to decreased activity and revenue generation.

Applicants were asked to address COVID-19 impacts and how they plan to adapt and scale their operations, programs, and/or events, to comply with the health regulations of the day and ensure public safety.

The recommended 2021 grant funds will position organizations to deliver programs and contribute to community recovery. However, should proposed activities not be able to take place as planned, as in any other year, groups will return funds to the City. Staff from Culture & Events will continue to liaise regularly with funding clients to provide support.

## 3-Year Operating Funding

In 2019, five organizations were recommended for three-year funding allocations (2019, 2020 and 2021). Criteria for three-year funding is attached (Attachment G).

The recommendations in this report reflect a supplement of 2% annually for 2020 and 2021, to reflect rising costs in operating expenses and pressures experienced due to COVID-19. Groups receiving three-year funding have not had a significant increase in operating funds from the City of Nanaimo over the past six years. This one-time supplement will be allocated to three-year operating groups in 2021 to meet demonstrated need and is accounted for with existing fund resources.

ORGANIZATION	YEAR 1 2019	YEAR 2 (2%) 2020	YEAR 3 (2%) 2021	2021 AMOUNT RECC.
Crimson Coast Dance Society	\$23,200	\$464	\$473	\$24,137
Nanaimo Conservatory of Music	\$18,400	\$368	\$375	\$19,143
Nanaimo Festival Heritage Theatre Society (TheatreOne)	\$42,450	\$849	\$866	\$44,165
Vancouver Island Symphony	\$89,244	\$1,785	\$1,821	\$92,849
Western Edge Theatre	\$13,850	\$277	\$283	\$14,410
ADDITIONAL AMOUNTS:		\$3,742	\$3,817	

## Responding to Community Need: Resilience Grant 2021

For 2021, fewer requests for funds through the Downtown Event Grant were received. After grant awards are allotted to applicants, \$28,559 remains in the fund.

To respond to community need and address issues articulated through REIMAGINE NANAIMO focus groups, Staff recommend a new one-time rapid response fund for 2021. This proposed program, called the Resilience Grant, addresses some of the needs of Nanaimo's arts and culture community. Eligible applicants will be able to apply in Spring 2021, mid-way through typical grant cycle. The proposed Resilience Grant offers funding in the range of \$1,000 to \$5,000, in response to emerging opportunities, pressures and changes resulting from the COVID-19 pandemic. The goal is to support local initiatives that contribute to the stability of the arts and culture ecosystem, contribute to community resilience, create public value, and take advantage of strategic opportunities.

The proposed grant intends to support the following: new, one-time programs, events, or initiatives taking place in 2021; organizational activities designed to adapt or respond to the COVID-19 pandemic, by addressing capacity issues, managing transition, (including opportunities related to human resources, governance, community engagement, outreach, revenue diversification, mentorships, pursuing goals of equity, diversity, accessibility and inclusion); and, projects by new applicants seeking funds from the City of Nanaimo for the first time.

A draft of the proposed Resilience Grant guidelines and application form has been included (Attachment H). The following are proposed eligibility criteria:

- Individual artists, collectives and non-profit organizations
- Organizations must have an arts or culture mandate, or a mandate to provide services to the arts and culture sector
- Organizations and collectives must be based in Nanaimo, individuals must be a full-time resident of Nanaimo

Staff recommend implementing the Resilience Grant in early 2021 with the unallocated grant funds.

## **OPTIONS**

1. That the Finance & Audit Committee recommend that Council:
  - a) approve 2021 Cultural Grant funding (Operating, Project and Downtown Event) recommendations of \$478,166 as follows; and
  - b) direct Staff to administer a special rapid response program for 2021 (Resilience Grant), with the remaining funds of \$28,559, to support resilience in Nanaimo's arts and culture sector.

### 2021 Culture & Heritage Operating Grants

- **Applicant Name:** A Cappella Plus Choral Society
  - **Recommend:** \$5,300
- **Applicant Name:** CineCentral Filmmakers Society
  - **Recommend:** \$12,000

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  - **Recommend:** \$24,137
- **Applicant Name:** Friends of Nanaimo Jazz Society
  - **Recommend:** \$4,000
- **Applicant Name:** Island Bel Canto Singers
  - **Recommend:** \$1,500
- **Applicant Name:** Island Consort Society
  - **Recommend:** \$830
- **Applicant Name:** L'association des francophones de Nanaimo
  - **Recommend:** \$21,500
- **Applicant Name:** Malaspina Choral Society
  - **Recommend:** \$3,000
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  - **Recommend:** \$11,689
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- **Applicant Name:** Nanaimo Arts Council
  - **Recommend:** \$11,000
- **Applicant Name:** Nanaimo Chamber Orchestra
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- **Applicant Name:** Nanaimo Concert Band
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  - **Recommend:** \$44,165
- **Applicant Name:** Vancouver Island Symphony \*\*
  - **Recommend:** \$92,849
- **Applicant Name:** Western Edge Theatre \*\*
  - **Recommend:** \$14,410
- **Applicant Name:** Wordstorm Society of the Arts
  - **Recommend:** \$3,500

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

#### 2021 Culture & Heritage Project Grants

- **Applicant Name:** Brechin United Church, Mission & Outreach Team
  - **Project Name:** Building Bridges and Paddling Together
  - **Recommend:** \$1,922
- **Applicant Name:** Central Vancouver Island Multicultural Society
  - **Project Name:** Anti-Racism Arts Festival
  - **Recommend:** \$3,220

- **Applicant Name:** CineCentral Filmmakers Society
  - **Project Name:** Local Film Development Project
  - **Recommend:** \$3,000
- **Applicant Name:** Crimson Coast Dance Society
  - **Project Name:** ODRS: Our Digital Reality Online Symposium
  - **Recommend:** \$7,295
- **Applicant Name:** Crimson Coast Dance Society
  - **Project Name:** What Happened to We: Nanaimo/Nordic Exchange
  - **Recommend:** \$10,000
- **Applicant Name:** Festival of Banners (Nanaimo) Association
  - **Project Name:** Festival of Banners
  - **Recommend:** \$4,400
- **Applicant Name:** Harbour City Jazz Society
  - **Project Name:** JazzFest
  - **Recommend:** \$1,500
- **Applicant Name:** Nanaimo Aboriginal Centre
  - **Project Name:** National Indigenous Peoples Day 2021 Nanaimo Celebration
  - **Recommend:** \$3,500
- **Applicant Name:** Nanaimo Arts Council
  - **Project Name:** R&D: A Capital Plan for an Arts Centre
  - **Recommend:** \$0
- **Applicant Name:** Nanaimo Sings! Choral Festival Society
  - **Project Name:** Nanaimo Sings! Community Through Song
  - **Recommend:** \$4,500
- **Applicant Name:** Pacific Coast Stage Company
  - **Project Name:** Theatre of the Oppressed Workshop Series & Site-Specific Presentation
  - **Recommend:** \$3,000

#### 2021 Downtown Event Revitalization Grants

- **Applicant Name:** A Cappella Plus Choral Society
  - **Project/Event Name:** A Cappella Plus Spring Concert
  - **Recommend:** \$460
- **Applicant Name:** Friends of Nanaimo Jazz Society
  - **Project/Event Name:** Jazz Affair on the Coast
  - **Recommend:** \$3,997
- **Applicant Name:** Greater Nanaimo Chamber of Commerce
  - **Project/Event Name:** 2021 Commercial Street Night Market
  - **Recommend:** \$30,000
- **Applicant Name:** Nanaimo Arts Council
  - **Project/Event Name:** Nanaimo Artwalk
  - **Recommend:** \$3,563
- **Applicant Name:** Nanaimo Chapter Federation of Canadian Artists
  - **Project/Event Name:** Nanaimo Fine Art Show
  - **Recommend:** \$2,200
- **Applicant Name:** Nanaimo Downtown Farmer's Market Society
  - **Project/Event Name:** Nanaimo Downtown Farmer's Market
  - **Recommend:** \$4,500

- **Applicant Name:** Nanaimo Dragon Boat Festival Society
    - **Project/Event Name:** Nanaimo Dragon Boat Festival
    - **Recommend:** \$10,000
  - **Applicant Name:** Nanaimo International Jazz Festival Association
    - **Project/Event Name:** Nanaimo International Jazz Festival
    - **Recommend:** \$25,000
  - **Applicant Name:** Nanaimo Men's Resource Centre (partnering with Old City Quarter Association)
    - **Project/Event Name:** Hub City Soapbox Derby
    - **Recommend:** \$10,000
  - **Applicant Name:** Nanaimo Pride Society
    - **Project/Event Name:** Nanaimo Pride Week & Month
    - **Recommend:** \$12,500
  - **Applicant Name:** Old City Quarter Association
    - **Project/Event Name:** Halloween in the OCQ
    - **Recommend:** \$1,800
  - **Applicant Name:** Old City Quarter Association
    - **Project/Event Name:** Sounds of Summer in the OCQ
    - **Recommend:** \$6,300
  - **Applicant Name:** Old City Quarter Association
    - **Project/Event Name:** Christmas in the OCQ
    - **Recommend:** \$2,800
  - **Applicant Name:** Old City Quarter Association
    - **Project/Event Name:** Hop Into Spring in the OCQ
    - **Recommend:** \$1,050
  - **Applicant Name:** Pacific Coast Stage Company
    - **Project/Event Name:** Outdoor Fringe Presentations
    - **Recommend:** \$2,500
  - **Applicant Name:** Nanaimo Festival Heritage Theatre Society (TheatreOne)
    - **Project/Event Name:** Emerging Voices
    - **Recommend:** \$4,771
  - The advantages of this option: Aligns with the goals of *the 2014-2020 Cultural Plan for a Creative Nanaimo* and with City strategic priorities related to the local economy, downtown vibrancy, and liveability. The proposed Resilience Grant will create another opportunity in 2021 for eligible applicants to apply and undertake timely projects that help them adapt to change and take advantage of opportunities.
  - The disadvantages of this option: All of the Culture & Events grant funds will be committed for 2021.
2. That the Finance & Audit Committee provide alternate funding recommendations.
- The advantages of this option: None
  - The disadvantages of this option: Would result in a delay to the process and impact organizations' operations, projects and events.



### **SUMMARY POINTS**

- Three City of Nanaimo grant streams are administered through Culture & Events for a combined total budget of \$506,725 in 2021, to support operating, projects and events delivered by community organizations.
- A total of 21 eligible Operating Grant applications (Attachment A); 11 eligible Project Grant applications (Attachment B); and 16 eligible Downtown Event Grant applications (Attachment C) were received prior to the deadline of 2020-OCT-19. The total amount of funding recommended for approval over all three grant streams is \$478,166.
- Five organizations were granted three-year funding (2019/2020/2021) in 2019, and Staff recommend that funding for these groups be approved with an annual 2% supplement for 2020/2021. Criteria for three-year funding is attached (Attachment G).
- To respond to the impacts of COVID-19, Staff propose that the remaining \$28,559 be distributed in 2021 through a new, one-time rapid-response grant stream called the Resilience Grant (Attachment H).

