



AGENDA
FINANCE AND AUDIT COMMITTEE MEETING

January 20, 2021, 9:00 AM - 12:00 PM
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC

		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 Minutes of the Special Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Friday, 2020-DEC-04, at 9:13 a.m.	4 - 23
b.	Minutes Minutes of the Special Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2020-DEC-09, at 8:30 a.m.	24 - 30
c.	Minutes Minutes of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2020-DEC-16, at 9:00 a.m.	31 - 38
5.	PRESENTATIONS:	
6.	DELEGATIONS:	
7.	REPORTS:	
a.	Sustainable Procurement Policy and Procurement Policy Update	39 - 58

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

Purpose: To present for Council approval the revised Procurement Policy and the new Sustainable Procurement Policy.

Recommendation: That the Finance and Audit Committee recommend that Council approve the revised Procurement Policy and the new Sustainable Procurement Policy.

b. 2021 Social Planning Grant Recommendations

59 - 67

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

Purpose: To obtain the Finance and Audit Committee's recommendation for Council approval of the Social Planning Grant allocations for 2021.

Recommendation: That the Finance and Audit Committee recommend that Council approve a total of \$115,000 for the 2021 Social Planning Grant allocations as follows:

2021 Community Vitality Grants

Organization **Project** Amount

Nanaimo Community Kitchens Society **Cooking Kits for Families** \$7,000

Protection Island Lions Club **Protection Island Neighbourhood Connections**
\$2,900

Newcastle Community Association **Illuminight** \$2,000

Nanaimo Region John Howard Society **Clothing for Success** \$11,600

Old Age Pensioners Nanaimo **Social Inclusion Program** \$1,500

2021 Social Response Grants

Organization **Project** Amount

AVI Health Centre **Trans Wellness Program** \$35,000

Nanaimo Foodshare **E.A.T. Everyone at the Table** \$25,000

Literacy Central Vancouver Island **Word on the Street** \$30,000

c. Community Program Development Grant - Nanaimo Science and Sustainability Society (NS3)

68 - 80

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

Purpose: To obtain Council approval of a request for a Community Program Development Grant.

Recommendation: That the Finance and Audit Committee recommend that Council approve the request from the Nanaimo Science and Sustainability Society (NS3) for a Community Program Development Grant in the amount of \$3,500 to assist in funding the Science in the Park program.

d. Proposed Bid for the 2026 BC Summer Games

81 - 83

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

Purpose: To request support from Council regarding the proposed bid for the 2026 BC Summer Games.

Recommendation: That the Finance and Audit Committee recommend to Council that the City of Nanaimo provide a bid to host 2026 BC Summer Games and that an expenditure of \$55,000 cash and \$55,000 of in-kind be included in the 2026 budget if successful.

8. OTHER BUSINESS:

9. ADJOURNMENT:

MINUTES
SPECIAL FINANCE AND AUDIT COMMITTEE MEETING
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
FRIDAY, 2020-DEC-04, AT 9:13 A.M.

Present: Mayor L. Krog, Chair (vacated 3:00 p.m.)
Acting Mayor E. Hemmens, Chair
Councillor S. D. Armstrong (vacated 2:00 p.m.)
Councillor D. Bonner
Councillor T. Brown
Councillor B. Geselbracht
Councillor Z. Maartman
Councillor I. W. Thorpe (vacated 3:10 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
T. Doyle, Deputy Fire Chief
L. Mercer, Director, Finance
P. Rosen, Director, Engineering
A. Groot, Director, Facilities and Parks Operations
D. Bailey, Manager, Accounting Services
W. Fulla, Manager, Business, Asset and Financial Planning
J. Rose, Manager, Transportation
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 9:13 a.m.

2. INTRODUCTION OF LATE ITEMS:

(a) Agenda Item 4(a) 2021 – 2025 Draft Financial Plan Recap – add PowerPoint presentation.

3. APPROVAL OF THE AGENDA:

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

4. REPORTS:

(a) 2021 - 2025 Draft Financial Plan Recap

Introduced by Shelley Legin, General Manager, Corporate Services.

- Budget System hardware failure caused 2.5 days of downtime and delays in preparing the presentation
- Provided an overview of the schedule for the meeting

1. Revised Property Tax and User Fee Increases

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

- Current projected municipal tax increase 2.9% in 2021 which reflects a 1% increase in Asset Management and a 1.9% increase in property taxes
- Received final numbers for benefits which were not incorporated into the presentation but bring the current rate to 3.2%
- Listed assumptions related to the continued pandemic during 2021 and the recovery phase in 2022
- Anticipate 2022 to be a recovery phase with an estimated municipal tax rate of 3.2%
- Projected Sanitation User Fees increased to \$189 in 2021
- Revised impact on a typical home (based on \$527,145 assess value):
 - Total municipal taxes and user fees \$3,110 in 2020 and \$3,233 in 2021 (an increase of \$131 or 4.2%)
- Identified some of the Key Budget Drivers for 2021 and their financial impacts
- Revised Strategic Infrastructure Reserve:
 - Based on allocating COVID-19 Safe Restart Grant funding to offset Casino Revenue
 - Projected closing balance of \$2,312,725 for 2021
 - Spoke regarding some of the projects funded out of the Strategic Infrastructure Reserve
- Revised Special Initiatives Reserve:
 - Based on allocating COVID-19 Safe Restart Grant funding to offset revenue shortfalls and pandemic expenses in 2020
 - After allocation of the COVID-19 Safe Restart Grant there is a balance of \$5,173,515

Committee discussion took place regarding the appropriate time to present recommendations.

2. Items for Council Decision

Laura Mercer, Director, Finance, introduced and provided an overview of how each business case will impact the 2021 property tax rate.

a. Business Cases Not Included in Draft Plan:

i. Corporate Asset Management System (CAMS)

Laura Mercer, Director, Finance, introduced. Highlights included:

- Undertake a four year phased approach (with three dedicated Staff) costing \$2.8 million
- Noted potential funding sources (with majority funded from Community Works): General Revenue, Community Works, Special Initiatives Reserve, or the Strategic Infrastructure Reserve
- Ongoing costs in 2025 to be funded from General Revenue

Committee discussion took place. Highlights included:

- Clarification that these items would be in addition to the current tax increase
- Potential to review alternate reserves as funding options
- Impacts on the Technology Reserve if it were used as a funding source
- Current Tempest software system versus CAMS
- Clarification that the suggestion is to provide funding primarily through the Community Works Fund with minimal impact on the tax rate
- Future requirements/legislation regarding reporting of assets

Laura Mercer, Director, Finance, noted that Staff originally anticipated funding a portion of this initiative from General Revenue which would have resulted in a 0.04% tax increase. After the business cases were submitted other funding options became available, such as the Strategic Infrastructure Reserve, or the Special Initiatives Reserve, which will not impact the property tax rate.

It was moved and seconded that the Finance and Audit Committee recommend that Council add a Corporate Asset Management System to the 2021 – 2025 Financial Plan starting in 2021. Implementation to be funded by \$2.15 million in funding from the Community Works Fund and \$660,900 in funding from the Special Initiatives Reserve. Annual operating costs to be funded from General Revenue. The motion carried unanimously.

ii. Buyer

Laura Mercer, Director, Finance, introduced. Highlights included:

- Increase capacity in the Purchasing Department to implement the Sustainable Procurement Program
- Implementation date 2021-JUL-01

- Funding from General Revenue with approximately 0.06% impact on taxes in 2021

Committee discussion took place. Highlights included:

- Purpose of adding a trailer for additional office space and funding from General Revenue
- Importance of providing the necessary resourcing to implement policies and this position supporting the Sustainable Procurement Policy
- Importance of the Sustainable Procurement Policy in rebuilding the local economy after the pandemic
- Addition of a Buyer would increase capacity of purchasing staff
- Reviewing potential savings and postponing the position
- Benefits of the Sustainable Procurement Policy on the local economy outweighing the costs of the position

It was moved and seconded that the Finance and Audit Committee recommend that Council add a Buyer position to the 2021 – 2025 Financial Plan effective July 1, 2021. The motion carried.

Opposed: *Councillors Armstrong, Thorpe, Turley*

iii. Police Services:

Laura Mercer, Director, Finance, introduced. Highlights included:

- Two additional positions to support RCMP operations:
 - Digital Forensic Technician
 - Major Case File Specialist
- Potentially funded through General Revenue with a 0.09% impact on property taxes in 2021 for each position

Committee discussion took place. Highlights included:

- Significance of each position on RCMP operations
- Potential to employ Staff who are returning to work on a gradual schedule in these roles

Inspector Lisa Fletcher, A/OIC, Nanaimo Detachment RCMP, spoke regarding the following:

- Frustration of Staff performing investigations struggling to provide the information to the Court
- A large number of these cases would relate to child pornography

- Costly to seek local expertise for assistance
- Nanaimo's investigation rate and prosecution rate is one of the best in the province, but the workload is negatively impacting Staff's wellbeing

Committee discussion continued. Highlights included:

- Impact on at risk youth and members of the community
- Potential to implement the two new positions and delay the three approved RCMP positions (part of phased addition of 15 new RCMP officers)
- Implementing both positions would result in a 0.18% property tax rate increase
- Potential to fill these position with trained Staff in a timely manner
- Clarification that these are municipal employee positions and not RCMP members

It was moved and seconded that the Finance and Audit Committee recommend that Council add a Digital Forensic Technician position and a Major Case File Specialist position to the 2021 – 2025 Financial Plan effective January 1, 2021. The motion carried unanimously.

The Special Finance and Audit Committee Meeting recessed at 10:12 a.m.
The Special Finance and Audit Committee Meeting reconvened at 10:28 a.m.

iv. Police Mental Health Outreach Team – Council Request

Laura Mercer, Director, Finance, introduced. Highlights included:

- Potentially funded through General Revenue
- Depending on how this was implemented annual cost could be approximately \$0.61 to \$1.35 million
- Provided potential options on how to proceed

Committee discussion took place. Highlights included:

- Clarification that the recommendation is to add four additional RCMP officers on top of the three RCMP officers already allocated for 2021
- Number of calls for mental health related issues has increased substantially
- Hoping for Provincial action on this topic to address the gap in policing services and overworked RCMP officers
- Ensuring this topic remains a focal point by arranging meetings with stakeholders in 2021 with plans to revisit the initiative in 2022 if the Province has not initiated a program
- Potential impacts of a navigation centre and newly appointed cabinet ministers

- Advocating for the RCMP to conduct regular meetings with Island Health
- v. Annual Community Watercourse Restoration Grant – Council Request

Laura Mercer, Director, Finance, introduced. Highlights included:

- Establish a dedicated Community Watercourse Restoration Grant program with annual funding of \$20,000
- Potentially funded through General Revenue with a 0.02% impact on property taxes

Committee discussion took place regarding the position supporting environmental initiatives.

It was moved and seconded that the Finance and Audit Committee recommend that Council add an Annual Community Watercourse Restoration Grant program to the 2021 – 2025 Financial Plan, to be funded from the Special Initiatives Reserve in 2021 and 2022. The motion carried.

Opposed: *Councillors Thorpe and Turley*

- vi. Manager, Social Planning – Council Request

Laura Mercer, Director, Finance, introduced. Highlights included:

- Increase capacity to oversee implementation of the City's social planning responsibilities and advance social planning initiatives
- Potentially funded through General Revenue with a 0.15% impact on property taxes

Committee discussion took place regarding the original intent of this request being to reserve funding for the recommendations coming from the Health and Housing Task Force (HHTF).

Dale Lindsay, General Manager, Development Services, provided clarification that this would be a new position and this work is currently overseen by Lisa Bhopalsingh, Manager, Community Planning.

Committee discussion continued. Highlights included:

- Need for increased capacity in the Planning Department
- Waiting for the recommendations from the HHTF

- Lisa Bhopalsingh, Manager, Community Planning, continuing the indigenous engagement aspect of this role because of her established relationships
- vii. Manager, Sustainability – Council Request
- Laura Mercer, Director, Finance, introduced. Highlights included:
- To oversee the City's current climate change adaptation, mitigation and environment protection initiatives and meet the commitments of the BC Hydro Community Energy Manager Offer program
 - Implementation date 2021-JUL-01
 - Partial funding commitment under the BC Hydro's Community Energy Manager Offer to be confirmed
 - Potentially funding the remaining through General Revenue with a 0.05% impact on the property tax rate (based on successful grant application)

Committee discussion took place. Highlights included:

- Two year timeframe for the Community Energy Manager Program
- Increased need for Staff/Manager capacity to address the wide list of sustainability projects
- Likelihood of BC Hydro partially funding the position if the City has committed to pay for the position
- Importance of this position due to climate change and the urgency to put energy/effort behind this initiative
- Need for this position to proceed with, or without, the support of BC Hydro
- This position relates to climate and economy

It was moved and seconded that the Finance and Audit Committee recommend that Council add a Manager, Sustainability, to the 2021 – 2025 Financial Plan effective July 1, 2021 and apply to the BC Hydro Community Energy Manager Offer program to fund a portion of the position. The motion carried.

Opposed: *Mayor Krog, Councillors Armstrong, Thorpe and Turley*

- viii. Indigenous Engagement Specialist – Council Request

Laura Mercer, Director, Finance, introduced. Highlights included:

- Resourcing of indigenous relations and engagement
- To be implemented 2021-JAN-01 and funded from General Revenue

Committee discussion took place. Highlights included:

- Protocol Agreement Working Group is working on an advisory committee to improve engagement
- Request for further discussion and clarification of the role in the new year

ix. Municipal Enforcement Officers Change of Hours

Laura Mercer, Director, Finance, introduced. Highlights included:

- To increase Municipal Enforcement Officer's from a 35 to a 40 hours work week
- Potentially funded through General Revenue with a 0.02% impact on property taxes
- To be implemented 2021-JAN-01

It was moved and seconded that the Finance and Audit Committee recommend that Council increase the hours of the Municipal Enforcement Officers from a 35 to a 40-hour workweek in the 2021 – 2025 Financial Plan effective January 1, 2021. The motion carried unanimously.

x. E-Bike Rebate Program – Council Request

Laura Mercer, Director, Finance, introduced. Highlights included:

- Establish an E-Bike grant program with an annual funding pool of \$10,000
- Potentially funded through the Emission Reduction Reserve with no tax impact
- To be implemented in 2021-JAN-01

Committee discussion took place regarding the need to reflect on this initiative further to ensure it will be effective in driving change.

xi. Community Clean Team

Laura Mercer, Director, Finance, introduced. Highlights included:

- In November 2019, the City piloted the “Social Disorder Response Team”, a collaborative approach to effectively and efficiently maintain the orderliness and cleanliness of the City's public spaces
- In May 2020, Council extended the pilot to December 31, 2020
- This business case would extend the pilot for an additional 12 months to December 31, 2021 at a projected cost of \$248,300

- Potentially funded through the Special Initiatives Reserve

Committee discussion took place. Highlights included:

- Coordinating with the Van Isle Clean Team
- Approximate time spent cleaning Wesley Street is 2-3 hours per day

It was moved and seconded that the Finance and Audit Committee recommend that Council extend the Community Clean Team pilot to December 31, 2021, to be funded from the Special Initiatives Reserve. The motion carried unanimously.

xii. Municipal Services Inspector

Laura Mercer, Director, Finance, introduced. Highlights included:

- Increase internal capacity, will allow for more projects to be inspected by City inspectors rather than external consultants
- Position includes purchase of a fleet vehicle (hybrid anticipated)
- Position would be partially funded by Water and Sewer to mitigate impact on property taxation
- Once implemented this could be funded through General Revenue with a 0.11% impact on property taxes in 2021

Committee discussion took place. Highlights included:

- Work is currently performed by consultant inspectors and included in project costs
- Potential savings by creating an internal position and costs of external contractors
- Funding ultimately coming from property taxes
- Concern regarding purchase of a vehicle through the Emission Reduction Reserve
- Providing increased core services to the community

It was moved and seconded that the Finance and Audit Committee recommend that Council add a Municipal Services Inspector position to the 2021 – 2025 Financial Plan effective January 1, 2021 and an additional unit to the City Fleet funded from the Emission Reduction Reserve. The motion carried.

Opposed: Councillors Armstrong, Bonner, Brown, Geselbracht

xiii. Project Engineer

Laura Mercer, Director, Finance, introduced. Highlights included:

- Increase internal capacity to manage City projects and reduce the use of contracted project managers
- Position would be partially funded by Water and Sewer
- Potentially funded through General Revenue with a 0.11% impact on property taxes
- To be implemented 2021-JAN-01

Committee discussion took place. Highlights included:

- Potential for this position to clear backlog in active transportation projects
- Challenges of finding a skilled staff person to fill the position
- Amount spent on contracted project managers during the past two years - \$495,000 spent between March 2018 – April 30, 2020
- Challenges of filling the position for a two year timeframe
- Proposed wage rate including benefits
- Implications of funding the position for a two year term through the Special Initiatives Reserve
- Hourly rate of a Staff position versus the hourly cost of a contractor
- Potential efficiencies that contractors could provide
- Potential for this position to increase the capacity in the department and active transportation projects
- Contracting Staff to various projects so their position is paid for by the project
- Implementing the position, funded from the Special Initiatives Reserve, for the first two years and then funding from General Revenue starting in year three
- Committing a future Council to a tax increase and/or someone losing their job

It was moved and seconded that the Finance and Audit Committee recommend that Council add the position of Project Engineer, to be funded from the Special Initiatives Reserve in 2021 and 2022. The motion carried.

Opposed: *Councillor Thorpe and Turley*

b. Art Gallery Next Phase

Laura Mercer, Director, Finance, introduced. Highlights included:

- During the 2020-JUN-17 Finance and Audit Committee meeting Council was provided options to support the

- Nanaimo Art Gallery's plan for a phased development at the Arts Centre, 150 Commercial Street
- Nanaimo Art Gallery's Request:
 - Increase operating grant by \$50,000/year – total 2021 operating grant if approved \$221,111
 - Operating grant increases 2% annually under current agreement
 - Allocate \$10,000 annually to the Nanaimo Art Gallery for capital expenditures
 - Allocate \$25,000 in 2021 for the development of a feasibility report on the concept of an Arts Centre and Nanaimo Art Gallery's Phase 3 facility project
- Currently included in the 2021 – 2025 Draft Financial Plan funded from General Revenue
- Alternative funding source for the one-time grant for the feasibility report could be the Strategic Infrastructure Reserve

Committee discussion took place. Highlights included:

- Clarification that Staff are seeking direction on withdrawing the funding to the Art Gallery, or how to fund the \$25,000 feasibility study
- Feasibility study including needs of local artists
- Combining a feasibility study and the concept of an art centre
- Importance of engagement with the public on need for an art centre
- Concern regarding how this project aligns with Council priorities
- Supporting Nanaimo's diverse arts and culture community
- Feasibility study to be preformed by art gallery staff and staff from the Culture Department
- Arts and Culture drawing people to the community

It was moved and seconded that the Finance and Audit Committee recommend that Council allocate \$25,000 in 2021 for the development of a feasibility report on the concept of an Arts Centre and Nanaimo Art Gallery Phase 3 facility project funded from the Strategic Infrastructure Reserve. The motion carried unanimously.

The Special Finance and Audit Committee Meeting recessed at 11:57 a.m.
The Special Finance and Audit Committee Meeting reconvened at 1:00 p.m.

c. Start Date of New Positions Delayed

Laura Mercer, Director, Finance, introduced. Highlights included:

- To reduce 2021 Property Taxes the start dates of three new positions approved in the 2020 – 2024 Financial were delayed to late Summer

- Options for Council's Consideration:
 - Reinstate January 2021 start date for one or more of the following approved positions:
 - Manager, Facility Assets - current start date: 2020-SEP-01 - financial impact of 2021-JAN-01 start date \$98,346
 - Junior Financial Analyst - current start date: 2021-AUG-15 - financial Impact of 2021-JAN-01 start date \$57,774
 - Assistant Accountant - current start date: 2021-SEP-01 - financial impact of 2021-JAN-01 start date \$61,628
- Potentially funded through the Special Initiatives Reserve or General Revenue

Committee discussion took place. Highlights included:

- Replenishing the capacity of the Finance Department
- Funding for these positions in future years would be through General Revenue
- Figures provided are for 2021-JAN-01 until 2021-SEP-01
- Clarification that if one of the positions were not filled the funds would remain in the reserve

It was moved and seconded that the Finance and Audit Committee recommend that Council reinstate a January 01, 2021, start date for the following positions, to be funded from the Special Initiatives Reserve:

- a. Manager, Facility Assets
- b. Junior Financial Analyst
- c. Assistant Accountant

The motion carried unanimously.

d. Reinstate Projects

Laura Mercer, Director, Finance, introduced. Highlights included:

- To reduce 2021 Property Taxes projects where delayed, cancelled or their scope was reduced
- Council might consider reinstating select projects from the list of projects adjusted to reduce property taxes
- Potentially funding these projects through the Special Initiatives Reserve or the Strategic Infrastructure Reserve
- Provided a list of potential projects to reinstate

Committee discussion took place regarding the projects being previously funded from General Revenue.

Wendy Fulla, Manager, Business, Asset and Financial Planning, provided the Committee with an update on the current balances for

the Special Initiatives Reserve (\$3.695 million) and the Strategic Infrastructure Reserve (\$2.287 million).

Committee discussion continued. Highlights included:

- Bowen Park Trail lighting scheduled for 2021
- The Special Initiatives Reserve does not require a minimum balance, but the Strategic Infrastructure Reserve requires a minimum balance of \$320,000
- Clarification that the Public Works yard paving project would be to repair damaged pavement and would not interfere with the Public Works renewal plans
- Reasons for these projects being delayed were to decrease the tax rate
- Projects listed are necessary City maintenance/improvements
- If all projects were approved it would bring the Special Initiatives Reserve balance to \$2.81 million

It was moved and seconded that the Finance and Audit Committee recommend that Council reinstate the following 2021 projects with funding to be allocated from the Special Initiatives Reserve:

Fire Services: Emergency Pre-Emption Devices	\$ 55,080
Integrated Survey Control Monuments	5,000
Drainage: Infrastructure Condition Assessment Program	100,000
ENGPW Contingency: Projects	50,000
ENGPW Contingency: Developer Cost Shares	50,000
ENGPW Contingency: Transportation Projects	50,000
Railway Crossing Repairs	34,000
PW Yard: Paving	25,680
Bowen Corridor Traffic Signal management Hardware Upgrade	250,000
Bowen Park Trail way Lighting	100,000
Civic Facilities: Condition Assessment Program	100,000
Bleacher Replacement Program – Portable	18,360
Park Amenities Condition Assessment Program	10,000
Park Amenities: Investigation/Pre-Design	10,000
Parks/Facility Accessibility	<u>25,000</u>
Total	\$ 883,120

The motion carried.

Opposed: Councillor Brown

e. Community Connect Pilot Extension

Laura Mercer, Director, Finance, introduced. Highlights included:

- Request from Community Connect to cost share continuation of enhanced neighbourhood safety program between January 1 – June 30, 2021

- Potential to fund through General Revenue which would impact the tax rate 0.13%
- Potential to fund through the Special Initiatives Reserve, or the Strategic Infrastructure Reserve

Committee discussion took place. Highlights included:

- Precedence being set and the need to provide this service to each area of the community
- The Old City Quarter is a unique entity impacted more heavily by homelessness
- Maintaining the pilot program with a plan to review during a Governance and Priorities Committee (GPC) meeting in the future
- Duplicating and building upon the structure of Community Connect
- Including the Downtown core in this initiative
- Requesting a legal opinion

Dale Lindsay, General Manager, Development Services, spoke regarding the original Staff report. He noted that the *Community Charter* does not allow the City to provide funding directly to a business; however, in this situation because the Business Improvement Area (BIA) is a non-profit organization Council has the option to provide funding. He reviewed the request made by Community Connect and the recommendations put forward by Staff in the business case.

Committee discussion continued. Highlights included:

- Possibility for Woodgrove Mall to apply for a BIA
- Concerns regarding funding in response to issues rather than long-term planning
- Impact of the downtown core on citizen and visitors perception
- Six month pilot program provides an opportunity to collect more data
- Foot traffic between Wesley Street and food/shelter service providers within the downtown area
- Concern regarding the policing services gap

It was moved and seconded that the Finance and Audit Committee recommend that Council allocate \$147,000 from the Special Initiatives Reserve to Community Connect to allow for the continuation of an enhanced neighbourhood safety program between January 1, 2021 and June 30, 2021. The motion carried.

Opposed: *Councillors Armstrong and Brown*

f. Public Art

Laura Mercer, Director, Finance, introduced. Highlights included:

- Richard Harding, General Manager, Parks, Recreation and Culture, will be making a change to the Public Art budget to move \$50,000 from Partners in Parks budget line into Public Art for permanent art (for a total of \$100,000)

- There is currently \$50,000 allocated within the 2021 Draft Budget

Richard Harding, General Manager, Parks, Recreation and Culture, noted that due to a change approximately four years ago the Partners in Park Program (PIP) and Public Art program have each been allocated \$50,000. Prior to that change the PIP was allocated \$100,000.

Committee discussion took place. Highlights included:

- Public Art is not considered a capital asset/infrastructure
- Clarification that the funding allocated towards PIP currently sits at \$100,000
- Concern regarding reducing of funding for PIP

Laura Mercer, Director, Finance, clarified that the suggestion was to move \$50,000 from PIP to Public Art to increase the Public Art budget to \$100,000 with no impact on taxation or reserves. She suggested alternatively that \$50,000 could be allocated from the Strategic Infrastructure Reserve towards the Public Art budget to increase it to \$100,000 and leave PIP at \$100,000.