### **ATTACHMENTS**

ATTACHMENT A: 2021 Operating – Applications Received  
ATTACHMENT B: 2021 Project Grants – Applications Received  
ATTACHMENT C: 2021 Downtown Event Grants – Applications Received  
ATTACHMENT D: 2021 Operating Grant – Guidelines & Criteria  
ATTACHMENT E: 2021 Project Grant – Guidelines & Criteria  
ATTACHMENT F: 2021 Downtown Event Grant – Guidelines & Criteria  
ATTACHMENT G: Three-Year Operating Grant Funding Criteria  
ATTACHMENT H: Resilience Grant 2021 – DRAFT Guidelines & Application

#### **Submitted by:**

Julie Bevan  
Manager, Culture & Events

#### **Concurrence by:**

Lynn Wark  
Director, Recreation & Culture

Richard Harding  
General Manager, Parks, Recreation &  
Culture

Laura Mercer  
Director, Finance Department

# ATTACHMENT A

## 2021 OPERATING GRANT APPLICATIONS RECEIVED

	APPLICANT NAME	AMOUNT REQUESTED	AMOUNT RECOMMENDED (cannot exceed 25% of overall project budget)
1	A Cappella Plus Choral Society	\$5,300	\$5,300
2	CineCentral Filmmakers Society (was Hub City Cinema)	\$15,500	\$12,000
3	Crimson Coast Dance Society **	\$30,000	\$24,137
4	Friends of Nanaimo Jazz Society	\$7,350	\$4,000
5	Island Bel Canto Singers	\$1,500	\$1,500
6	Island Consort Society	\$830	\$830
7	Island Harmony A Capella Society (was Heart of the Island)	\$2,000	Not eligible
8	L'association des francophones de Nanaimo	\$25,000	\$21,500
9	Malaspina Choral Society	\$3,000	\$3,000
10	Mid Island Metis Nation	\$15,000	\$11,689
11	Nanaimo (BC) Chapter of the SPEBSQSA	\$2,400	\$2,400
12	Nanaimo Arts Council	\$11,906	\$11,000
13	Nanaimo Chamber Orchestra	\$1,965	\$1,965
14	Nanaimo Concert Band	\$8,000	\$5,000
15	Nanaimo Conservatory of Music **	\$20,000	\$19,143
16	Nanaimo International Jazz Festival Association	\$25,000	\$24,000
17	Opera Nanaimo	\$15,000	\$4,000
18	Pacific Coast Stage Company	\$8,000	\$8,000
19	Nanaimo Festival Heritage Theatre Society (TheatreOne) **	\$58,000	\$44,165
20	Vancouver Island Symphony **	\$100,000	\$92,849
21	Western Edge Theatre **	\$16,000	\$14,410
22	Wordstorm Society of the Arts	\$3,500	\$3,500
<b>TOTAL</b>		<b>\$375,251</b>	<b>\$314,388</b>

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



## ATTACHMENT B

### 2021 PROJECT GRANT APPLICATIONS RECEIVED

	APPLICANT NAME	PROJECT NAME	AMOUNT REQUESTED	AMOUNT RECOMMENDED (cannot exceed 25% of overall operating budget)
1	Brechin United Church, Mission & Outreach Team	Building Bridges and Paddling Together	\$1,922	\$1,922
2	Central Vancouver Island Multicultural Society	Anti-Racism Arts Festival	\$3,220	\$3,220
3	CineCentral Filmmakers Society (was Hub City Cinema)	Local Film Development Project	\$3,000	\$3,000
4	Crimson Coast Dance Society	ODROS: Our Digital Reality Online Symposium	\$7,295	\$7,295
5	Crimson Coast Dance Society	Whatever Happened to We: Nanaimo/Nordic Exchange	\$10,000	\$10,000
6	Festival of Banners (Nanaimo) Association	Festival of Banners	\$4,400	\$4,400
7	Harbour City Jazz Society	JazzFest	\$1,500	\$1,500
8	Nanaimo Aboriginal Centre	National Indigenous Peoples Day 2021 Nanaimo Celebration	\$3,500	\$3,500
9	Nanaimo Arts Council	R+D: A Capital Plan for an Arts Centre	\$1,400	\$0
10	Nanaimo Sings! Choral Festival Society	Nanaimo Sings! Community Through Song	\$4,500	\$4,500
11	Pacific Coast Stage Company	Theatre of the Oppressed Workshop Series & Site Specific Presentation	\$3,000	\$3,000
<b>TOTAL</b>			<b>\$43,737</b>	<b>\$42,337</b>

# ATTACHMENT C

## 2021 DOWNTOWN EVENT GRANT APPLICATIONS RECEIVED

	APPLICANT NAME	EVENT / PROJECT NAME	AMOUNT REQUESTED	AMOUNT RECOMMENDED (cannot exceed 35% of total event/project budget)
1	A Cappella Plus Choral Society	A Cappella Plus Spring Concert	\$460	\$460
2	Friends of Nanaimo Jazz Society	Jazz Affair on the Coast	\$3,997	\$3,997
3	Greater Nanaimo Chamber of Commerce	2021 Commercial Street Night Market	\$30,000	\$30,000
4	Nanaimo Arts Council	Nanaimo Artwalk	\$3,563	\$3,563
5	Nanaimo Chapter Federation of Canadian Artists	Nanaimo Fine Art Show	\$2,200	\$2,200
6	Nanaimo Downtown Farmer's Market Society	Nanaimo Downtown Farmer's Market	\$4,500	\$4,500
7	Nanaimo Dragon Boat Festival Society	Save-On-Foods Nanaimo Dragon Boat Festival	\$10,000	\$10,000
8	Nanaimo International Jazz Festival Association	Nanaimo International Jazz Festival	\$25,000	\$25,000
9	Nanaimo Mens Resource Centre (partnering with Old City Quarter Association)	Hub City Soapbox Derby	\$10,000	\$10,000
10	Nanaimo Pride Society	Nanaimo Pride Week & Month	\$12,500	\$12,500
11	Old City Quarter Association	Halloween in the OCQ	\$1,800	\$1,800
12	Old City Quarter Association	Sounds of Summer in the OCQ	\$6,300	\$6,300
13	Old City Quarter Association	Christmas in the OCQ	\$2,800	\$2,800
14	Old City Quarter Association	Hop Into Spring in the OCQ	\$1,050	\$1,050
15	Pacific Coast Stage Company	Outdoor Fringe Presentations	\$2,500	\$2,500
16	Nanaimo Festival Heritage Theatre Society (TheatreOne)	Emerging Voices	\$4,771	\$4,771
<b>TOTAL</b>			<b>\$121,441</b>	<b>\$121,441</b>



# City of Nanaimo Culture & Heritage Grants

## Operating Grant Guidelines

### **2021 Grant Deadline**

Monday, October 19, 2020

For more information, contact

Parks, Recreation & Culture  
250-755-4483  
[cultureandevents@nanaimo.ca](mailto:cultureandevents@nanaimo.ca)

*Last updated September 2020*

## Introduction

The City of Nanaimo recognizes the vital contribution of arts, culture and heritage activities to the City's economic and social progress; the value of artistic and cultural expression; and enjoyment of life by its citizens. The City of Nanaimo is committed to supporting and encouraging an active arts, culture and heritage sector.

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

*- 2014-2020 Cultural Plan for a Creative Nanaimo*

The City of Nanaimo supports arts and recreation as a vital part of everyday life, as described in the *2019-2022 Corporate Strategic Plan*. The work of the Culture & Events team is guided by City plans, including the *2014-2020 Cultural Plan for a Creative Nanaimo* and grounded in respectful, collaborative relationships with the communities we serve. Our role is that of convenor, connector, facilitator, enabler and funder. We recognize that Nanaimo's arts, culture and heritage organizations are diverse and independent, united by a desire to create impact and value for diverse publics.

## Planning for 2021

Applicants should consider the ongoing impacts of COVID-19 in their planning for 2021. Please address how your organization will comply with public health orders and other guidelines related to COVID-19. In 2021, as our community recovers from COVID-19, applicants are encouraged to re-imagine and re-build their activities to ensure they are relevant and can be delivered safely.

## Purpose

To provide operational support for 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

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

This grant is intended for arts, culture and heritage organizations based in Nanaimo with demonstrated commitment to contributing to the cultural life of the city by:

- 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

Applicants must:

- be based in Nanaimo and incorporated in good standing (provincially and / or federally) as a non-profit 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 non-profit professional culture and heritage organizations that have been in existence for at least 4 years. In order to be eligible, applicants must have received at least 1 annual grant through the City's Culture & Heritage grant programs; must have an arts / culture / heritage mandate; 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. Professional organizations are defined as those that employ professional artists, 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)
- Organizations and activities outside of the boundaries of 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 who wish to undertake opportune collaborative projects or capacity building activities that have not already been described in operating grant programs may apply for either **Collaborations and Partnerships** or **Organizational Capacity Building** as a separate Culture & Heritage Project Grant.

### **Eligible Activities**

Proposed programs of work (1 or 3 years) will comprise of multiple activities that fall into the main areas of programming, audience development, administration and promotion.

- Arts, culture and heritage offerings, public engagement and community outreach initiatives
- Ongoing administrative and programming activities that support the objectives of the Culture & Heritage Operating Grant program
- Specific initiatives that foster collaborations and partnerships with other organizations (public and private, non-profit and for-profit)

### **Ineligible Activities**

- Activities where the central focus or theme is not arts, culture or heritage
- Capital projects
- Recuperation of deficits
- Bursaries or scholarships
- Activities occurring primarily outside of the City of Nanaimo
- Organizations who receive Operating assistance through other sources at the City of Nanaimo

### **Assessment Criteria**

Applications will be evaluated based on the following criteria:

#### **(40%) MERIT**

- 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
- Alignment with Culture & Heritage Operating Grant program outcomes

**(40%) RELEVANCE / FEASIBILITY**

- Activities that reflect the strategic priorities of the City and furthers the *2014-2020 Cultural Plan for a Creative Nanaimo*
- Organizational capacity, governance and capacity to deliver the proposed project
- Financial health of the organization, as demonstrated by financial statements and realistic proposed budgets with diverse sources of revenue
- The degree to which the organization can effectively generate and participate in partnerships and collaborations with other organizations and community groups and artists

**(20%) COMMUNITY IMPACT**

- 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
- Potential to raise the profile of Nanaimo through promotion of its arts, culture and heritage offerings

The City's strategic funding priorities for the 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 must be received by the deadline. Late or incomplete applications will not be considered. Applications will be screened to determine eligibility and evaluated according to the assessment criteria. Recommendations will be made to Council for distribution of funds. Decisions are guided by the program's mandate, objectives and assessment criteria. Council decisions are final. Applicants will receive written notification of Council's decision within 90 days of the application deadline date.