Committee discussion continued. Highlights included:

- PIP being over subscribed
- Division of Public Art budget between permanent and temporary art pieces
- Options to replace the picture frame piece at Swy-a-Lana lagoon
- A report is scheduled regarding options for permanent public art

Councillor Armstrong vacated the Shaw Auditorium at 2:00 p.m.

g. Public Works Day

Laura Mercer, Director, Finance, introduced. Highlights included:

- \$15,000 allocated in the 2021 Draft Budget for Public Works Day in 2021
- Council could cancel the Public Works Day and reallocate the funds with no impact to the tax rate, or reduce project funding in 2021 by \$15,000 to lower the tax rate marginally

Bill Sims, General Manager, Engineering and Public Works, spoke regarding Staff planning to create and distribute Public Works educational videos for schools/organizations rather than an in-person event.

Committee discussion took place. Highlights included:

- Clarification that if funding remains unchanged it will be used to create educational videos and the Public Works Day will remain in the budget for 2022
- Potential cost to create the videos

h. Association of Vancouver Island Coastal Communities (AVICC)

Laura Mercer, Director, Finance, introduced and noted that there is \$15,175 allocated in the 2021 Draft Budget for the AVICC conference which will be removed as the conference is no longer taking place in 2021.

i. COVID Internal Order

Laura Mercer, Director, Finance, introduced. Highlights included:

- Staff suggest allocating \$500,000 to a 2021 COVID Internal Order to cover continuing and potential new costs related to the pandemic:
 - Personal protective equipment for Staff
 - Security at the Service and Resource Centre and City Hall
 - Additional (or extension) of facility ambassadors
 - Other related COVID-19 costs
- Potentially funded through the Special Initiatives Reserve

It was moved and seconded that the Finance and Audit Committee recommend that Council allocate \$500,000 from the Special Initiatives Reserve to a 2021 COVID Internal Order to cover continuing and potential new costs related to the pandemic. The motion carried unanimously.

j. Snow and Ice

Bill Sims, General Manager, Engineering and Public Works, introduced. Highlights included:

- Provided a summary of the current level of service
- During the 2020-NOV-30 Special Finance and Audit Committee Meeting Council requested an increased level of services to add clearing of sidewalks on bus routes and arterials, within 6 urban nodes
- Provided an overview of the potential details involved in implementing sidewalk clearing
- Staff could not find examples of comparable lower mainland municipalities that provide this service
- Significant investment in equipment would be required at an estimated \$315,000 - \$1.26 million
- Assuming a five day event Staff estimate a cost of \$62,000 per 24 hour period

- Concerns regarding Staff capacity and snow storage areas
- Noted that contractors have indicated no willingness to bid on this work
- Staff suggest further research if Council wishes to proceed

Committee discussion took place. Highlights included:

- Number of variables involved
- Challenges of meeting the expectations of citizens and the limited number of events due to the warmer climate
- Snow on sidewalks causing safety concerns and the need to enforce the bylaw requiring sidewalks to be cleared

Bill Sims, General Manager, Engineering and Public Works, spoke regarding enforcement of the “Traffic and Highways Regulation Bylaw 1993 No. 5000” and that Staff’s first priority is clearing roads for fire and ambulance services. He noted that Parks and Public Works have been working together and have increased their focus on clearing bus shelters.

Jake Rudolph, Chief Administrative Officer, suggested this topic might be better suited for discussion during a GPC meeting.

k. Active Transportation

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

Presentation:

1. Jamie Rose, Manager, Transportation, provided a PowerPoint presentation regarding active transportation. Highlights included:
 - Overview of the process for selecting active transportation projects
 - Provided diagrams showing the long-term and short-term major road improvement projects, improved cycling corridors and upgrades planned for the next five years
 - Staff are collecting data regarding cycling traffic use on specific routes

Committee discussion took place. Highlights included:

- Numbers represent the monthly cyclists on these routes
- Potentially encouraging local cyclists to use a software system/app like Strava to better track usage

Jamie Rose, Manager, Transportation, continued his presentation. Highlights included:

- Albert Street connection to downtown:
 - requires further consultation with property owners
 - identified significant challenges with implementing this project
 - Staff suggest a more thorough review of this project before moving forward
 - Potential grant available
- Provided a list of planned 2021 Capital Projects

Committee discussion took place. Highlights included:

- Albert Street connection being advanced in 2021
- Implementation of connector between E&N Trail and Metral Drive
- Costs related to crossings/intersections and prioritizing crosswalk improvements
- Reviewing project overlaps to ensure efficient planning

Poul Rosen, Director, Engineering, spoke regarding project timelines. He noted that most project cycles take two years worth of planning work/design before they are ready for implementation. He cautioned that Staff may be limited on how much they can accomplish in a shorter timeframe.

It was moved and seconded that the Finance and Audit Committee recommend that Council allocate an additional \$700,000 (for a total of \$1 million) in the 2021 Budget for pedestrian infrastructure and improvements to be funded from the Strategic Infrastructure Reserve. The motion carried.

Opposed: *Councillors Thorpe and Turley*

Committee discussion took place. Highlights included:

- Recommendation from the Mayor's Task Force on Recovery and Resilience to connect Harewood area to the downtown
- Opportunity to follow through on the concept of "the minimum grid" which many Councillors campaigned for
- Clarification regarding how funding allocated to a project that is not completed in 2021 would be addressed in 2022
- Albert Street connector project being challenging physically and from a planning perspective

Poul Rosen, Director, Engineering, spoke regarding the consultation that needs to be done with the neighbourhood for the Albert Street connector.

Mayor Krog vacated the Shaw Auditorium at 3:00 p.m. and Acting Mayor Hemmens assumed the Chair.

Committee discussion continued. Highlights included:

- Concern regarding the timeframe to implement the Albert Street project and the challenges noted by Staff
- Timeframe to apply for the grant and complete the Albert Street project
- Potentially dividing the Albert Street project into smaller phases and potential costs of each phase

It was moved and seconded that the Finance and Audit Committee recommend that Council add the Albert Street Project (from Milton Street to Pine Street) to the 2021 Budget with \$300,000 funded from the Strategic Infrastructure Reserve and \$1 million funded from the Special Initiatives Reserve, for project delivery in 2021 - 2022. The motion carried.

Opposed: *Councillors Maartman, Thorpe and Turley*

3. Next Steps

Laura Mercer, Director, Finance, introduced. Highlights included:

- Approximate tax increase currently at 3.6%, Special Initiative Reserve \$1.865 million, Strategic Infrastructure Reserve \$588,000
- December 7th – Direction from Council on revisions to draft plan (if needed) and E-town hall meeting in the evening
- December 9th – Direction from Council on revisions to draft plan (if needed)
- 2021 – 2025 Financial Plan Bylaw to Council for first three readings December 21st
- 2021 - 2025 Financial Plan Bylaw adopted by Council January 2021

Jake Rudolph, Chief Administrative Officer, suggested that the 2020-DEC-07 Special Finance and Audit Committee meeting be cancelled.

Councillor Thorpe vacated the Shaw Auditorium at 3:10 p.m.

5. OTHER BUSINESS:

Committee discussion took place. Highlights included:

- Further questions regarding operations, the 911 reserve, funding increases to reserves through internal charges, and an update on the five year projections for the General Asset Management Reserve
- Potential opportunities to lower the tax rate and options regarding delaying the hiring of three additional RCMP officers
- Clarification that the Manager of Sustainability position budget includes the grant funding from BC Hydro
- Clarification that the E-Town Hall meeting is scheduled for 2020-DEC-07 during the Regular Council Meeting

Sheila Gurrie, Director, Legislative Services, provided an overview of the upcoming meetings and inquired if there was consensus to cancel the 2020-DEC-07 Special Finance and Audit Committee Meeting.

Committee discussion took place. Highlights included:

- Currently no funding reserved for the work being done by the HHTF
- Council previously allocated funds towards the Economic Development Task Force
- \$500,000 is the minimum amount identified by Dr. Turner, CEO, HelpSeeker, required to develop a new organization which will handle health and housing in Nanaimo
- Importance of funding the recommendations from the HHTF and possibly providing annual funding

Jake Rudolph, Chief Administrative Officer, noted the findings/recommendations from the HHTF are scheduled for the 2020-DEC-14 GPC meeting and Staff may be coming forward with a report regarding funding for a daytime resource centre soon.

Committee discussion took place. Highlights included:

- Deferring consideration until the recommendations from HHTF have been received
- Importance of showing a commitment to health and housing

It was moved and seconded that the Finance and Audit Committee recommend that Council reserve \$400,000 from the Special Initiatives Reserve and \$100,000 from the Daytime Resource Centre, to be allocated in the 2021 Budget, for the recommendations coming from the Health and Housing Task Force. The motion carried unanimously.

6. ADJOURNMENT:

It was moved and seconded at 3:27 p.m. that the meeting adjourn. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

MINUTES
SPECIAL FINANCE AND AUDIT COMMITTEE MEETING
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
WEDNESDAY, 2020-DEC-09, AT 8:30 A.M.

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

Absent: Councillor Z. Maartman

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
L. Mercer, Director, Finance
W. Fulla, Manager, Business, Asset and Financial Planning
A. Coronica, Senior Financial Analyst
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 5(a) - Add PowerPoint Presentation titled "2021 – 2025 Provisional Financial Plan Recap".

3. APPROVAL OF THE AGENDA:

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

4. PRESENTATIONS:

(a) Follow up on 2021-2025 Draft Financial Plan Items

Shelley Legin, General Manager, Corporate Services, introduced the purpose of the meeting. Highlights included:

- In the final stages of confirming the provisional budget for the 2021 – 2025 Financial Plan
- Hope to confirm decisions made at the 2020-DEC-04 Special Finance and Audit Committee Meeting in order to put together a 2021 – 2025 Financial Plan Bylaw for the 2020-DEC-21 Council Meeting

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

- Presented the projected property tax increases resulting from decisions made at the 2020-DEC-04 Special Finance and Audit meeting
- A 3.5% property tax increase projected for 2021
- Growth numbers have not yet been received due to issues with the report, but could potentially lower property tax rate
- Review of the decisions made at the 2020-DEC-04 Finance and Audit Committee Meeting:
 - Corporate Asset Management System – that Council add a Corporate Asset Management System to the 2021 – 2025 Financial Plan starting in 2021. Implementation to be funded by \$2.15 million in funding from the Community Works Fund and \$660,900 in funding from the Special Initiatives Reserve. Annual operating costs to be funded from General Revenue
 - Buyer Position – that Council add a Buyer position to the 2021 – 2025 Financial Plan effective July 1, 2021
 - Police Positions – that Council add a Digital Forensic Technician position and a Major Case File Specialist position to the 2021 – 2025 Financial Plan effective January 1, 2021

Committee discussion took place. Highlights included:

- Clarification regarding the Digital Forensic Technician position
- The potential opportunity to contract out this position and the allocation of revenue

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

- Review of the decisions made at the 2020-DEC-04 Finance and Audit Committee Meeting:
 - Police Mental Health Outreach Team – no motion made
 - Annual Community Watercourse Restoration Grant – that Council add an Annual Community Watercourse Restoration Grant program to the 2021 – 2025 Financial Plan, to be funded from the Special Initiatives Reserve in 2021 and 2022

Committee discussion took place. Highlights included:

- Staff time associated with administering the Annual Community Watercourse Restoration Grant application

Dale Lindsay, General Manager, Development Services, noted that this grant application is comparable to the Parks, Recreation and Culture, Volunteer in Parks Program and does not anticipate this taking a significant amount of Staff time.

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

- Review of the decisions made at the 2020-DEC-04 Finance and Audit Committee Meeting:
 - Manager of Social Planning – no motion made
 - Manager of Sustainability – that Council add a Manager, Sustainability, to the 2021 – 2025 Financial Plan effective July 1, 2021 and apply to the BC Hydro Community Energy Manager Offer program to fund a portion of the position
 - Indigenous Engagement Specialist – no motion made
 - Municipal Enforcement Officers (MEOs) – that Council increase the hours of the Municipal Enforcement Officers from a 35 to a 40-hour workweek in the 2021 – 2025 Financial Plan effective January 1, 2021
 - eBikes Rebate Program – no motion made
 - Community Clean Team – that Council extend the Community Clean Team pilot to December 31, 2021, to be funded from the Special Initiatives Reserve
 - Municipal Services Inspector – that Council add a Municipal Services Inspector position to the 2021 – 2025 Financial Plan effective January 1, 2021 and an additional unit to the City Fleet funded from the Emission Reduction Reserve

It was moved and seconded that Council reconsider the following motion made at the 2020-DEC-04 Special Finance and Audit Committee Meeting:

“That the Finance and Audit Committee recommend that Council add a Municipal Services Inspector position to the 2021 – 2025 Financial Plan effective January 1, 2021 and an additional unit to the City Fleet funded from the Emission Reduction Reserve”.

The motion to reconsider carried unanimously.

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

It was moved and seconded that the Finance and Audit Committee recommend that Council add a Municipal Services Inspector position to the 2021 – 2025 Financial Plan effective January 1, 2021 and an additional unit to the City Fleet funded from the Emission Reduction Reserve. The motion was defeated.