**Appeal Process**

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

**Confidentiality**

Documents submitted by applicants become property of the City of Nanaimo. 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

## Operating Grant Application Form (2021)

This is an application for the City of Nanaimo's Culture & Heritage Operating Grant, available to Nanaimo non-profit culture and heritage organizations. Before completing this application form, refer to the guidelines.

### 2021 Grant Deadline

Monday, October 19, 2020

### How to Submit your Application

- **By Email (by midnight)** to [culturegrants@nanaimo.ca](mailto:culturegrants@nanaimo.ca)  
(PDF attachments only, total email size must not exceed 10 MB)
- **By Dropbox (by 4:00 pm)** to the Bowen Complex located at 500 Bowen Road. The dropbox is located on the lower level of the building near the tennis courts (Pine Street Entrance). The building is open to program registrants only (as of September 10). Please make sure your package is clearly marked with the applicable grant name.

A confirmation email will be sent to all applicants (using the email address indicated in your application form) to confirm that we have received your submission.

### Important Notes

- Late applications will not be reviewed.
- Applicants who have received funding in previous years must provide a complete Final Report within 90 days of organization's fiscal year-end, or before a new funding request is submitted for consideration. Failure to provide a final report will render new applications ineligible.
- **Culture & Heritage Grant Final Report Form** is available at [www.nanaimo.ca/culture-environment/grants/culture-heritage-operating-grant](http://www.nanaimo.ca/culture-environment/grants/culture-heritage-operating-grant) (or by contacting us directly).

For more information, contact

Parks, Recreation & Culture  
250-755-4483  
[cultureandevents@nanaimo.ca](mailto:cultureandevents@nanaimo.ca)

*Last updated September 2020*

**Grant Request Details**

- ☐ One-Year Operating Funding
- ☐ Three-Year Operating Funding (Please refer to three-year funding eligibility as noted in the guidelines)

Grant Year \_\_\_\_\_ Request Amount \$ \_\_\_\_\_ (max. 25% of total operating budget for year)

Total Operating Budget for Year \$ \_\_\_\_\_

**Organization Details**

Legal Name of Organization \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

City \_\_\_\_\_

Phone \_\_\_\_\_

Contact Person\* \_\_\_\_\_ Position \_\_\_\_\_

*\* Must be available to be contacted in December 2020*

Phone \_\_\_\_\_ Email \_\_\_\_\_

BC Society Registration No. \_\_\_\_\_

Is your society in good standing with the BC Registrar?

- ☐ Yes
- ☐ No

Does your organization operate within the City of Nanaimo?

- ☐ Yes
- ☐ No

**Applicant Profile** (no more than 1 page / single sided / no staples)

- ☐ Attach a summary of your organization and the organization history, organization mandate and structure (a list of the organizers identifying the roles and names of the people in those roles / functions). Describe how your plan takes into account health and safety measures related to COVID-19. How are you planning to adapt?

**Description of Program of Work** (no more than 5 pages / single sided / no staples)

- ☐ Attach a description of your program of work and refer to the assessment criteria. Programs of work will comprise multiple activities that fall into four main areas: public programming; audience development; administration; and promotion

**(40%) MERIT**

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



**(40%) RELEVANCE / FEASIBILITY**

- Activities that reflect the strategic priorities of the City
- Organizational capacity, governance and administrative capacity to deliver the proposed project
- Financial health of the organization, as demonstrated by financial statements and realistic proposed budgets with diverse sources of revenue
- The degree to which the organization can effectively generate and participate in partnerships and collaborations with other organizations and community groups and artists
- Alignment with the *2014-2020 Cultural Plan for a Creative Nanaimo*

**(20%) COMMUNITY IMPACT**

- 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
- Potential to raise the profile of Nanaimo through promotion of its arts, culture and heritage offerings

**BC Society Act Annual Report**

- ☐ Attach a copy of the organization's current BC Society Act Annual Report (Form 11)

**Financial Information**

- ☐ Attach a **current operating** budget and **proposed operating** budget for next year. Ensure that you are using the template labelled **Culture & Heritage Grant Budget Form** available at [www.nanaimo.ca/culture-environment/grants/culture-heritage-operating-grant](http://www.nanaimo.ca/culture-environment/grants/culture-heritage-operating-grant) (or by contacting us directly)
- ☐ Attach an **audited** or **independently prepared financial statement** for the organization's most recently completed fiscal year (as submitted to the Province in your annual report)

Does your organization already receive (or have you applied) for other sources of City funding?

- ☐ Yes
- ☐ No
- ☐ Pending Application: Grant Type \_\_\_\_\_ Amount Requested \$ \_\_\_\_\_

If yes, please specify the source(s) (grant types) and dollar amount(s) (attach additional sheets if required):

Grant Type \_\_\_\_\_ Amount Granted \$ \_\_\_\_\_

Grant Type \_\_\_\_\_ Amount Granted \$ \_\_\_\_\_

**Further Support Material** (no more than 4 pages / single sided / no staples / scanned copies only / no originals)

- ☐ Attach further support materials (may include scanned copies of samples of programs, posters or brochures of one event in previous or current year, resumes, consultant reports, feasibility studies, etc.)

### Final Report on Previous Year Funding

- ☐ Applicants who have received funding in previous years must provide a complete a Final Report within 90 days of the organization's fiscal year end or before a new funding request is submitted for consideration. Failure to provide a final report will render new applications ineligible. **Culture & Heritage Grant Final Report Form** is available online at [www.nanaimo.ca/culture-environment/grants/culture-heritage-operating-grant](http://www.nanaimo.ca/culture-environment/grants/culture-heritage-operating-grant) (or by contacting us directly).

### Signature and Declaration

I hereby certify that the information included with this application is complete, is true and correct to the best of my knowledge, and that I have been authorized by the Board of Directors to make this declaration and to submit this application on behalf of the above-named organization. I hereby declare that if our organization is successful in obtaining a City of Nanaimo Culture & Heritage Operating Grant that we give the City of Nanaimo (or a third party appointed by the City) the right to review the project / program for which the grant was obtained to ascertain whether grant monies received were used for the stated purpose(s) set out in this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

*Freedom of Information and Protection of Privacy Act Statement:* Information collected on this form, or provided with this form, is collected under the general authority of the *Community Charter* and the *Freedom of Information and Protection of Privacy Act*, and is protected in accordance with the *Act*. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For further information regarding the collection, use, or disclosure of personal information by the City of Nanaimo, please contact the Legislative Services Department at 250-755-4405.



# City of Nanaimo Culture & Heritage Grants

## Project Grant Guidelines

### **2021 Grant Deadline**

Monday, October 19, 2020

For more information, contact

Parks, Recreation & Culture  
250-755-4483  
[cultureandevents@nanaimo.ca](mailto:cultureandevents@nanaimo.ca)

*Last updated September 2020*

## Introduction

The City of Nanaimo recognizes the vital contribution of arts, culture and heritage activities to the City's economic and social progress; the value of artistic and cultural expression; and enjoyment of life by its citizens. The City of Nanaimo is committed to supporting and encouraging an active arts, culture and heritage sector.

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

*- 2014-2020 Cultural Plan for a Creative Nanaimo*

The City of Nanaimo supports arts and recreation as a vital part of everyday life, as described in the *2019-2022 Corporate Strategic Plan*. The work of the Culture & Events team is guided by City plans, including the *2014-2020 Cultural Plan for a Creative Nanaimo* and grounded in respectful, collaborative relationships with the communities we serve. Our role is that of convenor, connector, facilitator, enabler and funder. We recognize that Nanaimo's arts, culture and heritage organizations are diverse and independent, united by a desire to create impact and value for diverse publics.

## Planning for 2021

Applicants should consider the ongoing impacts of COVID-19 in their planning for 2021. Please address how your project will comply with public health orders and other guidelines related to COVID-19. In 2021, as our community recovers from COVID-19, applicants are encouraged to re-imagine and re-build their activities to ensure they are relevant and can be delivered safely.

## Purpose

To assist culture and heritage organizations to realize projects that benefit our community and contribute to the cultural, social and economic vitality of Nanaimo.

## Program Objectives

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

## Eligibility Criteria

Both professional and community-based culture and heritage organizations may apply. Applicants must:

- be based in Nanaimo and incorporated in good standing (provincially and / or federally) as a non-profit arts, culture or heritage organization with a mandate to serve the public;
- be in operation for minimum of 1 year (new and emerging groups will be evaluated on a case-by-case basis);
- 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
- demonstrate 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.

Project grants fund a maximum of 25% of total project costs. Applicants may submit up to 3 applications for 3 separate 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)
- Organizations located outside of the boundaries of the City of Nanaimo

Organizations presently receiving Operating grants may apply for projects in two categories: **Collaborations and Partnerships** or **Organizational Capacity Building**. Activities must not be funded or previously described in City of Nanaimo Operating Grant programs of work

### Eligible Projects

Proposed projects will fall into 4 main areas:

- **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 or one-time culture and heritage festivals)
- **Collaborations and Partnerships** (i.e. special projects that involve collaboration or partnership with other organizations, including non-profit and for-profit businesses)
- **Organizational Capacity Building** (i.e. initiatives that seek to increase the organizational 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 performance and impact. This can include 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
- Capital projects
- Recuperation of deficits
- Bursaries or scholarships
- Projects occurring outside of the boundaries of the City of Nanaimo
- Projects that have received funding assistance through other sources at the City of Nanaimo

### Assessment Criteria

Applications will be evaluated based on the following criteria:

#### (40%) MERIT

- Quality of proposed project, participating artists or contributors
- The degree to which proposed activities are innovative or distinctive
- The degree to which the proposed project has community support

#### (40%) RELEVANCE / FEASIBILITY

- Activities that reflect the four strategic priorities of the City and *2014-2020 Cultural Plan for a Creative Nanaimo*
- Planning and administrative capacity to deliver the proposed project
- Realistic proposed budgets with diverse sources of revenue

**(20%) COMMUNITY IMPACT**

- 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
- Potential to raise the profile of Nanaimo through promotion of its arts, culture and heritage offerings

The City's strategic funding priorities for the 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 and cross sector organizations; and
- neighborhood-based projects.

**Adjudication Process**

Applications must be received by the deadline. Late or incomplete applications will not be considered. Applications will be screened to determine eligibility and evaluated according to the assessment criteria. Recommendations will be made to Council for distribution of funds. Decisions are guided by the program's mandate, objectives and assessment criteria. Council decisions are final. Applicants will receive written notification of Council's decision within 90 days of the application deadline date.