Opposed: Mayor Krog, Councillors Armstrong, Bonner, Brown, Geselbracht, Hemmens, Maartman, Thorpe and Turley

Committee discussion took place. Highlights included:

- Potentially reconsidering the Municipal Services Inspector position next year
- Whether this decision would impact the timeline for building inspections and approvals
- Maintaining the status quo for this year

Bill Sims, General Manager, Engineering and Public Works, clarified that this position would focus on capital construction projects rather than working in the development and building permit areas.

Committee discussion continued regarding the process of hiring consultants.

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

- Review of the decisions made at the 2020-DEC-04 Finance and Audit Committee Meeting:
 - Project Engineer – that Council add the position of Project Engineer, to be funded from the Special Initiatives Reserve in 2021 and 2022

Committee discussion took place regarding the procedure for reconsidering decisions.

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

- Review of the decisions made at the 2020-DEC-04 Finance and Audit Committee Meeting:
 - Art Gallery Next Phase – that Council allocate \$25,000 in 2021 for the development of a feasibility report on the concept of an Arts Centre and Nanaimo Art Gallery Phase 3 facility project funded from the Strategic Infrastructure Reserve
 - Start Date of New Positions Delayed – that Council reinstate a January 1, 2021, start date for the following positions, to be funded from the Special Initiatives Reserve: Manager, Facility Assets, Junior Financial Analyst and Assistant Accountant
 - Reinstate Projects – that Council reinstate 2021 projects with funding to be allocated from the Special Initiatives Reserve

Mayor Krog noted that reinstating the 2021 projects will aid in generating employment within our community.

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

- Review of the decisions made at the 2020-DEC-04 Finance and Audit Committee Meeting:
 - Community Connect Pilot Extension – that Council allocate \$147,000 from the Special Initiatives Reserve to Community Connect to allow for the continuation of an enhanced neighbourhood safety program between January 1, 2021 and June 30, 2021

Committee discussion took place regarding the Union implications of the Community Connect Pilot Extension.

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

- Review of the decisions made at the 2020-DEC-04 Finance and Audit Committee Meeting:
 - Public Art – no motion made
 - Public Works Day – no motion made
 - Association of Vancouver Island Conference Centre – no motion needed and has been removed from the provisional budget
 - COVID Internal Order – that Council allocate \$500,000 from the Special Initiatives Reserve to a 2021 COVID Internal Order to cover continuing and potential new costs related to the pandemic
 - Snow and Ice Control – no motion made
 - Active Transportation – that Council allocate an additional \$700,000 (for a total of \$1 million) in the 2021 Budget for pedestrian infrastructure and improvements to be funded from the Strategic Infrastructure Reserve and that Council add the Albert Street Project (from Milton Street to Pine Street) to the 2021 Budget with \$300,000 funded from the Strategic Infrastructure Reserve and \$1 million funded from the Special Initiatives Reserve, for project delivery in 2021 – 2022
 - Other motion passed – that Council reserve \$400,000 from the Special Initiatives Reserve and \$100,000 from the Daytime Resource Centre, to be allocated in the 2021 Budget, for the recommendations coming from the Health and Housing Task Force
 - Noted that the Funding Legacy Reserve may be an appropriate funding source for certain recommendations from the Health and Housing Task Force

Committee discussion took place. Highlights included:

- Concerns regarding allocating funds to the Health and Housing Task Force before having seen the action plan
- Funding Legacy Reserve being a statutory reserve; therefore, funding is restricted to meeting the criteria
- The wording of the motion, regarding the Health and Housing Task Force, that the funds are being “reserved” rather than “allocated”
- The importance of having funds available for the Health and Housing Task Force action plan
- More opportunity to discuss at the 2020-DEC-14 GPC/Special Council Meeting

Laura Mercer, Director, Finance, noted that reserving funds for the Health and Housing Task Force would not impact the provisional budget, but rather the funds are earmarked in the Special Initiatives Reserve to ensure that the funds are available.

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

- Listed the changes to the budget and the impact of each to the 2021 Property Taxes
- Currently stand at a 3.5% property tax increase for 2021
- Listed the changes to the Special Initiatives Reserve, Strategic Infrastructure Reserve, Community Works Fund and Emission Reduction Reserve
- The impact on a typical home is an increase of total municipal taxes and user fees of \$145 for 2021
- Recap of the Strategic Infrastructure Reserve – projected balance in 2021 of \$1,280,038
- Recap of the Strategic Initiatives Reserve – projected balance in 2025 of \$766,447
- Option of allocating \$400,000 funds from the Special initiatives Reserve for property tax reduction and lessen the impact for future years by reducing the General Revenue Funding for projects in the years 2022 – 2025
- The other option is to wait until the growth numbers are presented before making a decision

Committee discussion took place. Highlights included:

- Anticipate difficulty in 2022 and the struggle for businesses
- Emergency Medical Response potentially funded from the Strategic Infrastructure Reserve
- Reducing the General Revenue Funding would result in a slight impact to projects
- Risks regarding mitigating tax increases through the reserve
- Leery on relying on uncertain revenues returning such as casino revenues

Jake Rudolph, Chief Administrative Officer, reminded the committee that the growth numbers are expected to be favourable once they are received, and spoke regarding the importance of setting a target goal for the tax increase.

Committee discussion took place. Highlights included:

- Clarification on the Municipal Services Inspector funding
- The desire to wait for growth numbers before making further decisions
- Communicating the target goal to the community
- Benefits of leaving the \$400,000 in the Special Initiatives Reserve
- Appreciation for Staff's work, advice and suggestions

It was moved and seconded that the Finance and Audit Committee recommend that Council fund the Emergency Medical Responder (EMR) Training from the Strategic Infrastructure Reserve for the years 2021 and 2022. The motion carried unanimously.

Committee discussion took place regarding risks in funding from reserves.

It was moved and seconded that the Finance and Audit Committee recommend that Council fund the \$84,000 Parking Reserve shortfall from the Special Initiatives Reserve for the 2021 draft budget. The motion carried unanimously.

It was moved and seconded that the Finance and Audit Committee recommend that Council reduce projected property tax increase by allocating up to \$400,000 of additional funds from the Special Initiatives Reserve for the year 2021 to achieve a target of 2% in General Property Tax increase and 1% in the General Asset Management Reserve. The motion carried.

Opposed: *Councillors Brown and Turley*

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

- Next steps include the 2021 – 2025 Financial Plan Bylaw to Council for first three readings on 2020-DEC-21
- 2021 – 2025 Financial Plan Bylaw to be adopted by Council in January of 2021

5. ADJOURNMENT:

It was moved and seconded at 10:13 a.m. that the meeting adjourn. The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

CORPORATE OFFICER

MINUTES
FINANCE AND AUDIT COMMITTEE MEETING
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
WEDNESDAY, 2020-DEC-16, AT 9:00 A.M.

Present: Mayor L. Krog, Chair
Councillor D. Bonner (joined electronically)
Councillor T. Brown
Councillor E. Hemmens
Councillor B. Geselbracht
Councillor Z. Maartman
Councillor I. Thorpe
Councillor J. Turley (joined electronically)

Absent: Councillor S. D. Armstrong

Staff: J. Rudolph, Chief Administrative Officer
R. Harding, General Manager, Parks, Recreation and Culture
S. Legin, General Manager, Corporate Services
B. Sims, General Manager, Engineering and Public Works
K. Fry, Fire Chief
A. Groot, Director, Facilities and Parks Operations
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. Snelgrove, Deputy Corporate Officer
J. Vanderhoef, Recording Secretary

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

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

2. APPROVAL OF THE AGENDA:

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

3. ADOPTION OF THE MINUTES:

It was moved and seconded that the following Minutes be adopted as circulated:

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

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

The motion carried unanimously.

4. REPORTS:

- (a) Culture and Events Grants 2021 - Fund Recommendations to Support Community Vibrancy and Resilience

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

Presentation:

1. Julie Bevan, Manager, Culture & Special Events, provided a verbal presentation. Highlights included:
 - Forty-eight applications received for three different streams of funding totalling just over \$478,000
 - each application has been evaluated based on eligibility and assessment criteria
 - Moved to accepting submissions by email and requested that organizations address in their applications how they are adapting to COVID-19
 - If events are not able to take place, organizations return their funding
 - Five organization currently on 5 year funding each receive a 2% supplement for 2020 and 2021 to reflect rising costs in operating expenses and impacts due to COVID-19
 - Fewer requests received (particularity for Downtown Event Grants)
 - Staff are proposing the unused grant funding be used to create a one time Resilience Grant for the Spring of 2021 to respond to emerging opportunities and changes resulting from COVID-19
 - The essential role of arts and culture in the community

Committee discussion took place. Highlights included:

- Funds returned due to cancelled events go into surplus unless other direction is given
- Process for reviewing applications
- Success rate of applications received, and the amount of funding available
- Clarification that the Wordstorm Society of the Arts organizes poetry events
- Potentially reserving unused/returned funding for next year's grant applications rather than going into surplus

- The Nanaimo Arts Council allocated zero dollars as funds have already been allocated through a project grant

Councillor Turley declared a conflict of interest due to his wife's involvement with the Vancouver Island Symphony and stated he would not participate on the vote on this topic.

- Potentially requesting that organizations note in their applications how they are moving forward with trust and reconciliation

Councillor Maartman vacated the Shaw Auditorium at 9:16 a.m.

It was moved and seconded that the Finance and 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: ODROS: 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 motion carried unanimously.

Councillor Maartman returned to the Shaw Auditorium at 9:17 a.m.

(b) Proposal for Welcome Pole at Maffeo Sutton Park

Introduced by Julie Bevan, Manager, Culture & Special Events.

- Project was first brought to the attention of City staff in 2018 and discussion has resumed this year
- City issued a request for proposal (RFP) linked to \$50,000 for permanent artwork at Maffeo Sutton Park
- Committee was struck to evaluate the RFP and noted that the budget of \$50,000 was not sufficient and none of the proposals received were suitable
- Nanaimo Aboriginal Centre has taken several steps to initiate this collaboration project
- Snuneymuxw artist Noel Brown was identified as the lead artist
- Meetings and consultation done to ensure Elders approval of Noel Brown's design concept
- Total project cost is estimated at \$100,000 with half of the funds secured through Canadian Heritage by the Nanaimo Aboriginal Centre
- A 50-foot log has been donated by Mosaic Forest Management
- Carving is expected to take five to six months with the prospective date for completion/celebration being National Indigenous People's Day June 21, 2021
- Projects aligns with multiple City plans and strengthens community relationships

Committee discussion took place. Highlights included:

- Dates on letters of support and ensuring recent discussions
- Staff reporting back, for information purposes, regarding the final design

It was moved and seconded 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.

The motion carried unanimously.

(c) Bowen Road Utility and Corridor Upgrades

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

- Bowen Road project is over budget by approximately \$300,000
- Complications due to night work, working around traffic, conflicts with underground utilities and unexpected conditions
- Other projects within the 2020 budget are under budget making it possible to move funds to cover the overage

Committee discussion took place regarding the slower productivity noted in the Staff report being due to project delays and needing to resolve issues.

(d) Investing in Canada Infrastructure Program Adaptation, Resilience and Disaster Mitigation

Shelley Legin, General Manager, Corporate Services, introduced and noted that Corporate Services has worked in collaboration with all City departments to determine the best projects to bring forward for the two grants which total \$2.3 million.

Presentation:

1. Laura Mercer, Director, Finance, provided a verbal presentation. Highlights included:
 - This would fund mitigation infrastructure projects that will support and increase in structural capacity and/or increase natural capacity to mitigate or adapt to climate change, natural disasters and/or extreme weather events
 - Provides 100% funding for any project that is selected, and targets shovel ready projects that can be completed by 2021-DEC-31
 - Staff propose the Seabold Drive and Ptarmigan Way Drainage Upgrade project be submitted which is currently allocated \$772,000 in the 2021 budget

Poul Rosen, Director, Engineering, noted that the grant requirement is to complete the project by the end of the year and this project is currently in the design phase.

It was moved and seconded 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. The motion carried unanimously.

(e) Investing in Canada Infrastructure Program COVID Resilience Infrastructure Stream

Introduced by Laura Mercer, Director, Finance.

- This grant would support infrastructure projects that provide retrofits, repairs and upgrades to local government and indigenous buildings, supports active transportation, allows communities to improve their infrastructure to increase resiliency and efficiencies in preventing the spread of COVID-19
- This grant also provides 100% funding for projects selected
- Staff short listed two potential projects: generators for Beban Park complex or lighting of the E&N Trail (estimated cost of each project is \$1.6 million)
- Staff recommend the generators for Beban Park complex be selected

Committee discussion took place. Highlights included:

- Previous grant application was for substation upgrade and not the generators themselves
- Previous direction from Council was to make the facility ready for generators and Staff see this as an opportunity to complete the project and enable Beban Park to be fully functional in an emergency event
- Partnering on initiatives with other organizations
- Generators potentially powering other facilities in the area
- Generators would run the heating, lighting and ice plants as part of the emergency disaster response

It was moved and seconded 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. The motion carried unanimously.