**Appeal Process**

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

**Confidentiality**

Documents submitted by applicants become property of the City of Nanaimo. 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 Application Form (2021)

This is an application for the City of Nanaimo's Culture & Heritage Project Grant, available to Nanaimo non-profit culture and heritage organizations. Before completing this application form, refer to the guidelines.

### 2021 Grant Deadline

Monday, October 19, 2020

### How to Submit your Application

- **By Email (by midnight)** to [culturegrants@nanaimo.ca](mailto:culturegrants@nanaimo.ca)  
(PDF attachments only, total email size must not exceed 10 MB)
- **By Dropbox (by 4:00 pm)** to the Bowen Complex located at 500 Bowen Road. The dropbox is located on the lower level of the building near the tennis courts (Pine Street Entrance). The building is open to program registrants only (as of September 10). Please make sure your package is clearly marked with the applicable grant name.

A confirmation email will be sent to all applicants (using the email address indicated in your application form) to confirm that we have received your submission.

### Important Notes

- Late applications will not be reviewed.
- Applicants who have received funding in previous years must provide a complete Final Report within 90 days of the conclusion of the project / event. Failure to provide a final report will render new applications ineligible.
- **Culture & Heritage Grant Final Report Form** is available at [www.nanaimo.ca/culture-environment/grants/culture-heritage-project-grant](http://www.nanaimo.ca/culture-environment/grants/culture-heritage-project-grant) (or by contacting us directly).

For more information, contact

Parks, Recreation & Culture  
250-755-4483  
[cultureandevents@nanaimo.ca](mailto:cultureandevents@nanaimo.ca)

*Last updated September 2020*

### Grant Request Details

Grant Year \_\_\_\_\_ Request Amount \$ \_\_\_\_\_ (max. 25% of total project budget for year)

Total Project Budget for Year \$ \_\_\_\_\_

### Project Details

Please specify the type of project:

- ☐ **Event** (i.e. public events and community arts, culture, heritage projects that animate the downtown core and / or community neighborhoods)
- ☐ **Festival** (i.e. recurring or one-time culture and heritage festivals)
- ☐ **Collaborations and Partnerships** (i.e. special projects that involve collaboration and partnership with other organizations, including non-profit and for-profit businesses)
- ☐ **Organizational Capacity Building** (i.e. initiatives that seek to increase the 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 performance and impact. This can include activities such as leadership development, strategic planning, program design and evaluation, financial planning and management and others.

Project Title \_\_\_\_\_

Dates / Times of Project \_\_\_\_\_

Location \_\_\_\_\_

### Organization Details

Legal Name of Organization \_\_\_\_\_

Organization Mandate \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

City \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Person\* \_\_\_\_\_ Position \_\_\_\_\_

*\* Must be available to be contacted in December 2020*

Phone \_\_\_\_\_ Email \_\_\_\_\_

How many years have you been an organization? \_\_\_\_\_ BC Society Registration No. \_\_\_\_\_



Is your society in good standing with the BC Registrar?

- ☐ Yes  
☐ No

Does your organization operate within the City of Nanaimo?

- ☐ Yes  
☐ No

### Description of Project (no more than 3 pages / single sided / no staples)

- ☐ Please be specific. Attach a description of the project responding directly to the assessment criteria as described below. Describe how your plan takes into account health and safety measures related to COVID-19. How are you planning to adapt?

**MERIT (40%)** 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 or other major participants in the project.

**RELEVANCE / FEASIBILITY (40%)** 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 City's strategic priorities.

**COMMUNITY IMPACT (20%)** Describe the intended impact of the project on the communities served and describe your target audiences. Provide information on projected attendance, and the economic impact of the project. Where relevant, refer to actual attendance numbers if event was held previously. For new activities, provide an estimate of attendance.

Will your event require a street closure?

- ☐ Yes  
☐ No

Does your activity take place in Nanaimo?

- ☐ Yes  
☐ No

Is this a first-time project?

- ☐ Yes  
☐ No

### BC Society Act Annual Report

- ☐ If applicable, attach a copy of the organization's current BC Society Act Annual Report (Form 11)

### Financial Information

- ☐ Use the **Culture & Heritage Grant Budget Form** to list all revenues (including sources) and expenses, available at [www.nanaimo.ca/culture-environment/grants/culture-heritage-project-grant](http://www.nanaimo.ca/culture-environment/grants/culture-heritage-project-grant) (or by contacting us directly).

Does your project already receive (or have you applied) for other sources of City funding?

- ☐ Yes  
☐ No

☐ Pending Application: Grant Type \_\_\_\_\_ Amount Requested \$ \_\_\_\_\_

If yes, specify the source(s) (grant types) and dollar amount(s) (attach additional sheets if required)

Grant Type \_\_\_\_\_ Amount Granted \$ \_\_\_\_\_

Grant Type \_\_\_\_\_ Amount Granted \$ \_\_\_\_\_

**Further Support Material** (no more than 4 pages, single sided / no staples / scanned copies only / no originals)

- ☐ Attach further support materials (i.e. scanned programs, a poster or brochure of one event in previous or current year)

**Final Report on Previous Year Funding**

- ☐ Applicants who have received funding in previous years must provide a complete Final Report within 90 days of the conclusion of the project / event. Failure to provide a final report will render new applications ineligible. Ensure that you are using the correct template labelled **Culture & Heritage Grant Final Report Form** available at [www.nanaimo.ca/culture-environment/grants/culture-heritage-project-grant](http://www.nanaimo.ca/culture-environment/grants/culture-heritage-project-grant) (or by contacting us directly).

**Signature and Declaration**

I hereby certify that the information included with this application is complete, and is true and correct to the best of my knowledge, and that I have been authorized by the Board of Directors to make this declaration and to submit this application on behalf of the above-named organization. I hereby declare that if our organization is successful in obtaining a City of Nanaimo Culture & Heritage Project Grant, that we give the City of Nanaimo (or a third party appointed by the City) the right to review the project / program for which the grant was obtained to ascertain whether grant monies received were used for the stated purpose(s) set out in this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

*Freedom of Information and Protection of Privacy Act Statement:* Information collected on this form, or provided with this form, is collected under the general authority of the *Community Charter* and the *Freedom of Information and Protection of Privacy Act*, and is protected in accordance with the *Act*. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For further information regarding the collection, use, or disclosure of personal information by the City of Nanaimo, please contact the Legislative Services Department at 250-755-4405.



# City of Nanaimo Downtown Event Revitalization Funding Program

## Guidelines

### **2021 Grant Deadline**

Monday, October 19, 2020

For more information, contact

Parks, Recreation & Culture  
250-755-4483  
[cultureandevents@nanaimo.ca](mailto:cultureandevents@nanaimo.ca)

*Last updated September 2020*

# Downtown Event Revitalization Funding Program

## Introduction

The City of Nanaimo is committed to supporting its downtown. This grant is intended to support events and initiatives which attract residents and visitors to downtown, support vibrancy, stimulate business activity and align with other objectives of the City's 2019-2022 Corporate Strategic Plan.

## Planning for 2021

Applicants should consider the ongoing impacts of COVID-19 in their planning for 2021. Please address how your initiative will comply with public health orders and other guidelines related to COVID-19. In 2021, as our community recovers from COVID-19, applicants are encouraged to re-imagine and re-build their activities to ensure they are relevant and can be delivered safely.

## Purpose

Grant funding can be used to assist with the costs of organizing and presenting public events and initiatives in downtown Nanaimo. The intention of the grant is to recognize the value initiatives have in building vitality downtown and in enhancing Nanaimo's profile as a destination of choice. The grant serves as an incentive to organizers to *enhance, expand and improve* their initiatives.

## Assessment

Proposed initiatives should:

- promote downtown as a great place to visit and experience for residents and visitors;
- promote local business;
- enhance the vitality and vibrancy of downtown;
- promote local arts, culture, history and attractions;
- foster partnerships;
- contribute to building a sustainable celebration series and annual festivals;
- have strong potential to attract out-of-town visitors and overnight stays; and
- be accessible to the general public (with or without gated admission).

## Application Requirements

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 initiative objectives with some or all of the City's priorities;
- how the funding will *improve, enhance or expand* the initiative;
- the ability of the applicant / organization to execute the initiative;
- how the initiative will provide good value-for-money including out of town visitation;
- the initiative will not duplicate existing initiatives; and
- the proposed budget is balanced, reasonable and sufficiently detailed (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).

## Downtown Event Revitalization Funding Program

### 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 in 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 the following:

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

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

### Adjudication Process

Applications for funding must be received by the deadline. 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. Recommendations 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.

### Confidentiality

Documents submitted by applicants become property of the City of Nanaimo. 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 Downtown Event Revitalization Funding Program

## Application Form (2021)

This is an application for the City of Nanaimo's Downtown Event Revitalization (Downtown Event) Funding Program. Before completing the application form, refer to the guidelines.

### 2021 Grant Deadline

Monday, October 19, 2020

### How to Submit your Application

- **By Email (by midnight)** to [culturegrants@nanaimo.ca](mailto:culturegrants@nanaimo.ca)  
(PDF attachments only, total email size must not exceed 10 MB)
- **By Dropbox (by 4:00 pm)** to the Bowen Complex located at 500 Bowen Road. The dropbox is located on the lower level of the building near the tennis courts (Pine Street Entrance). The building is open to program registrants only (as of September 10). Please make sure your package is clearly marked with the applicable grant name.

A confirmation email will be sent to all applicants (using the email address indicated in your application form) to confirm that we have received your submission.

### Important Notes

- Late applications will only be considered if funds are available.
- Applicants who have received funding in previous years must provide a complete Final Report within 90 days of completion of the event or before a new funding request is submitted for consideration. Failure to provide a final report will render new applications ineligible.
- **Downtown Event Grant Final Report Form** is available at [www.nanaimo.ca/culture-environment/grants/downtown-event-revitalization-funding-program](http://www.nanaimo.ca/culture-environment/grants/downtown-event-revitalization-funding-program) (or by contacting us directly).

For more information, contact

Parks, Recreation & Culture  
250-755-4483  
[cultureandevents@nanaimo.ca](mailto:cultureandevents@nanaimo.ca)

*Last updated September 2020*

City of Nanaimo  
**Downtown Event Revitalization  
Funding Program**

**Application Form (2021)**

**Grant Request Details**

Year \_\_\_\_\_ Request Amount \$ \_\_\_\_\_ (max. 35% of total operating budget for year)

Total Initiative Budget \$ \_\_\_\_\_

**Initiative Details**

Initiative / Project Name \_\_\_\_\_ Date of Application \_\_\_\_\_

Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Location(s) (list all venues) \_\_\_\_\_

Number of years initiative has been held in Nanaimo \_\_\_\_\_

Does your event require a street closure?