5. ADJOURNMENT:

It was moved and seconded at 9:38 a.m. that the meeting adjourn. The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

CORPORATE OFFICER

DATE OF MEETING JANUARY 20, 2021

AUTHORED BY JANE RUSHTON, MANAGER, PURCHASING & STORES

SUBJECT SUSTAINABLE PROCUREMENT POLICY AND PROCUREMENT POLICY UPDATE

OVERVIEW

Purpose of Report

To present for Council approval the revised Procurement Policy and the new Sustainable Procurement Policy.

Recommendation

That Council approve the revised Procurement Policy and the new Sustainable Procurement Policy.

BACKGROUND

Procurement Policy

In March 2017, Council approved the Procurement Policy 3-1200-01, which transformed the City from decentralized purchasing to a centralized purchasing organization. Under this policy, staff have adopted the methodology which is supported with Standard Operating Procedures, Guideline documents, and training.

Sustainable Procurement Policy

In 2019, Council requested staff commence work on sustainable procurement, including social, environmental and ethical priorities. Work has since been ongoing, cumulating in the development of the attached Sustainable Procurement Policy, which will provide staff the mandate to follow through on integrating the City's values on sustainability into procurement decisions.

DISCUSSION

The Procurement Policy implemented in 2017 was set to be reviewed in three years from its effective date to determine its effectiveness and appropriateness. In consultation with staff, it was determined that the Policy required only minor updates to:

- Remove, revise, and add definitions;
- Remove any procedural elements not consistent with a policy;
- Align with modifications to the organizational structure;
- Add reference to new Trade Agreements not in effect in 2017; and,
- Align with advice from Legal Counsel.

The Sustainable Procurement Policy has been developed in consultation with a Working Group made up of staff from across various City departments, and has received input from the Senior Leadership Team and Council. The attached takes into consideration the City's Strategic Plan as well as the United Nations Sustainable Development Goals.

The Sustainable Procurement Policy asks staff to:

- Consider the sustainability impacts associated with their purchase;
- Integrate the most relevant sustainability considerations into the solicitation process from the creation of solicitation documents through to evaluation and vendor selection;
- Communicate with vendors about sustainability when possible; and,
- Monitor progress of implementation and improve practices over time.

It was determined to separate the Sustainable Procurement Policy to highlight its importance and as well allow for agility to adopt any required updates that may be more frequent than those of the Procurement Policy. The current separation will allow Procurement staff to tend to the new sustainable procurement practices and build internal capacity to carry out the Policy mandate. Over time, staff will develop a comprehensive high-performing program, integrated with current City processes, that will leverage the City's procurement activities to advance a range of environmental, social, and ethical objectives from the City's Strategic Plan. Ultimately, the intention will be to combine the two policies, the feasibility of which will be considered during the next regularly scheduled review period.

Next Steps for Sustainable Procurement:

Staff will take a measured and practical approach, seeking quick wins and big impacts, while working at a pace that allows for learning, practicing, and refining processes. To ensure progress is maintained staff will:

- Continue to engage the Working Group who have been instrumental in advancing the program;
- Develop Tools to guide implementation of sustainability into various procurement activities;
- Develop specific Standard Operating Procedures for consistent project delivery;
- Identify High Impact Procurement Opportunities (HIPO) and imbed relevant sustainability considerations in RFX documents;
- Identify indicators that will capture process and outcome measurements;
- Create a Vendor communication and engagement plan to foster external stakeholder understanding of the program; and,
- Engage and train staff.

OPTIONS

1. That Council approve the revised Procurement Policy and the new Sustainable Procurement Policy.
 - The advantage of this option: Provide the Purchasing Section with the necessary policies to support standards in procurement and allow the advancement of sustainable procurement practices. With the Sustainable Procurement Policy in place, staff can begin

impacting their purchases and ultimately support the City's sustainability-related objectives.

2. That Council request Staff combine the two Policies for a singular approach to procurement.
 - The advantage of this option: Provides a singular procurement policy for an effective approach.
 - The disadvantages of this option: This approach may undermine sustainable procurement and the ability for staff to affect the necessary change in the organization.
3. That Council decline the approval and maintain the Procurement Policy in its current state.
 - The advantages of this option: Staff processes will be unchanged with no change to the current workflow.
 - The disadvantage of this option: In its current state, the Procurement Policy does not address changes to the organization or the Trade Agreements which may lead to confusion and noncompliance.

SUMMARY POINTS

- Review and update of the Procurement Policy is required to address changes to the organization and in the industry.
- The Sustainable Procurement Policy is presented as a standalone policy to highlight the importance of sustainable procurement and focus implementation.
- Next steps for Sustainable Procurement have been identified to advance the program.

ATTACHMENTS:

Attachment A: Procurement Policy
Attachment B: Sustainable Procurement Policy

Submitted by:

Jane Rushton
Manager, Purchasing & Stores

Concurrence by:

Laura Mercer
Director, Finance

Shelley Legin
General Manager, Corporate Services

ATTACHMENT A

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

PURPOSE

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

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

The Policy is intended to:

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

DEFINITIONS

“**Appointed Officers**” means those individuals that are appointed to specific roles and form part of the administrative branch of the City.

“**Chief Administrative Officer**” means the person who is appointed to be the Chief Administrative Officer of the City.

“**Competitive Bid Process**” is the process by which competitive bids are considered for a contemplated purchase from various *Vendors* through processes where the bids are requested, received, evaluated and a *Contract* is awarded through a public process that promotes fairness and transparency.

“**Contract**” means a legally enforceable agreement between two or more parties. Legally binding contracts have six elements:

- (i) Offer;
- (ii) Acceptance;
- (iii) Contracting parties have the authority or capacity to enter into a binding agreement;
- (iv) Legal consideration (something of value, often money) is exchanged;
- (v) Lawful purpose; and,
- (vi) Genuine desire or intent to create a binding *Contract*.

“Council” means the elected council members of the City of Nanaimo.

“Department Head” means the manager of a City department who is the primary user or coordinator of the Goods or Services to be procured by the department, which can include Managers, Directors, Deputies, and General Managers.

“Director of Finance” means the individual who manages the City’s financial assets while overseeing the Financial Planning, Accounting Services, Revenue Services, Purchasing, and Payroll divisions.

“Emergency” means a sudden, unexpected, or impending situation that may cause injury, loss of life, damage to the property, and/or interference with the normal activities of the City and which, therefore, requires immediate attention and remedial action.

“General Manager, Corporate Services” means the individual who is appointed to oversee the departments of Finance, Information Technology, Police Services and Emergency Management.

“Manager, Purchasing and Stores” means the manager of the City’s central purchasing and stores department, or designate.

“Non-competitive Process” is a process of determining a *Vendor* for Goods or Services in which the *Competitive Bid Process* is not followed.

“Non-Compliance” occurs when a *Contract* for the purchase of Goods or Services was entered into, outside of the requirements of this Policy, and the circumstances were not otherwise exempt under Section 2 of this Policy.

“Project Manager” means a City employee who, on behalf of his/her department, is overseeing the procurement and general management of the Goods or Services being procured.

“Purchasing and Stores” is the City’s centralized purchasing and stores department.

“RFX” – An acronym that means “request for X”, with X representing any of the formal bid documents used to obtain information or cost estimates for the procurement of goods, services or construction, including Request for Information (RFI), Request for Proposal (RFP), Request for Quotation (RFQ), Request for Tender (RFT) also known as Invitation to Tender (ITT), Request for Prequalification (RFPQ), Request for Statement of Qualifications (RFSOQ) and Notice of Intent (NOI).

“Single Source Purchase” means a non-competitive acquisition whereby purchases for goods and or services are directed to one source because of standardization, warranty, or other factors, even though other competitive sources may be available.

“Sole Source Purchase” means a non-competitive acquisition whereby the purchases for goods and or services are directed to the only available *Vendor* of that good and or service.

“Standard Operating Procedures” means those procedures and instructional guidelines issued and maintained by the Purchasing department that set out the procedural requirements to be carried out in fulfillment of this Policy.

“Surplus Goods” means any vehicles, equipment, furniture, materials, or supplies no longer required by the City but may have residual economic value.

“Vendor” means companies that could be or are contracted by the City to provide Goods & Services.

SCOPE

The Policy applies to all employees, volunteers and other authorized personnel responsible for purchasing *Goods & Services* for the City, responsible for approving the purchase of *Goods & Services*, or responsible for executing contracts for the purchase of *Goods & Services*, on behalf of the City.

POLICY

BC Community Charter
BC Freedom of Information and Protection of Privacy Act
New West Partnership Trade Agreement
Canadian Free Trade Agreement
Comprehensive Economic and Trade Agreement
City of Nanaimo, HR 4.1 Code of Conduct Policy
ADM-GOV-02-003 Records Management Policy

AUTHORITY TO ACT

Delegated to Staff.

RESPONSIBILITIES

Council to:

- Approve this Policy;
- Approve future amendments to this Policy; and
- Approve the budget to cover the acquisition of Goods or Services.

Chief Administrative Officer to:

Implement this Policy

General Manager, Corporate Services to:

Bring forward future amendments to this Policy for *Council's* consideration.

Director of Finance to:

- Ensure compliance with this policy, as required;
- Promote best practice procurement; and
- Approve Operating Procedures and Guidelines required to implement this Policy.

Department Heads to:

- Ensure departmental compliance with this Policy;
- Promote conduct and communication with *Vendors* that is fair, professional and respectful;
- Support procurement practices that promote and manage *Vendor* development and performance;
- Ensure funding is available for department purchases;
- Approve Sole and Single Source purchases; and
- Approve purchase contract content.

Project Managers to:

- Comply with this Policy;
- Use conduct and communication with *Vendors* that is fair, professional, and respectful;
- Support procurement practices that promote and manage *Vendor* development and performance;
- Ensure appropriate use of funding;
- Prepare Sole and Single Source justifications for approval; and
- Approve purchase contract content.

Manager, Purchasing and Stores to:

- Represent the City as its Purchasing Agent;
- Administer this Policy;
- Oversee and control the purchasing of all *Goods & Services*;
- Develop and maintain *Standard Operating Procedures* required to implement this Policy including but not limited to:
 - General processes and guidelines;
 - Processes to support local businesses within the provisions of applicable trade agreements; and
 - Processes to support Sustainable purchasing.
- Execute all approved Contracts on behalf of the City for the acquisition of *Goods & Services*; and
- Maintain a repository of purchase Contracts in accordance with the *City Records Management Policy*.

PROCESS

1. Organization

- 1.1 The City is organized with a central purchasing department and all purchases covered by this Policy shall be conducted through the central purchasing department, except as otherwise permitted and described under Section 2 of this Policy.
- 1.2 The City will have appointed at all times an individual to be the *Manager, Purchasing and Stores* to carry out the responsibilities set out in this Policy.
- 1.3 The procurement value thresholds and corresponding approval protocols will reflect the City's commitment to the following:
 - Responsible fiscal spending and management;
 - Fair, open, and transparent procurement practices; and,
 - Compliance with applicable trade agreements employing the most stringent of the standards.

2. Application of Policy and Exemptions

2.1 The Policy does not apply to the following:

- a) Purchase of land and improvements;
- b) Disposition of land and improvements owned by the City;
- c) Licenses, leases and/or agreements related to real property owned by the City;
- d) Procurement and payment of *Goods & Services* including, but not limited to:
 - (i) courses, seminars, staff training, development training, workshops;
 - (ii) conventions;
 - (iii) association fees and membership dues;
 - (iv) payroll deductions;
 - (v) grants to other agencies and associations;
 - (vi) debt payments;
 - (vii) payment of damages or settlements;
 - (viii) petty cash replenishments;
 - (ix) RCMP contract payments;
 - (x) payments to partners for co-sponsored programs;
 - (xi) purchase of utility services, such as hydro, gas, ;
 - (xii) general postage; and,
 - (xiii) refundable employee expenses, including but not limited to travel expenses, parking, hotel, airline charges, mileage allowances, meals, and related incidentals.
- e) Payment to other governmental authorities and investments.
- f) Hiring of regular, temporary, and casual employees by the City.
- g) This Policy may not apply to the circumstances listed below provided the purchase procedure applied is not used to avoid competition, discriminate between *Vendors*, or protect *Vendors*.

Procurements:

- of used equipment;
- of goods at auctions;
- from philanthropic institutions, prison labour or persons with disabilities;
- from public body or a non-profit organization;
- of services provided by lawyers and notaries;
- of financial and banking services; and
- of goods intended for resale to the public.

3. Methods of Purchase

3.1 Sourcing

Sourcing is a process used to continually improve and re-evaluate supply chain activities. Sourcing may be used in circumstances where the internal information available regarding

either the type of procurement that is required or the capabilities of the market to deliver the requirement is insufficient.