☐ Yes

☐ No

*Please note that approval of this grant application does not indicate approval of required permits. It is the responsibility of the applicant to ensure that all necessary permits have been obtained prior to your project / event.*

**Applicant Details**

Legal Name of Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_ Postal Code \_\_\_\_\_

City \_\_\_\_\_

Phone Number \_\_\_\_\_

Primary Contact Person\* \_\_\_\_\_ Position \_\_\_\_\_

*\*Must be available to be contacted December 2020*

Phone \_\_\_\_\_ Email \_\_\_\_\_

BC Society Registration No. (if applicable) \_\_\_\_\_

Is your society in good standing with the BC Registrar?

☐ Yes

☐ No

Does your organization operate within the City of Nanaimo?

☐ Yes

☐ No

**Organization and Experience** (attach additional sheets if necessary / single sided / no staples)

Provide a brief description of your organization's mandate and activity

List events that your group has hosted in the last five years



**Event Description** (attach additional sheets if necessary / single sided / no staples)

Provide a brief description of proposed activities

How does your initiative enhance and / or promote the vitality of downtown Nanaimo? How does it align with City / Council priorities?

Describe how your plan takes into account health and safety measures related to COVID-19. How are you planning to adapt?

**Anticipated Attendees**

Who is your target audience? Please provide anticipated numbers (explain assumptions)

**# Participants**

**# Organizers**

**# Volunteers**

**# Spectators**

**Age # under 19**

**Age # over 19**

**# out of town**

Additional comments (attach additional sheets if necessary / single sided / no staples)

**Partnering and Sponsorship** (attach additional sheets if necessary / single sided / no staples)

Are you partnering with an existing community group / organization?

☐ Yes

☐ No

If yes, please identify the group / organization detailing the nature of their involvement including roles and responsibilities (attach letter(s) of commitment / support)

**Marketing and Promotion** (attach additional sheets if necessary / single sided / no staples)

How will your initiative be publicized? Include any marketing enhancements and any marketing that is being done to target out of town visitors (attach marketing plan if available)

Is the initiative open to the public and promoted as such?

- ☐ Yes  
☐ No

Is there an admission fee? (include anticipated revenues in the budget)

- ☐ Yes  
☐ No

**Funding Sources** (attach additional sheets if necessary / single sided / no staples)

- ☐ Attach a budget that includes projected expenditures, revenues, donations and sponsorships (in-kind and cash) (you may attach a detailed sheet)

What other sources of revenue are you pursuing?

Does your organization already receive (or have you applied) for other sources of City of Nanaimo funding?

- ☐ Yes  
☐ No  
☐ Pending Application: Grant Type \_\_\_\_\_ Amount Requested \$ \_\_\_\_\_

If yes, please specify the source(s) (grant types) and dollar amount(s) (attach additional sheets if required)

Grant Type \_\_\_\_\_ Amount Granted \$ \_\_\_\_\_

Grant Type \_\_\_\_\_ Amount Granted \$ \_\_\_\_\_

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

If this is an ongoing initiative, how do you intend to ensure its sustainability beyond this funding?

**Final Report on Previous Year Funding**

- ☐ Applicants who have received funding in previous years must provide a complete Final Report within 90 days of completion of the event or before a new funding request is submitted for consideration. Failure to provide a final report will render new applications ineligible. The **Downtown Event Grant Final Report Form** is available at [www.nanaimo.ca/culture-environment/grants/downtown-event-revitalization-funding-program](http://www.nanaimo.ca/culture-environment/grants/downtown-event-revitalization-funding-program) (or by contacting us directly).

**Further Support Material** (no more than 4 pages, single sided, no staples / scanned copies only / no originals)

- ☐ Attach further support materials if applicable (i.e. scanned programs, a poster or brochure of an event in previous or current year)

**Signature and Declaration**

I hereby certify that the information included with this application is complete, is true and correct to the best of my knowledge, and that I have been authorized by the Board of Directors to make this declaration and to submit this application on behalf of the above-named organization. I hereby declare that if our organization is successful in obtaining a City of Nanaimo Downtown Event Revitalization Funding grant that we give the City of Nanaimo (or a third party appointed by the City) the right to review the project / program for which the grant was obtained to ascertain whether grant monies received were used for the stated purpose(s) set out in this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

*Freedom of Information and Protection of Privacy Act Statement:* Information collected on this form, or provided with this form, is collected under the general authority of the *Community Charter* and the *Freedom of Information and Protection of Privacy Act*, and is protected in accordance with the *Act*. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For further information regarding the collection, use, or disclosure of personal information by the City of Nanaimo, please contact the Legislative Services Department at 250-755-4405.

# **ATTACHMENT G**

## **ELIGIBILITY FOR THREE-YEAR OPERATING FUNDING**

*(from Page 3 of Operating Grant Guidelines & Criteria)*

### **Eligibility for Three-Year Operating Funding**

Three-year funding is available to established non-profit professional culture and heritage organizations that have been in existence for at least 4 years. In order to be eligible, applicants must have received at least 1 annual grant through the City 's Culture & Heritage grant programs; must have an arts / culture / heritage mandate; 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. Professional organizations are defined as those that employ professional artists, pay industry standard artist fees, and have paid administrative staff.

## ATTACHMENT H

City of Nanaimo

# Culture & Events Resilience Grant

# 2021

Guidelines, Application Form, Terms and Conditions

Application deadline: March 1, 2021

## About the Resilience Grant

The City of Nanaimo's Resilience Grant responds to the needs of Nanaimo's arts and culture community with flexible, rapid one-time funding.

The Resilience Grant offers funding in the range of \$1,000 to \$5,000, in response to emerging community needs, opportunities, pressures and changes resulting from the COVID-19 pandemic. The goal is to support local initiatives that contribute to stability of the arts and culture ecosystem, contribute to community resilience, create public value, and take advantage of emerging opportunities.

The program aligns with goals of the City of Nanaimo Strategic & Cultural Plans by:

- creating a vibrant culture of innovation, stewardship and partnership to encourage a diverse and healthy economy now and into the future;
- supporting arts and culture as an integral part of everyday life; and
- strengthening the creative sector by investing in organizations and people who animate our cultural spaces.

### **The Resilience Grant intends to support:**

1. One-time programs, events, or initiatives taking place in 2021  
  
or
2. Organizational activities that reflect efforts to adapt or respond to the COVID-19 pandemic, by addressing organizational capacity needs and manage transition, including human resources, governance, community engagement and outreach, revenue diversification, mentorships, pursuing goals of equity, diversity, accessibility and inclusion  
  
or
3. Projects by new applicants seeking funds from the City of Nanaimo for the first time

**This is a one-time funding program.**

## Eligibility

### **Eligible Applicants**

- Individual artists, collective and non-profit organizations are all eligible to apply
- Organizations must have an arts or culture mandate, or a mandate to provide services to the arts and culture sector
- Organizations and collectives must be based in Nanaimo, individuals must be a full-time resident of Nanaimo

This fund especially encourages new applicants.

### **Eligible Activities**

The Resilience Grant program supports projects that adapt to our current environment of change and can include:

- One-time programming, events, or initiatives taking place any time in 2021

### **Funding Priorities**

- Projects that help you grow as an artist or an organization (for example: mentorships, skill-building initiatives, networking, training)
- Discreet purchases that will offer you a tool to reduce barriers you identify or can help you solve a problem (for example: software, special equipment for new initiatives, hospitality expenses)
- Applications by new groups or individuals seeking support from the City of Nanaimo for the first time
- Expenses that help you to realize an opportunity that has arisen due to the pandemic
- Activities that pursue goals of equity, diversity, accessibility and inclusion

### **Eligible Expenses**

Costs related to proposed initiatives, up to 75% of the total project cost. Expenses can include:

- Purchase of minor Capital (equipment under \$5K)
- Artist fees
- Programming expenses
- Administrative expenses

### **Exclusions**

Funds are not available to support:

- Regular operating expenses
- Project phases or activities that have begun prior to the deadline
- Project/budget deficits
- Direct fundraising activities
- Projects or activities funded through other City of Nanaimo programs



## How to Apply

Applicants must supply the following required materials:

### Organizations

(1 page) An **organizational profile** including mission, mandate, structure and information about any members of the organization that will be involved in the activities proposed in this application.

(1 page) A **project description** outlining the goals of your proposed activity, and how you will use the funds.

(1 page) A **budget** for this project that demonstrates thorough understanding of revenues and expenses.

(1 page) A **timeline** of activities that will take place and identify the location which they occur.

Relevant **support materials**

### Collectives and Individuals

An **individual or collective profile**, including biographies and CVs of the active participants in the proposed grant activities.

(1 page) A **project description** outlining the goals of your proposed activity, and how you will use the funds.

(1 page) A **budget** for this project that demonstrates thorough understanding of revenues and expenses.

(1 page) A **timeline** of activities that will take place and identify the location which they occur.

Relevant **support materials**

### All Applicants

#### Support Materials

The following materials may be supplied in support of your application:

- 10 x images
- 1 to 5 sound clips, no more than 2 minutes in length
- no more than five minutes of video
- writing samples
- related publicity or marketing materials
- other: participant biographies

## Adjudication Process

Projects should demonstrate a clear scope, timeline, and expected outcome. The activities must be outlined in detail, including those responsible for carrying out the activities of the grant. **All applications will be evaluated and funds distributed according to the following criteria:**

### **Artistic Merit**

Demonstrate how the proposed project will advance the art form, skills or practice that are central to your work. Consider the following points:

- Clarity, focus and vitality of a proposed project. Is it unique? Does it advance your practice?
- Benefit to the applicant and the broader arts and cultural community. Does it meet a need, or offer something new?
- An artistic program which reflects and fulfills your mandate or stated goals.
- A sound and well-articulated artistic plan and a demonstrated ability to fulfill that plan. Is it focused, clear and achievable?

### **Community Impact**

Provide an understanding and evidence of unmet needs in your organization or practice. Consider the following points:

- Promotion of local arts and culture.
- Contribution to the community which may include outreach, audience development, educational activities for the public, economic impact, and or volunteer participation.

### **Feasibility**

Refer to achievable goals in your proposed project. Consider the following points:

- Abilities to realize a project, including timeline and financial planning.
- Clearly detailed project goals.
- The inclusion of and engagement with appropriate protocols and practices, particularly in regard to Indigenous artists and communities, where applicable.
- Demonstrated awareness of the quality of working conditions for those contributing to the project, including a commitment to cultural safety.
- Evidence of competent administration at your organization (i.e. evidence of a functional Board and clearly articulated administrative and governance structures), or demonstrated knowledge appropriate to your individual or collective pursuit (i.e. appropriate training or demonstrated ability to undertake the proposed project).
- Evidence of a budgeting ability, including the ability to identify appropriate revenue sources, (such as earned revenue, funding from other levels of government, or support from the private sector through fundraising, donations, sponsorships, or memberships) as well as a detailed projected project expenses.

### **Demonstrated Need**

Specify how this funding will be used to meet your needs. Consider the following points:

- Articulate how public funding supports the request made in your applications.
- Offer evidence that you understand how needs will be met.
- Demonstrate the importance of addressing your goals by reflecting on how the project meets your own priorities or offers a unique opportunity to the community context in which you will undertake your work.

Grant applications will be reviewed by an internal City of Nanaimo Culture & Events Staff review committee based on program criteria and demonstrated need. Recommendations will be forwarded to Council for final approval. Council decisions are final.

## Terms and Conditions of Funding

<b>General Terms and Conditions</b>	<p>You must formally acknowledge that you accept your grant by the date specified in your results letter. The awarding of a grant is at the sole and absolute discretion of the City of Nanaimo. The City of Nanaimo retains the right to rescind or reduce any grant previously awarded. The circumstances for rescinding a grant include but are not limited to:</p> <ul style="list-style-type: none"> <li>• failure to meet the terms and conditions of the grant</li> <li>• failure to comply with legal obligations</li> <li>• failure to respect the commitment to provide a workplace free from harassment, discrimination and sexual misconduct</li> <li>• unapproved changes to funded activities</li> <li>• significant risk of insolvency or bankruptcy</li> </ul>
<b>Final Reports</b>	<p>Grant recipients must use the Resilience Grant Report Form to complete and submit their final report by the due date specified in the results letter. Final reports must detail any substantial changes to your original proposal and must include an accounting of spent and unspent funds. Failure to provide a final report will result in the rejection of all new funding applications.</p>
<b>Grant Repayment</b>	<p>If for any reason you cannot use the grant at the expected time, decide not to carry out the plans described in your grant application or refuse the grant conditions, you must notify us immediately. If you are unable to complete your project or event any unspent funds must be returned to the City of Nanaimo. Unused grant funds will not be carried over to the next calendar year. If you do not use the entire grant amount, any unused portion belongs to the City of Nanaimo.</p>
<b>Payment</b>	<p>The City of Nanaimo will deliver awarded funds by cheque or direct deposit. To receive funds via EFT, the recipient must fill out and return the EFT form.</p>
<b>Changes to Activities</b>	<p>Changes to the scope of your original proposal must be approved by the City of Nanaimo. You must notify the City of Nanaimo immediately if you cannot use part or the entire grant during the period stated in your application. If there are major changes to your proposed activities (for example: changes to the focus of the project, in the activity budget, to key creative personnel or a significant change to the timeline) you must submit a project update form for approval.</p> <p>City staff must approve any major changes to your funded activities before you carry them out.</p>
<b>Acknowledgement of the City of Nanaimo and Logo Use</b>	<p>Public acknowledgement of support is mandatory for all grant recipients. Please ensure that all materials (including copies of reports, advertising, oral presentations and publicity relating to the project(s) or programming credit the support of the grant. Please ensure proper logo use when crediting the City of Nanaimo's support. You can request logo files by contacting <a href="mailto:cultureandevents@nanaimo.ca">cultureandevents@nanaimo.ca</a>.</p>
<b>Permits, Fees, Applications</b>	<p>The approval of this grant does not indicate approval of associated required permits for public events. Processing special event permits can take several weeks. It is the responsibility of the applicant to ensure that all necessary permits have been obtained prior to commencing project and or event and ensure compliance with all required permits.</p>

<b>Health Orders</b>	All Provincial Health Orders must be adhered to and applicant must complete and follow a COVID-19 safety plan.
<b>Confidentiality</b>	Documents submitted become property of the City of Nanaimo. 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 for the purpose of evaluation and analysis. The City will not release information to the public except where required under the Province of BC's Freedom of Information or Privacy Act or other legal disclosure process.
<b>Tax Implications</b>	Individual applicants will be required to submit Social Insurance Number to the City of Nanaimo Accounting Department. The City is required to issue T4A's to individuals who are paid more than \$500 in a calendar year. Collectives must be prepared to accept the grant in the name of one designated applicant, and will supply a single social insurance number. Organizations must be registered non-profit societies, in good standing, and will receive cheques in the society name.

## FAQ

### **\* Can I apply for more than one project/initiative?**

No, applicants are limited to one grant request in the Resilience Grant.

### **\* Can I apply to this fund if I have received other funding for my project?**

Applications for the Resilience Grant may be receiving other grant funds for their proposed initiative, provided the funds are not awarded to them by the City of Nanaimo.

### **\* My activity will start in 2021, but will last into 2022, am I still eligible to apply?**

The fund supports activities that are initiated in 2021. Applicants with activities that carry over into 2022 will not be eligible to apply to any future grant funding until a report for funds received in this program has been provided.

### **\* My project will take place later in the year, and I don't know yet what the relevant public health regulations will be. What information do I need to provide?**

If your project involves a public activity, please provide an account that demonstrates how your activity can safely take place under the COVID-19 Public Health Orders that are in place at the time of application. For example, if the current protocols limit public gatherings to less than 50, you must provide a plan for your activity that conforms to this regulation.

## Application Form

Legal Name of Organization or Individual:		Request Amount:	
Social Insurance Number or BC Societies Registration Number:			
Contact Person:		Position:	
Phone Number:		Email Address:	
Mailing Address			
Funding Description:  <i>Please provide a 25 word description of your request</i>			
Start Date and End Date of Activities:	<div style="display: flex; justify-content: space-around; align-items: center;"> <div>             ____/____/____              day / month / year           </div> <div>-</div> <div>             ____/____/____              day / month / year           </div> </div>		

### Signature and Declaration

I hereby acknowledge that the information included with my application is complete, is true and correct to the best of my knowledge. Where required, I have been authorized by the Board of Directors to make this declaration and to submit this acknowledgement on behalf of the above-named organization.

X	X	X
Signature	Position	Date

### Questions?

For more information, please contact us at [cultureandevents@nanaimo.ca](mailto:cultureandevents@nanaimo.ca) or 250-755-4483.

### Submit Your Application

You may submit your completed application package **by email (by midnight)** to [culturegrants@nanaimo.ca](mailto:culturegrants@nanaimo.ca) (PDF attachments only, total email size must not exceed 10 MB) or **in-person dropbox (by 4:00 pm)** at the Bowen Complex. The dropbox is located on the lower level of the building near the tennis courts, Pine Street Entrance. A confirmation email will be sent to all applicants (using the email address indicated on your application form) to confirm that your submission has been received.

## 1. Applicant Profile

### **Organizations**

Provide an organizational profile. What is your mission, mandate, and organizational structure? Please offer information about any members of the organization that will be involved in the activities proposed in this application. (1 page)

### **Collectives and Individuals**

Provide an individual or collective profile. Who will be responsible to carry out the activities of this proposal? Please append biographies and/or related CVs in your support materials. (1 page)

DRAFT

## 2. Project Outline

What activities will you undertake? Where will activities take place? Describe how you will use the funds, and any expected outcomes. (1 page)

DRAFT

### 3. Budget

Using the form provided, please supply a budget for this project that demonstrates thorough understanding of revenues and expenses.

#### REVENUES

GRANTS	
City of Nanaimo (THIS REQUEST)	
Other (specify):	
EARNED REVENUE	
FUNDRAISING	
OTHER	
<b>TOTAL REVENUES</b>	

#### EXPENSES

ARTIST AND PROFESSIONAL FEES	
STAFFING	
HOSPITALITY /VOLUNTEER APPRECIATION	
MARKETING	
ADVERTISING	
PRINT MATERIALS	
SIGNAGE	
RENTALS	
EQUIPMENT PURCHASE	
SAFETY AND PERSONAL PROTECTION EQUIPMENT (PPE)	
INSURANCE	
PERMITS	
<b>TOTAL EXPENSES</b>	

Revenues and Expenses must balance. Attach a separate page for budget notes, or for a more detailed breakdown, if appropriate.



#### 4. Activity Timeline

Please supply a timeline of activities that will take place and identify other details about how they will occur. Who will undertake them? Where will they be located? (1 page)



## 5. Support Materials

The following materials may be supplied in support of your application. Please attach an information sheet to the contents of any support materials provided.

- ☐ 10 x images
- ☐ 1 to 5 sound clips, no more than 2 minutes in length (hyperlinks or flash drives)
- ☐ no more than five minutes of video
- ☐ writing samples
- ☐ related publicity or marketing materials
- ☐ other: participant biographies

DRAFT

## 6. COVID Safety Plan

DRAFT

DATE OF MEETING DECEMBER 16, 2020

AUTHORED BY JULIE BEVAN, MANAGER, CULTURE & EVENTS

SUBJECT PROPOSAL FOR WELCOME POLE AT MAFFEO SUTTON PARK

## **OVERVIEW**

### **Purpose of Report**

To provide information to Council on a project for the installation of a Welcome Pole at Maffeo Sutton Park.

### **Recommendation**

That Council:

- a) allocate \$50,000 from Public Art budgeted in the year 2020 and 2021 for a permanent artwork at Maffeo Sutton Park to the realization of a Welcome Pole in the park by Snuneymuxw artist Noel Brown;
- b) direct Staff to collaborate with the relevant parties, including Snuneymuxw First Nation and Nanaimo Aboriginal Centre, to see this project completed in a respectful way for the benefit of our communities; and
- c) direct Staff to report back to Council with final design and location prior to installation of the artwork.

## **BACKGROUND**

The City issued the *Request for Proposals No. 2489 Call for Artists, Supply and Oversee Installation of Artwork of Maffeo Sutton Park* on 2019-OCT-25. This competition closed on 2020-JAN-20.

In early 2019, a Council-appointed Review Panel was established for RFP No. 2489. The panel consisted of four members with professional expertise in visual art, two members of City Council, and three members of Staff. Having reviewed and discussed the ten proposals received, panel members unanimously decided that none of the proposals were suitable to advance. The RFP was officially cancelled and artists who submitted were notified.

At the same time, discussions that began in 2018 about the possibility of a Welcome Pole for Maffeo Sutton Park were re-ignited. Nanaimo Aboriginal Centre has been in dialogue with the City and with Snuneymuxw Chief and Council regarding the creation of a Welcome Pole at Maffeo Sutton Park (Attachment A). The City has received two letters of support from Snuneymuxw First Nation (Attachment B). Since, noted Snuneymuxw artist Noel Brown (Attachment C), who has been identified as the lead carver, and representatives from Nanaimo Aboriginal Centre have met with the Snuneymuxw Elders Advisory Council and incorporated their feedback and teachings into the plan and design process. At a meeting of the Elders Advisory Council in late October 2020, Mr. Brown presented the design concept and it was approved.