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

(i) REQUEST FOR INFORMATION (RFI)

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

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

(ii) REQUEST FOR PRE-QUALIFICATION (RFPQ)

An RFPQ is used to gather information regarding a *Vendor's* capability, capacity, and qualifications, to create a list of pre-qualified *Vendors*. The RFPQ may be used as the first stage of a two-stage process (followed by an RFQ, RFT or RFP), whereby only prequalified respondents are invited to take part in the competitive process.

3.2 Low-Value Purchase (LVP)

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

Purchasing from local businesses has the benefits of nurturing economic development and reducing transportation costs and carbon emissions. Where ever possible, LVPs will include local business in the procurement.

3.3 *Competitive Process*

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

(i) Request for Quote (RFQ). An RFQ is used to solicit competitive bids, valued between \$25,000 and \$75,000 for services and \$25,000 and \$200,000 for construction, when

the solutions, specifications, performance standard(s) and timeframe(s) are defined.

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

3.3.2 In accordance with the New West Partnership Trade Agreement (NWPTA), the Canadian Free Trade Agreement (CFTA), and the Comprehensive Economic and Trade Agreement (CETA), there will be no local preferences for competitive process purchases.

3.3.3 All competitive procurement opportunities shall be advertised in BC Bid, or similar public notice forum.

3.4 *Non-Competitive Process*

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

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

A Notice of Intent to Award must be posted publicly prior to contracting a Non-competitive Purchase that exceeds a value of \$50,000.00.

3.4.1 *Single Source Procurement*

A *Single Source Purchase* may be conducted for the procurement of *Goods & Services* where there may be more than one *Vendor* capable of delivering the same goods or services. A *Single Source Purchase* shall not be pursued for the purposes of avoiding competition between *Vendors* or to discriminate against *Vendors*. Failure to plan and allow sufficient time for a competitive procurement process does not constitute an unforeseeable situation of urgency. Single Source purchases shall be arranged by the *Manager, Purchasing and Stores* and shall be included in the quarterly report to *Council* prepared by the *Director of Finance* or his/her designate. The circumstances where single source purchases are allowed are as follows:

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

3.4.2 *Sole Source Procurement*

A *Sole Source Purchase* may be conducted for the procurement of *Goods & Services* where the good or service is unique to a *Vendor*. *Sole Source Purchases* shall be arranged for by the *Manager, Purchasing and Stores* and shall be included in the quarterly report to *Council*. The circumstances where sole source purchases are allowed are as follows:

- (i) Where there is only one available source usually due to a patent or copyright of the technology required, technological compatibility with existing equipment or uniqueness of the service provided; or,
- (ii) Where *Goods* are offered for sale to the City by bid, auction or negotiation. Such purchase will be deemed to be a *Sole Source Purchase* and the *Director of Finance* may authorize the purchase if proven to be in the best interest of the City.

3.5 Unsolicited Bids

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

3.6 *Emergency Purchases*

Emergency purchases can be made where the lack of immediate action is likely to adversely affect operations, disrupt services to the public, or involve risk to the safety of personnel and/or property. There are no financial limits to the emergency purchases; however, purchases must follow the steps identified in the *Standard Operating Procedures*.

4. **Vendor Management**

- 4.1 The City values the expertise, experience and quality of work provided by *Vendors*. To nurture and maintain lasting relationships and acceptable quality of *Goods & Services*, the City will manage all *Vendors* per the *Standard Operating Procedures*.
- 4.2 *Purchasing and Stores, Department Heads and Project Managers* are jointly responsible to enforce the terms and conditions of *Contracts*. *Department Heads/Project Managers* will be responsible to document *Vendor* performance in the contract file by means of a *Vendor* performance evaluation form.

In the event of a poor performance rating, *Purchasing and Stores* and *Department Heads* and *Project Managers* will develop *Vendor* performance corrective action plans to bring performance back to an acceptable level. If acceptable performance is not restored, the matter will be escalated to the *Director of Finance* to take appropriate action to reduce risk to the City.

4.3 Exclusion of *Vendors*

The City may, in its absolute discretion, exclude a *Vendor* from participating in a procurement process or reject the submission of a *Vendor* if:

- (i) Within five years of the date of the *RFX*, the *Vendor*, or any officer or director of the *Vendor* is or has been engaged either directly or indirectly through another legal entity in a legal action against the City, its elected or *Appointed Officers* and employees in relation to:
 - (a) Any other agreement and or contract for works or services; or
 - (b) Any matter arising from the City's exercise of its powers, duties or functions under the Local Government Act, Community Charter or another enactment.
- (i) A *Vendor* has failed to declare a potential conflict of interest when responding to a procurement request.
- (ii) A *Vendor* has failed to honor a contract in the past.
- (iii) A *Vendor* has failed to meet performance requirements as per the City's *Vendor Management* program.

5. Contract Management

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

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

5.2 All City issued contracts must be endorsed by the *Vendor* prior to being endorsed by the City.

5.3 Overall management of rental and lease agreements for equipment is the responsibility of the Manager, Purchasing and Stores. All rent to purchase agreements shall be established per the *Competitive Bid Process*. The following are examples of items that would use rent to purchase agreements:

5.3.1 Construction machinery and equipment (tractors, compressors, backhoes, cranes, etc.);

5.3.2 Cars and trucks; and,

5.3.3 Other miscellaneous items such as vending machines, etc.

5.4 Purchasing and Stores will maintain all records and relevant supporting documents for purchase contracts in accordance with the City's *Records Management Policy*.

5.5 City Department staff are responsible for providing *Purchasing and Stores* any contract related documentations, including change documentation, in a timely manner, to enable contract changes to be prepared appropriately for any change in work.

5.6 Contract durations shall be limited to a maximum of five years unless otherwise approved by the *Director of Finance*.

6. Sustainable Procurement

The City will consider sustainability in its procurement processes, measure its progress, and strive for continuous improvement by adhering to the Sustainable Procurement Policy.

7. Compliance Obligations

- 7.1 All employees and volunteers are expected to conduct themselves with personal integrity, ethics, honesty and diligence when acquiring Goods & Services on behalf of the City and must comply with the City HR. 4.1, Code of Conduct Policy as amended.
- 7.2 All procurement shall be in accordance with all applicable legislation and trade agreements.

8. Non-Compliance

All incidents of Non-Compliance shall be documented and reported to the *Director of Finance*.

9. Confidentiality

Comply with the City *HR. 4.1, Code of Conduct Policy* as amended and the *BC Freedom of Information and Protection of Privacy Act*.

10. Prohibitions

- 10.1 The following activities are prohibited under this Policy:
 - 10.1.1 The dividing of contracts or purchases to avoid the *Standard Operating Procedure* requirements or trade agreement thresholds.
 - 10.1.2 Committing the City to contract without the appropriate level of authority to do so.
 - 10.1.3 Purchasing of any *Goods & Services* for personal use by:
 - (i) any member of *City Council*, or by any person on their behalf;
 - (ii) *Appointed Officers*; and,
 - (iii) employees of the City or their immediate families, that could result in a perceived conflict of interest unless that conflict has been disclosed, acknowledged and approved by the *Chief Administrative Officer* in the case of City employees and by *Council* in the case of *Council* members and *Appointed Officers*.
 - 10.1.4 No Contract shall be entered into, and no expenditure shall be authorized or incurred unless *Council* has provided funds for such purpose in the annual budget or otherwise agreed to the provision of such funds and, no expenditure shall be authorized or incurred for more than the funds provided.
 - 10.1.5 No *Goods & Services* shall be purchased from an officer or employee of the City, or from any immediate relative or associate of such officer or employee, unless the extent of the interest of such officer or employee has been fully disclosed and the purchase has been approved by the *Chief Administrative Officer*.

- 10.1.6 No officer or employee of the City shall be permitted to purchase any Personal or Real Property which has been declared *Surplus Goods* by the City unless obtained through a public process.
- 10.1.7 No employee or *Council* member shall purchase, on behalf of the City, any Goods, Services or Construction, except in accordance with this Policy.
- 10.1.8 No employee or *Council* member shall utilize City assets, contracts, processes or policies to procure *Goods & Services* for personal advantage, except for supplier offered employee discount programs or any goods or services procured, on behalf of the City specifically for employee wellness or other human resource initiatives.
- 10.1.9 No employee or *Council* member shall use Personal Property for personal advantage, except where such Personal Property is offered through City programs open to the public.
- 10.1.10 Where an applicable national or international trade agreement conflicts with this Policy, the trade agreement shall take precedence.

11. Construction and Performance Security and Statutory Holdbacks

- 11.1 The City may, in its absolute discretion, require a *Vendor* to provide security for the vendors' performance of construction-related services.
- 11.2 The City is required to comply with the *Builders' Lien Act*.

12. Disposal of Surplus Goods (Except Lands)

- 12.1 The *Manager, Purchasing and Stores* shall have authority to dispose of *Surplus Goods*.
- 12.2 The methods of disposal of *Surplus Goods* shall be by whatever method is determined to be most beneficial for the City and appropriate for the goods to be disposed of.
- 12.3 Employees are not permitted to receive *Surplus Goods*, and such goods may not be purchased by employees directly from the City, unless the sale for such goods is being conducted through a third-party auction.

13. Reporting

- 13.1 On a quarterly basis, *Council* will be provided with an information report summarizing the following:
 - 13.1.1 Sole source and single source purchases between \$25,000 and \$200,000;
 - 13.1.2 Award of all purchases in excess of \$250,000; and,
 - 13.1.3 Instances of Non-Compliance and action taken in each instance.

14. Other

- 14.1 Best value for purchases of *Goods & Services* will be determined based on the evaluation criteria set out in the applicable procurement process document(s). In the absence of

evaluation criteria, preference shall be given to the lowest priced submission, having regard for nuanced costs that may impact the lowest price.

- 14.2 The City may, on occasion, contract for the development of specifications to be used for the procurement of *Goods & Services*. In that case, the firm or individual that is contracted to develop the specifications will not be eligible to participate in the procurement process that utilizes the specifications for the purposes of soliciting bids.
- 14.3 All *Vendors* providing *Services* on City property will be required to provide insurance in amounts as specified in the contract between the City and the *Vendor* for such works, or at the discretion of the City if no such amounts are specified, with the City named as additional insured.
- 14.4 The City, at its discretion, will cooperate with other public agencies to purchase jointly where efficiencies may be gained.
- 14.5 City procurement documents will include relevant language from collective agreements pertaining to the provision of any municipal service, function or construction.

REVIEW AND APPROVAL:

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

Date: 201X-XXX-XX Approved by: CAO/Department Head/ Council
1. Amendment Date: Approved by:



RCRS Secondary:	GOV-02	Effective Date:	
Policy Number:	COU	Amendment Date/s:	
Title:	Sustainable Procurement Policy	Repeal Date:	
Department:	Finance	Approval Date:	

PURPOSE

The purpose of the Sustainable Procurement Policy (the Policy) is to leverage the City’s procurement activities to advance a range of environmental, social, and ethical objectives from the City’s Strategic Plan. The Policy aims to further align procurement with the City’s core vision of being a livable sustainable city.

The City recognizes that:

- Its procurement and supply chain practices can have significant impacts and that the City has a responsibility to assess and address those impacts in a transparent manner.
- Considering sustainability impacts in procurement allows the City to fulfill Strategic Plan commitments while maintaining fiscal responsibility by considering total cost of ownership.
- The inclusion of sustainability considerations in the procurement process will signal to potential suppliers the City’s commitment to local priorities and global sustainable development goals and will encourage suppliers to innovate and offer more environmentally and socially responsible goods and services.

This means that when the City is making procurement decisions, procurement staff and budget holders will, according to the significance and complexity of the procurement:

1. Consider the sustainability impacts of goods and services in sourcing strategies to identify likely environmental, social, or ethical issues related to a given procurement.
2. Integrate the most relevant desired or mandatory sustainability requirements into competitive bid specifications, solicitation documents and selection processes.
3. Where applicable, include sustainability as part of evaluation processes, alongside other criteria like price, quality, and service, for which weighting will be determined case by case.
4. Communicate with suppliers about the City’s sustainable procurement practices and engage with suppliers when opportunities arise to improve their sustainability performance.
5. Incorporate sustainability considerations into standard vendor management and contract compliance practices where appropriate.
6. Set measures to monitor progress of sustainable procurement implementation as well as the benefits achieved.

SCOPE

The Policy applies to all procurement activities including goods, services, and capital projects, where applicable and when relevant. The extent to which sustainability will be incorporated into any procurement, will be dependent on the value, potential for impact or opportunity, and/or the market readiness of the suppliers.

Sustainability Priorities

There are many possible sustainability issues and opportunities across the breadth of a City's supply chain. Nanaimo City Council has identified the following environmental, social, and ethical topics as the current focal priorities for the City's sustainable procurement program and Policy. While any highly relevant sustainability topic may be considered, depending on what is being purchased, primary emphasis will be given to the sustainable development priorities listed below.

Environmental Priorities

1. **Climate Action.** Reduce energy use and greenhouse gas (GHG) emissions to mitigate climate change and air pollution.
2. **Zero Waste.** Strive for product durability and waste reduction practices to foster responsible production and consumption patterns towards a circular economy.
3. **Pollution Prevention.** Seek opportunities for water conservation and pollution prevention to support the protection of biodiversity and natural ecosystems.

Social Priorities

4. **Diversity.** Contract diverse suppliers and social enterprises to promote local economic resilience and a diverse, sustainable City.
5. **Local Employment.** Contract vendors that can provide employment and training opportunities for individuals in the local community with barriers to employment to help reduce poverty.
6. **Inclusion.** Seek opportunities to provide contracting, employment and skills training for Indigenous persons and other Equity-Seeking Groups.

Ethical Priorities

7. **Fair compensation.** Contract vendors that provide livable wages for employees to meet their basic needs and reduce poverty.
8. **Labour Standards.** Uphold human rights and fair labour practices through accountability and transparency in the supply chain.
9. **Health and Safety.** Support good health and wellbeing for workers through upholding workplace health and safety standards.

DEFINITIONS

- **Circular Economy** – Defined by the Ellen MacArthur Foundation as an economic model based on designing out waste and pollution, keeping products and materials in use, and regenerating natural ecosystems.
- **Diverse Suppliers** – Are majority-owned, managed, and controlled by individuals from equity-seeking groups that have historically faced barriers to employment and/or economic opportunity.
- **Environmental Priorities** – Seek goods and services that have been produced, delivered, used, and disposed of in ways that reduce environmental impacts and seek innovations that drive positive outcomes.
- **Equity Seeking Groups** – Often referred to as marginalized populations, including, but not limited to, Indigenous, women, racialized minorities, persons with disabilities, newcomers, and LGBTQ+ persons.
- **Ethical Priorities** – Strive to ensure that contractors and their sub-contractors meet internationally recognized minimum ethical supply chain standards.

- **Reconciliation** – Defined by the Truth and Reconciliation Commission of Canada as establishing and maintaining mutually respectful relationships between Aboriginal/Indigenous and non-Aboriginal peoples in this country.
- **Social Priorities** – Foster social value and enhance community health and well-being by advancing reconciliation, inclusion, equity and diversity.
- **Sustainable Procurement** – Seeks to maximize opportunities to advance positive environmental, social, and ethical impacts and reduce negative impacts while ensuring fiscal responsibility, meeting cost and quality requirements and respecting trade agreements. Will consider both the sustainability impacts of a good or service as well as a supplier’s own corporate sustainability practices.
- **Total Cost of Ownership (TCO)** – Defined by the Sustainable Purchasing leadership Council (SPLC) as a financial estimate intended to help buyers and owners determine the direct and indirect costs of a product or system over the lifetime of its use and disposal.

POLICY

The Sustainable Procurement Policy is intended to operate in accordance with the City of Nanaimo’s 3-1200-01_Procurement Policy and other applicable national and international trade agreements.

AUTHORITY TO ACT

Delegated to Staff.

RESPONSIBILITIES

Council

- Set direction around sustainable procurement priorities and goals, and
- Receive regular updates and reports to set future priorities.

Directors/Designates

- Align sustainable procurement with other City of Nanaimo programs and initiatives,
- Demonstrate support for sustainable procurement through promotion and communications of the Policy requirements and priorities within their department, and
- Review and manage resourcing if/when needed and as appropriate.

Employees (Procurement Department)

- Develop and maintain sustainable procurement processes, tools and resources to ensure solicitations incorporate Sustainable Procurement Policy mandates,
- Collaborate and assist client department staff with incorporating sustainability considerations into category procurement strategies, specifications and procurement processes,
- Collaborate with City staff and suppliers and participate in sustainable procurement committees and/or aligned initiatives,
- Provide sustainable procurement communications and training for staff and suppliers, and
- Lead data collection, compliance and program monitoring.

Employees (Client Departments & End users)

- Identify sustainability issues and seek opportunities for innovation in upcoming purchases,

- Incorporate sustainability considerations into project planning, contract/purchase decisions, and specifications development, utilizing sustainable procurement tools and resources,
- Participate in sustainable procurement training and support internal collaboration that facilitates procurement and process efficiencies, and
- Support sustainable procurement reporting by providing departmental data if relevant.

Finance

- Monitor overall program progress towards established goals, and
- Maintain adequate resourcing for program implementation.

PROCESS

Detailed sustainable procurement procedures for staff, including a Toolkit, will be developed to guide the integration of sustainability proportionately into low-value purchases, competitive bid processes, and capital project solicitations.

RELATED DOCUMENTS

City of Nanaimo Procurement Policy #3-1200-01
New West Partnership Trade Agreement
Canadian Free Trade Agreement
Comprehensive Economic and Trade Agreement

REPEAL/AMENDS

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

DATE OF MEETING January 20, 2021

AUTHORED BY DAVID STEWART, SOCIAL PLANNER

SUBJECT 2021 SOCIAL PLANNING GRANT RECOMMENDATIONS

OVERVIEW

Purpose of Report

To obtain the Finance and Audit Committee's recommendation for Council approval of the Social Planning Grant allocations for 2021.

Recommendation

That the Finance and Audit Committee recommend that Council approve a total of \$115,000 for the 2021 Social Planning Grant allocations as follows:

2021 Community Vitality Grants

<u>Organization</u>	<u>Project</u>	<u>Amount</u>
Nanaimo Community Kitchens Society	Cooking Kits for Families	\$7,000
Protection Island Lions Club	Protection Island Neighbourhood Connections	\$2,900
Newcastle Community Association	Illuminight	\$2,000
Nanaimo Region John Howard Society	Clothing for Success	\$11,600
Old Age Pensioners Nanaimo	Social Inclusion Program	\$1,500

2021 Social Response Grants

<u>Organization</u>	<u>Project</u>	<u>Amount</u>
AVI Health Centre	Trans Wellness Program	\$35,000
Nanaimo Foodshare	E.A.T. Everyone at the Table	\$25,000
Literacy Central Vancouver Island	Word on the Street	\$30,000

BACKGROUND

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

At its 2020-NOV-2 Regular Council meeting, Council passed the following motion:

“That Council authorize Staff to advertise that an additional \$30,000 of Social Response Grant funding is available for projects that specifically address community wellness or addictions response.”

This additional funding was provided through Community Amenity Contributions (CACs) from three separate Cannabis Retail Store rezoning applications. The specific criteria of the CAC contributions directed that the \$30,000 available be used to provide financial assistance to new or ongoing programs that provide support to individuals with, or who are overcoming, drug or alcohol addiction. Eligible programs include:

- Detox and treatment programs
- Counselling and support
- Peer support and employment programs
- Harm reduction/overdose prevention, including:
 - needle exchange services (with Island Health approval);
 - education and outreach programs that inform users how to reduce the risks associated with using drugs and/or alcohol; and,
 - safe ride programs.

The City issued a call for proposals for the 2021 Social Planning grants with an application deadline of 2020-DEC-07. Eight applications were received for Community Vitality grants and fourteen applications were received for Social Response grants. The total requested funding for Community Vitality grants was \$54,904, and the requested funding for Social Response grants was \$514,838. The combined total funding request amounted to \$569,742.

DISCUSSION

Staff reviewed the eligible applications relative to the grant guidelines and criteria (see Attachment A) and Council’s Strategic Plan priorities. Staff recommend allocating a total of \$115,000 to eight applicants, as listed below:

2021 Community Vitality Grants – Applications Received

Organization	Project	Requested	Recommended
Nanaimo Community Kitchens Society	Cooking Kits for Families	\$7,000	\$7,000
Protection Island Lions Club	Protection Island Neighbourhood Connections	\$2,900	\$2,900
Nanaimo Community Gardens Society	Covered Work Area Project	\$8,000	\$0
Nanaimo Region John Howard Society	Social Service Worker Support Group	\$6,354	\$0
Spinal Cord Injury Organization of BC	Peer Support and Information for Spinal Cord Injury	\$10,000	\$0

Organization	Project	Requested	Recommended
Newcastle Community Association	Illuminight	\$4,150	\$2,000
Nanaimo Region John Howard Society	Clothing for Success	\$15,000	\$11,600
Old Age Pensioners Nanaimo	Social Inclusion Program	\$1,500	\$1,500
Total Requested:		\$54,904	
Total Available:		\$25,000	

2021 Social Response Grants – Applications Received

Organization	Project	Requested	Recommended
Nanaimo Family Life	Senior Centre Without Walls	\$50,000	\$0
Tillicum Lelum Aboriginal Friendship Centre	E.A.T. (Environment Animals Tulut)	\$60,000	\$0
AVI Health Centre	Trans Wellness Program*	\$90,000	\$35,000
Island Crisis Care Society	Getting Around	\$15,300	\$0
Nanaimo Foodshare	E.A.T. (Everyone at the Table)	\$25,038	\$25,000
Nanaimo Innovation Academy	Kid's Healthy Eating Project	\$20,000	\$0
Kootenay Adaptive Sport Association	Nanaimo Region and Trail Masterplan	\$10,000	\$0
Take a Hike Foundation	Take a Hike Program	\$20,000	Not eligible
The Men's Centre	Seniors Reach Out Program	\$10,000	\$0
BC Yukon Association of Drug Wat Survivors	DRUMS Nanaimo*	\$90,000	\$0
Nanaimo Aboriginal Centre	Youth HR and Transitional Support	\$15,000	\$0
Society for Equity, Inclusion and Advocacy (SEIA)	The Peer Safety Initiative*	\$14,500	\$0
Worker Solidarity Network	Solidarity Stewards Program	\$60,000	\$0
Literacy Central Vancouver Island	Word on the Street	\$35,000	\$30,000
Total Requested:		\$514,838	
Total Available:		\$90,000	

*Project is considered eligible for the additional \$30,000 in CAC funds

The Take a Hike Foundation’s application was determined to be not eligible as the request was to fund ongoing operational expenses incurred during the normal course of business operations which is contrary to the grant criteria.

An additional application from the Alano Club of Nanaimo was received on 2020-DEC-23, after the 2020-DEC-07 application deadline, and, as such, was not considered.

Of the fourteen Social Response applications received, three were considered eligible for the additional \$30,000 provided through the rezoning CAC contributions. Staff are recommending the additional \$30,000 community wellness and substance use response funding be awarded to the AVI Health Centre’s Trans Wellness Program.

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve a total of \$115,000 for the 2021 Social Planning Grant allocations as follows:

2021 Community Vitality Grants

<u>Organization</u>	<u>Project</u>	<u>Amount</u>
Nanaimo Community Kitchens Society	Cooking Kits for Families	\$7,000
Protection Island Lions Club	Protection Island Neighbourhood Connections	\$2,900
Newcastle Community Association	Illuminight	\$2,000
Nanaimo Region John Howard Society	Clothing for Success	\$11,600
Old Age Pensioners Nanaimo	Social Inclusion Program	\$1,500

2021 Social Response Grants

<u>Organization</u>	<u>Project</u>	<u>Amount</u>
AVI Health Centre	Trans Wellness Program	\$35,000
Nanaimo Foodshare	E.A.T. Everyone at the Table	\$25,000
Literacy Central Vancouver	Word on the Street	\$30,000

- The advantages of this option: The recommended projects were determined to strongly fulfill the criteria of the grants and address the City’s strategic priorities, as decided by a review committee consisting of four City staff from the Community Planning and Finance sections.
- The disadvantages of this option: A number of organizations who submitted grant applications will receive no funding or less funding than requested.
- Financial Implications: The recommendations do not exceed the total available budget of \$115,000 for the 2021 Social Planning grants.

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

SUMMARY POINTS

- The City received 22 applications with a total request of \$569,742 for the 2021 Social Response and Community Vitality grant programs.
- The total Social Planning grant program budget for 2021 is \$115,000 of which \$90,000 is allocated to Social Response grants and \$25,000 to Community Vitality grants.
- Staff recommend that \$115,000 be allocated to eight applicants.

ATTACHMENTS:

ATTACHMENT A: Social Planning Grants – Guidelines & Criteria |

Submitted by:

Lisa Bhopalsingh
Manager, Community Planning |

Concurrence by:

Laura Mercer
Director, Finance

Bill Corsan
Director, Development Services

Dale Lindsay
General Manager, Community Development
|



City of Nanaimo Social Planning Grants

Guidelines & Criteria

2021 Deadline:

Monday, December 7, 2020 (4:00 pm)

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

Introduction

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

Purpose

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

Eligibility Criteria

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

The following types of organizations are eligible to apply:

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

Strategic Priorities

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

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

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

COVID-19 Response

Given social distancing requirements, applicants must demonstrate how projects can be safely delivered during the COVID-19 pandemic.