Preliminary study has been undertaken into the site at 'Spirit Square' where the *Breaching Orca* sculpture currently resides, though further work needs to be undertaken to confirm this as an appropriate site for the installation within the park, with input from engineers.

The total project cost is estimated at \$100,000. Half of the funds have been secured by Nanaimo Aboriginal Centre, who have received a grant through Canadian Heritage. Nanaimo Aboriginal Centre has also secured a cedar log for the pole (approx. 50 feet in length) by donation from Mosaic Forest Management, and it has been delivered to the artist.

Carving is projected to take five to six months. A prospective date for completion and celebration is 2021-JUN-21 to coincide with National Indigenous Peoples' Day.

To invite input, and based on issues raised during the meeting on 2020-MAY-06, Staff corresponded with the Maffeo Art Review Panel by email to propose the concept of supporting the creation of the Welcome Pole at Maffeo Sutton Park. Each of the members responded in favour of allocating the \$50,000 planned for public art at Maffeo Sutton Park in 2020 to support the Welcome Pole project.

This project aligns with the goals and principles articulated in existing City plans, including our *Community Plan for Public Art (2010)*, *A Cultural Plan for a Creative Nanaimo (2014-2020)*, and *Maffeo Sutton Park Master Plan*.

## **OPTIONS**

1. That Council:
  - a) allocate \$50,000 from Public Art budgeted in the year 2020 and 2021 for a permanent artwork at Maffeo Sutton Park to the realization of a Welcome Pole in the park by Snuneymuxw artist Noel Brown;
  - b) direct Staff to collaborate with the relevant parties, including Snuneymuxw First Nation and Nanaimo Aboriginal Centre, to see this project completed in a respectful way for the benefit of our communities; and
  - c) direct Staff to report back to Council with final design and location prior to installation of the artwork.
  - Advantages: The City would support a meaningful community initiative that contributes to the process of Reconciliation between Indigenous and non-Indigenous communities; and the City would support a plan in progress and realize a higher value project by combining resources with funds already secured by project partners.
  - Disadvantages: The City would be unable to spend the \$50,000 on other art projects in 2020 at Maffeo Sutton Park; the project will involve the investment of Staff time.
  - Financial Implications: Currently \$50,000 is available in the 2020-2024 Financial Plan to fund the permanent artwork at Maffeo Sutton Park and therefore, there are no budget impacts.
2. That Council provide alternate direction.

### **SUMMARY POINTS**

- *Request for Proposals No. 2489 Call for Artists, Supply and Oversee Installation of Artwork of Maffeo Sutton Park* was cancelled at the recommendation of a Council-appointed Review Panel.
- There is an opportunity to use the \$50,000 allocated for permanent public art at Maffeo Sutton Park to advance a plan for a Welcome Pole created by a Snuneymuxw artist.

### **ATTACHMENTS**

ATTACHMENT A: Letter dated 2020-OCT-29 from Nanaimo Aboriginal Centre

ATTACHMENT B: Letters dated 2018-NOV-02 and 2019-FEB-19 from Snuneymuxw First Nation

ATTACHMENT C: Artist Biography for Noel Brown

#### **Submitted by:**

Julie Bevan  
Manager, Culture & Events

#### **Concurrence by:**

Lynn Wark  
Director, Recreation & Culture

Richard Harding  
General Manager, Parks, Recreation &  
Culture

Laura Mercer  
Director, Finance Department

# ATTACHMENT A



Oct 29, 2020

Julie Bevan  
Culture & Events  
455 Wallace Street  
City of Nanaimo  
Nanaimo, BC

Julie,

We are pleased to provide this letter indicating our support for and involvement with the Totem Pole project proposed for Maffeo Sutton park.

We have met with Chief Wyse at Snuneymuxw First Nation to discuss the project, met with the Nation's Elders Council, secured two letters of support for the project from the Nation and have engaged Noel Brown, Snuneymuxw artist, as the project's carver.

NAC has secured a grant from Heritage Canada for the project in the amount of \$42,000. We have also secured the donation and delivery of a beautiful cedar log from Mosaic Forestry that is valued in excess of \$5,000. In addition, we have drawings for the totem base, developed by Herold Engineering.

We look forward to working with the City of Nanaimo on this project and to the long-term benefits of this project to the City.

In Friendship,

Chris Beaton  
Executive Director



[NanaimoAboriginalCentre.ca](http://NanaimoAboriginalCentre.ca)

2595 McCullough Road  
Nanaimo, B.C. V9S 4M9  
250 585 0947



668 Centre Street  
Nanaimo, BC, V9R 4Z4

Telephone: 250/740-2300  
Fax: 250/753-3492

November 2, 2018

To Whom it May Concern,

On behalf of the Snuneymuxw First Nation, we would like to offer our support for the Nanaimo Aboriginal Centre's (NAC) proposed totem pole project.

We understand that the 60 foot totem pole is likely to be raised on June 21, 2018 and likely to be permanently located at Maffeo Sutton park. It is great to hear that NAC intends to work with Noel Brown as the lead carver of the totem. We also recognize that the theme of the totem's design is to be a reflection of the reconciliation process that is currently underway in our communities.

If you have any questions regarding our support for this important project, please contact the undersigned at your convenience.

Sincerely,



Joan Brown  
Executive Director





# Snuneymuxw

First Nation

[www.snuneymuxw.ca](http://www.snuneymuxw.ca)

February 22, 2019

To Whom it May Concern,

On behalf of the Snuneymuxw First Nation, we would like to offer our support for the Nanaimo Aboriginal Centre's (NAC) proposed totem pole project.

We understand that the 60 foot totem pole is likely to be raised on September 30, 2019 and likely to be permanently located at Maffeo Sutton park. It is great to hear that NAC intends to work with Noel Brown as the lead carver of the totem. We also recognize that the theme of the totem's design is to be a reflection of the reconciliation process that is currently underway in our communities. We have been assured that we will be consulted throughout the design process and be asked to give final approval for the design.

If you have any questions regarding our support for this important project, please contact the undersigned at your convenience.

Sincerely,

Chief Michael J. Wyse

# ATTACHMENT C

## **Artist Biography – Noel Brown**

Noel Brown is a renowned artist and a member of the Snuneymuxw and Kwagulth First Nations. Brown was born in Nanaimo in 1970. He began carving professionally in 1995 and received inspiration from James Lewis, a prominent Northwest Coast carver. His style has also been guided by the teachings of Richard Baker, Matthew Baker and Darin Lewis. In addition to wood, Brown also works with silver as a carving medium.

His carvings are on display at the Nanaimo Museum, Shq'apthut at Vancouver Island University, BC Ferries Departure Bay terminal, and the Nanaimo Cruise Ship terminal. Recently, he worked with the City of Nanaimo to create designs that are integrated into the new Maffeo Sutton Park Inclusive Playground and the fence panels that surround the playground.

DATE OF MEETING DECEMBER 16, 2020

AUTHORED BY PHIL STEWART, MANAGER, ENGINEERING PROJECTS

**SUBJECT BOWEN ROAD UTILITY AND CORRIDOR UPGRADES**

## **OVERVIEW**

### **Purpose of Report:**

To advise Council of additional costs associated with the construction of the Bowen Road Utility and Corridor Upgrade Project.

## **DISCUSSION**

The Bowen Road Utility and Corridor Upgrade Project was included in the 2020 Financial Plan with a budget of \$2,013,380. Construction of the project is now complete. As a result of some unexpected construction conditions detailed below, the budget was exceeded by about 14% (\$295,000).

The project replaced an aging road surface and upgraded underground utilities in the section of Bowen Road between Labieux Road and the Island Highway. Work began in June 2020 and was completed in November 2020. Several factors contributed to the project being over budget, including:

- Night work, while reducing the impact to the traveling public, led to increased labour costs and slower productivity than expected.
- There were several discrepancies with respect to the underground infrastructure between what was found and what historical records showed, which led to changes and increased costs.
- Several unexpected conditions were encountered such as rock, which increased costs beyond what was expected.

An additional \$295,000 in funding is required. The road portion of the project requires \$179,950 and will be transferred from other 2020 road projects that came in under budget. The water portion is a DCC project with 60% allocated to growth, less the 1% assist factor. Therefore, an additional \$67,880 will be allocated from the City Wide Water Distribution DCC Reserve Fund and \$47,170 will be transferred from other 2020 water projects that came in under budget.

Given the magnitude of the budget transfer and the need to allocate additional funding from the City Wide Water Distribution DCC Reserve Fund, specific disclosure to Council is warranted. The additional funding from the City Wide Water Distribution DCC Reserve Fund will be included in a future budget bylaw amendment for the 2020 – 2024 Financial Plan.

### **SUMMARY POINTS**

- The costs for the Bowen Road Utility and Corridor Upgrade Project, exceeded the budget by about 14% or \$295,000.
- The project had unexpected challenges during construction which led to the cost overruns.
- Funds are available within the 2020 – 2024 Financial Plan to cover some of the additional costs of the project.
- A future budget bylaw amendment is required to allocate funds from the City Wide Water Distribution DCC Reserve Fund to the project.

#### **Submitted by:**

Phil Stewart  
Manager, Engineering Projects

#### **Concurrence by:**

Poul Rosen  
Director, Engineering

Laura Mercer  
Director, Financial Services

DATE OF MEETING DECEMBER 16, 2020

AUTHORED BY DEANNA WALKER, FINANCIAL ANALYST  
POUL ROSEN, DIRECTOR, ENGINEERING

**SUBJECT INVESTING IN CANADA INFRASTRUCTURE PROGRAM  
ADAPTATION, RESILIENCE AND DISASTER MITIGATION**

## **OVERVIEW**

### **Purpose of Report**

To provide Council with information on the Seabold Drive and Ptarmigan Way Drainage Upgrade project for application under the Adaptation, Resilience and Disaster Mitigation Program and obtain a council resolution.

### **Recommendation**

That Council direct Staff to submit an application to the Investing in Canada Infrastructure Program – Adaptation, Resilience and Disaster Mitigation for the Seabold Drive and Ptarmigan Way Drainage Upgrade project and commit to funding any cost overruns of the project.

## **BACKGROUND**

The Investing in Canada Infrastructure Program is a program aimed at creating long-term economic growth, building inclusive and sustainable communities, and supports a low carbon green economy. The Adaptation, Resilience and Disaster Mitigation Stream of this program will fund flood mitigation infrastructure projects that will support an increase in structural capacity and/or increased natural capacity to mitigate and adapt to climate change impacts, natural disasters and/or extreme weather events. The intent is to reduce, or even negate, the effects of flooding. The program is available to local governments, Indigenous Ultimate Recipients, and Not-for-Profit organizations.

The program targets shovel-ready projects that have a construction start date of no later than 2021-SEP-30 and that can be completed by 2021-DEC-31. A cost share between the federal and provincial government provides 100% funding for eligible projects. Projects must be standalone and funded solely under the funding stream and stacking rules apply therefore any cost overruns cannot be funded from senior government sources including the Gas Tax Community Works Funds received by the City annually.

The grant application deadline is **2021-JAN-11**.

## **DISCUSSION**

Staff have identified the Seabold Drive and Ptarmigan Way Drainage Upgrade project as a good candidate for this funding stream.

The Seabold Drive drainage and outfall is part of the Eagle Point Drainage Catchment in the north end of Nanaimo and was constructed in 1980. Since then, climate change has increased the frequency and magnitude of runoff in the catchment area. This in combination with changes in design standards for drainage infrastructure has effectively reduced the level of service of the existing drainage system. This has been proven through intense rainfall events in 2016 and 2018 which caused significant flooding and damage to private properties, a public park, and other areas within this catchment. In addition, a drainage study was completed in 2020 that identified several deficiencies catchment and the drainage system at Seabold Drive and Ptarmigan Way was identified as the highest priority upgrade.

This project includes:

- Upsizing of drainage pipes and their configuration to provide maximum hydraulic capacity;
- Regrading of the intersection at Seabold Drive/Ptarmigan Way to provide a safe and effective overland flow route for major event flows; and,
- Construction of an inlet structure to capture overland flow and convey it to the existing outfall.

The City is currently in the design phase of the project with an engineering consultant, which will be completed in late spring of 2021 for subsequent tender and construction. Preliminary costing for the improvements has been estimated at \$772,000 and is included in the 2021-2025 Provisional Financial Plan. As the project is detailed further, a more refined cost estimate will become available which could result in a variance from this estimate. This may result in the City contributing funds towards this project. |

## **OPTIONS**

1. That Council direct Staff to submit an application to the Investing in Canada Infrastructure Program – Adaptation, Resilience and Disaster Mitigation for the Seabold Drive and Ptarmigan Way Drainage Upgrade project and commit to funding any cost overruns of the project.
  - The advantages of this option: This project will decrease the likelihood of flood events, and the resulting damage, at Seabold Drive, and provide a higher level of service of the drainage infrastructure in that area.
  - Financial Implications: This project is currently in the 2021-2025 Provisional Financial Plan for \$772,000 in 2021. As this is already in the plan, if the grant application is successful, the City would be able to allocate some or all of the funds to other priorities.
2. That Council provide alternative direction to Staff for a project to submit an application to the Investing in Canada Infrastructure Program – Adaptation, Resilience and Disaster Mitigation Program. |

### **SUMMARY POINTS**

- The Adaptation, Resilience and Disaster Mitigation stream of the Investing in Canada Infrastructure Program provides up to 100% funding for eligible project costs.
- The City may submit one application.
- Applications are due by 2021-JAN-11.

#### **Submitted by:**

Deanna Walker  
Financial Analyst

Poul Rosen  
Director, Engineering |

#### **Concurrence by:**

Laura Mercer  
Director, Finance

Bill Sims  
General Manager, Engineering and Public  
Works

Shelley Legin  
General Manager, Corporate Services |

DATE OF MEETING DECEMBER 16, 2020

AUTHORED BY DEANNA WALKER, FINANCIAL ANALYST  
POUL ROSEN, DIRECTOR, ENGINEERING  
ART GROOT, DIRECTOR, FACILITY & PARKS OPERATIONS

SUBJECT INVESTING IN CANADA INFRASTRUCTURE PROGRAM  
COVID-19 RESILIENCE INFRASTRUCTURE STREAM

## **OVERVIEW**

### **Purpose of Report**

To provide Council with information on two potential projects for the COVID-19 Resilience Infrastructure Stream of the Investing in Canada Infrastructure Program, and obtain a Council resolution.

### **Recommendation**

That Council direct Staff to submit an application to the COVID-19 Resilience Infrastructure Stream of the Investing in Canada Infrastructure Program for the Generators for Beban Park Complex and the Water Treatment Plant.

## **BACKGROUND**

The Investing in Canada Infrastructure Program is a program aimed at creating long-term economic growth, building inclusive and sustainable communities, and supports a low carbon green economy. The COVID-19 Resilience Infrastructure stream of this program will support infrastructure projects that provide retrofits, repairs and upgrades to local government and indigenous buildings; support development of active transportations networks; allow communities to improve their infrastructure to increase the resiliency and efficiency in preventing the spread of COVID-19 including protective screens and measures to support physical distancing; and, complete disaster mitigation and adaptation infrastructure projects. The program is available to local governments, Indigenous Ultimate Recipients, and Not-for-Profit organizations.

The program targets shovel-ready projects that have a construction start date of no later than 2021-SEP-30 and that can be completed by 2021-DEC-31. Municipalities may submit one application. A cost share between the federal and provincial government provides 100% funding for eligible projects. Projects must be standalone and funded solely under the funding stream and stacking rules apply therefore any cost overruns cannot be funded from senior government sources including the Gas Tax Community Works Funds received by the City annually.

The grant application deadline is **2021-JAN-27**.



## **DISCUSSION**

Staff shortlisted the following two potential projects as the best candidates for this funding stream:

- Generators for Beban Park Complex and Water Treatment Plant
- Lighting of the E & N Trail

Other projects considered were:

- Replacement of 30 bus shelters
  - City owned and installed shelters would better support the objectives outlined within the Nanaimo Transportation Master Plan and the Transit Future Plan
  - Estimated cost \$1.5 million
- Departure Bay Road Sidewalk Alan-a-Dale to Park
  - Would complete the sidewalk connectivity along one of the primary neighbourhood routes to Departure Bay Elementary
  - Estimated cost \$300,000

### **Generators for Beban Park Complex and Water Treatment Plant**

As demonstrated by the windstorm of 2018, the City is vulnerable to loss of power at both our Water Treatment Plant and the Beban Park Complex.

Beban Park Complex is a designated reception centre for the City which are facilities intended to provide temporary support for residents who are displaced in emergencies while acting as a point of information for residents. Existing generators only have the capacity to supply emergency lighting and other small circuits. Other designated reception centres include, Nanaimo Aquatic Centre, Oliver Woods and Bowen Park. Currently, none of the facilities have backup generators to ensure that the facilities can remain operational until backup power is brought in.

The City's Water Treatment Plant provides healthy drinking water year-round to the City of Nanaimo and neighbouring communities. Built in emergency redundancies within our water supply provides uninterrupted water supply in order to meet the health and fire supply objectives. Currently, the City's Water Treatment Plant is susceptible to many power outages, and the existing 400kW generator does not provide consistent essential power to meet the emergency needs of the plant.

This project includes:

- Adding four new 500kW generators to the Beban Park Electrical Substation
- Replacing the existing 400kW generator with two new 200kW generators at the Water Treatment Plant

The City has received detailed design and cost estimates for the Beban Park Complex generators from an engineering consultant. These costs are not included in the 2021 – 2025 Financial Plan. The Water Treatment Plant generators have been included in 2023 of the 2021 – 2025 Provisional Financial Plan. The total cost for the generators at both the Beban Park Complex and the Water Treatment Plant is estimated at \$1,600,000.

This project specifically addresses the Mayor's Task Force on Recovery and Resilience Resilience Recommendation 5 c.

To prioritize the emergency preparedness and resiliency measures with the appropriate actions and access to funding necessary to address possible future event that trigger a state of emergency. Key focus to be given to ensure community emergency reception centre is appropriately equipped in the case of emergency.

## **Lighting E & N Trail**

The E&N trail is an All Ages and Ability (AAA) Active Transportation link between the Rutherford, Country Club, Hospital, and Downtown Mobility Hubs. With the completion of the Metral Drive Complete Streets project, this link will be extended north to the Woodgrove Mobility Hub effectively linking all mobility hubs/urban nodes north of Downtown.

The original section of the E&N, south of Mostar Road, is not currently lit which creates crime prevention through environmental design (CPTED) issues and is a barrier to year round use. In order for the Metral/E&N corridor to achieve its ultimate intended use it will be necessary to add lights. The opportunity presented by the COVID-19 Resilience Infrastructure funding stream will enable the upgrade of this corridor, to a higher value facility.

Costs to light approximately 4800 meters of trail (Mostar to Northfield and/or priority locations) are estimated at \$1,600,000. These costs are not included in the 2021 – 2025 Provisional Financial Plan.

## **OPTIONS**

1. That Council direct Staff to submit an application to the COVID-19 Resilience Infrastructure Stream of the Investing in Canada Infrastructure Program for the Generators for Beban Park Complex and the Water Treatment Plant.
  - The advantages of this option: This project will help Nanaimo to become a more resilient community in regards to emergency management. The City is required under the Local Authority Emergency Management Regulation to coordinate the provision of food, clothing, shelter, transportation and medical services to victims of emergencies and disasters. The new generators will ensure the continuity of operations at both the Water Treatment Plant and the Beban Park Complex.
  - Financial Implications: The cost for this project has been estimated at \$1,600,000. If the application is successful, we would received the full project cost in grant funding. Currently, the City has budgeted \$201,500 in 2023 of the 2021 – 2025 Provisional Financial Plan for the Water Treatment Plant generator. The Beban Park Complex generators are not currently in the 2021 – 2025 Financial Plan. Acceleration of the replacement of the generator at the Water Treatment Plant and the purchase of four generators for Beban Park Complex is contingent on a successful grant application.

2. That Council direct Staff to submit an application to the COVID-19 Resilience Infrastructure Stream of the Investing in Canada Infrastructure Program for the Lighting of the E & N Trail.
  - The advantages of this option: Lighting the original section of the E&N trail will encourage increased use of this active transportation corridor during darker, winter months.
  - Financial Implications: This project is not currently in the 2021 – 2025 Provisional Financial Plan. If the application is successful, we would receive the full project cost in grant funding. This project would be contingent on a successful grant application.
3. That Council provide alternative direction to Staff for a project to submit an application to the COVID-19 Resilience Infrastructure Stream of the Investing in Canada Infrastructure Program

#### **SUMMARY POINTS**

- The COVID-19 Resilience Infrastructure Stream of the Investing in Canada Infrastructure Program provides up to 100% funding for eligible project costs.
- The City may submit one application.
- Applications are due by 2021-JAN-27.

#### **Submitted by:**

Deanna Walker  
Financial Analyst

Poul Rosen  
Director, Engineering

Art Groot,  
Director, Facility & Parks Operations

#### **Concurrence by:**

Laura Mercer  
Director, Finance

Bill Sims  
General Manager, Engineering and Public Works

Richard Harding,  
General Manager, Parks, Recreation and Culture

Shelley Legin  
General Manager, Corporate Services