Community Wellness and Substance Use Response

For 2021, an additional \$30,000 is available for Social Response Grant projects that provide support to individuals with or are overcoming drug or alcohol addiction. Project may include:

- Detox and treatment programs
- Counselling and support
- Peer support and employment programs
- Harm reduction/overdose prevention, including:
 - needle exchange services (with Island Health approval)
 - education and outreach programs
 - safe ride programs

Grant Categories

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

- **Social Response Grants**
Intended for initiatives and projects of a more significant scope. The total budget available for this category is \$60,000; individual applications for up to \$60,000 will be accepted. For 2021, an additional \$30,000 is available within this category for projects that meet the Community Wellness and Substance Use Response criteria. Applications that meet both the Social Response Grant and Community Wellness and Substance Use Response criteria may apply for up to \$90,000 in funding.
- **Community Vitality Grant**
Intended for projects of a smaller scale. The total budget available for this category is \$25,000.

Ineligible Projects

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

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

Projects will not be funded for more than two consecutive years in a row; however, an organization may submit an application for a separate project.

Ineligible Organizations

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

Please contact socialplanning@nanaimo.ca with any questions you may have.

Application Review Criteria

30% - Merit

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

40% - Relevance/Feasibility

Does project reflect the City's Strategic Priorities?

What is the capacity and demonstrated ability of the applicant?

30% - Potential Impact

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

Grant Process

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

DATE OF MEETING JANUARY 20, 2021

AUTHORED BY LAARA CLARKSON, MANAGER, RECREATION SERVICES,
PARKS, RECREATION AND CULTURE

**SUBJECT COMMUNITY PROGRAM DEVELOPMENT GRANT – NANAIMO
SCIENCE AND SUSTAINABILITY SOCIETY (NS3)**

OVERVIEW

Purpose of Report

To obtain Council approval of a request for a Community Program Development Grant. |

Recommendation

That the Finance and Audit Committee recommend that Council approve the request from the Nanaimo Science and Sustainability Society (NS3) for a Community Program Development Grant in the amount of \$3,500 to assist in funding the Science in the Park program.

BACKGROUND

The intent of the Community Program Development Grant is to assist community groups to develop new or expanded programs that provide increased opportunities for residents to participate and connect with community, and to enhance residents' exposure to a variety of experiences.

The grant is intended as seed funding to help get new programs off the ground or to expand existing programs with the hope that the programs become self-sustaining. It is not intended to be long-term operational funding or funding for capital expenditures. A total budget of \$15,000 is available through this fund with applications accepted by November 1 for Spring/Summer programs and May 1 for fall/winter programs, or as funds remain available. |

DISCUSSION

A total of two Community Program Development Grant applications were received prior to the acceptance deadline of 2020-NOV-01 for the intake period for 2021 spring/summer programs. Staff reviewed the two applications based on program eligibility and assessment criteria.

Staff reviewed the application submitted by Nanaimo Science and Sustainability Society (NS3) with a request of \$3,500 to assist in funding the Science in the Park program to be held through the weeks of July and August (Attachment A).

Staff determined that this application successfully met all of the grant criteria (Attachment B). |

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve the request from the Nanaimo Science and Sustainability Society (NS3) for a Community Program Development Grant in the amount of \$3,500 to assist in funding the Science in the Park program.
 - The advantages of this option: Meets the goal of helping community groups with an expanded program to increase opportunities for residents to participate and connect in the community.
 - The disadvantages of this option: None identified.
 - Financial Implications: If approved, the remaining balance of \$11,500 would remain available for future 2021 requests for Community Program Development Grant funding.

2. That the Finance and Audit Committee recommend that Council deny the Community Program Development Grant received from the Nanaimo Science and Sustainability Society.
 - The advantages of this option: The grant funds would remain available for future grant applications.
 - The disadvantages of this option: The application from a community group that meets all criteria would not be approved.
 - Financial Implications: The full balance of \$15,000 would remain available for future requests from the Community Program Development Grant fund.

SUMMARY POINTS

- Funding of \$15,000 is allocated yearly for Community Program Development Grants.
- The application from the Nanaimo Science and Sustainability Society (NS3) to assist funding for expanding the Science in the Park program successfully meets the grant criteria.
- If approved, a balance of \$11,500 would remain in the 2021 Community Program Development Grant fund.

ATTACHMENTS:

ATTACHMENT A: Application for the Community Program Development Grant from Nanaimo Science and Sustainability Society (NS3).

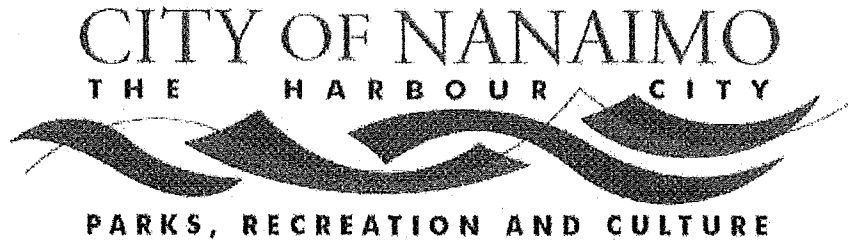
ATTACHMENT B: Evaluation Form for the Community Program Development Grant. |

Submitted by:

Laara Clarkson
Manager, Recreation Services

Concurrence by:

Lynn Wark
Director, Recreation and Culture



COMMUNITY PROGRAM DEVELOPMENT GRANT APPLICATION FORM

DEADLINE FOR APPLICATIONS

November 1st for spring and/or summer programs

May 1st for fall and/or winter programs

Legal Name of Organization: Nanaimo Science and Sustainability Society

Mailing Address: PO Box [REDACTED] Nanaimo BC

Postal Code: V9 [REDACTED]

Telephone #1: [REDACTED]

Telephone #2: [REDACTED]

Email: elaine.parker@nanaimoscience.org

Contact Person: Elaine Parker

Position: Executive Director

Society Registration Number: 56147 (If not registered, please leave blank)

Is your society in good standing with the Registrar: Yes No

Fiscal year for grant: 2021 (Jan) to 2021 (Dec)

Total grant requested for fiscal year: _____

Total budget for fiscal year: \$174,370

Has your organization applied for other City of Nanaimo funding? If so, please list the type and amount of funds requested for next year.

<u>Name of Grant</u>	<u>Amount Requested</u>	<u>Amount Approved</u>
<u>N/A</u>		

* We were grateful for the support of The Great Pumpkin toss program we had planned to do - but due to COVID we cancelled this November 2020 event & turned down the funding that the City of Nanaimo had offered.

In your application, please answer all questions and include the information requested:

1. Name of Project or Program: Science in the Park 2021
2. Times and Dates: Tuesday/Weds/Thursday from 10am-1pm for
7 weeks in July & August
3. Location: Various city parks
4. Target Market and Age of Participants: All ages / families.
5. From where will participants come? (Last year's actual numbers if project or program was held previously: New projects or programs please estimate)

<u>Program Highlights</u>	<u>Age Groups</u>	<u>Attendance</u>
<u>Science in the Park 2020</u>	<u>Children & Adults</u> <u>Ages 3 - 65+</u>	<u>927</u>
<u>Science in the Park 2019</u>	<u>Children & Adults</u> <u>Ages 3 - 65</u>	<u>1050</u>
Expected attendance		

6. Is any other organization providing a similar service? Yes _____ No
7. Is this a new program? Yes _____ No
8. How long has your organization existed in Nanaimo? 10 Years
9. Briefly outline the purpose or mission of your organization:

The mission of Nanaimo Science is to inspire children and develop their interest in science and sustainability through hands-on learning.

10. What programs in the past has your organization produced/sponsored?

	Year	Program and Location	# Attending
1.	2020	Nanaimo Rivers Day	(online)
2.	2020	Science in the Park (various)	927
3.	2020	Science Saturday (Island Community)	500+
4.	2019	The Great Pumpkin Toss (Meadow Creek Park)	350+

Please also include the following information:

11. One to two typed pages outlining a summary of your idea.
12. For what purpose do you plan to use this City fund? (Please be specific and note that capital expenditures are not permitted.)
13. How will your idea benefit Nanaimo?
14. How will your program be marketed?
15. How will you evaluate the success of the program?
16. Include a detailed budget of the proposed idea, outlining all revenues including sources and expenditures.
17. Include a financial statement for your organization for the previous calendar year. (Sample statement attached.)
18. Include a list of the organizers identifying the roles and names of the people in those roles/functions.

PLEASE NOTE: A final report and financial statement (1 – 3 pages maximum) must be submitted within 60 days of the conclusion of the project or program. Failure to do so may result in rejection of any new application.

Freedom of Information and Protection of Privacy Act (FOIPPA) Information on this form is done so under the general authority of the Community Charter and FOIPPA, and is protected in accordance with FOIPPA. 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. Submissions may be included within a future publically available Council Report, which will be available for viewing on the City's website.

Community Program Development Grant Application (Spring/Summer)
Nanaimo Science and Sustainability Society – Science in the Park 2021

II. Summary of Idea

Science in the Park has been a long-running annual outdoor program in Nanaimo offered by Nanaimo Science (formerly NS3 or the Nanaimo Science and Sustainability Society) during the month of July and August.

Since our inception in 2010, Nanaimo Science has been dedicated to offering outreach activities to citizen of our city, particularly to children and their families. Our Science in the Park program has been running each year since 2012; including last year (Summer 2020) in which we were able to offer this program despite COVID restrictions.

Science in the Park offers hands-on environmental education activities related to 7 different Nanaimo-area parks, each week visiting a new location during the months of July and August. As this program is run at no cost to participants, Science in the Park offers science learning opportunities to families or groups with diverse needs and socioeconomic means in their own neighbourhoods across Nanaimo. Many of the families who participate cannot afford similar educational and/or summer experiences and make Science in the Park a year summer activity for their children. This program has had steady attendance over the past several years with 927 participants in 2020 and 1050 participants in 2019.

In 2021, we hope to continue our exploration in different parks and green spaces across Nanaimo. We have had excellent turn out at some tried-and-true locations (such as Departure Bay Beach and Bowen Park) which we will return to, but we also change some parks each year so as to ensure accessibility to families residing in diverse neighbourhoods. New locations for 2021 may include Janes Park and Loudon Park (TBC).

At each venue, we offer free science and sustainability activities tied to the location (e.g. intertidal organisms at Departure Bay, trees and invasive species at Bowen Park). We will bring in new content from the outdoor education activities we have been offering this school year including new knowledge about birds, fungi, and macroinvertebrates. We have developed new activities including:

- “The Evolution game” to explain life cycles of various organisms,
- Bio-blitz and sound maps to observe the natural surroundings,
- Expanded identification resources including dichotomous keys and photo ID charts,
- New equipment including fine mesh nets for pond dipping and digital microscopes.

In addition, we offer crafts to younger children and nature interpretation to people of all ages. At every venue, we had adults without children stop by and inquire about animals and plants they spotted on site. Tourists as well were very curious about our programming and asked about other parks in Nanaimo that would be important to visit. We were pleased to answer all questions, from children as well as adults.

Science in the Park also offered Quest Program volunteers a unique opportunity to provide science education to children. We were grateful to have 9 Quest volunteers help over the 7 weeks of our program last summer – they helped lead children through the activities, learned about the parks to help with interpretation, and also assisted with cleaning, set up and take down. Quest volunteers were so helpful and we hope to work with them again in 2021.

For 2021 we will continue to prepare to offer this program with COVID safety measures in mind. Sanitizing equipment, providing enough materials for each individual participant, and ensuring crowd management required additional resources in 2020. We limited the number of visitors to our open-sided science tent, and conducted contact tracing for all participants who visited our station. We worked with Parks and Recreation to ensure that our safety plan met Special Event standards and provided PPE/safety equipment to all of our team members, including the Quest volunteers.

12. Plans for City Fund:

We are requesting **\$3,500.00** to run Science in the Park 2021. We will be using the funds to help pay for our staff time (Outreach Educators and Executive Director) to develop and deliver the programming for Science in the Park, costs associated with the programs (e.g. supplies such as take-home print-outs, craft supplies, etc.) and safety equipment (e.g. sanitizer for the public, sanitizing cleaning supplies, masks, gloves, etc.). Additional costs including travel to the various sites and publicizing this series of events will also be partially paid for through the Community Program Development Grant.

13. How will our idea benefit Nanaimo:

Science in the Park brings families out to local parks in Nanaimo and provides a free educational activity to children. Our Outreach Educators are all university students or graduates who are able to help interpret the activities and provide additional information about the plants, animals and natural features of the park, thus raising awareness of the incredible diversity found in our parks and green spaces.

Families have counted on Science in the Park over the years to provide fun and interesting activities for their children over the summer months. The multiple years of having offered this program makes us very experienced and prepared providers who can be relied upon to deliver this series of activities even in challenging times. Further, our successful program delivery experience from Summer 2020 with COVID safety protocols, as well as other activities during the school year in partnership with Parks and Recreation, makes us a known provider of safe public programming.

14. How will our program be marketed:

Nanaimo Science has expanded our marketing efforts in 2020/21 through our new website and increased social media presence. We will be advertising Science in the Park to our followers (our reach exceeds 1,500 people regularly), through family-focused Facebook groups, and, if possible, through posters at City of Nanaimo parks.

The City of Nanaimo would continue to be noted as a partner on this event in all marketing materials, and recognition of this partnership would also be included on our website in our "Science Champions" section.

15. How we will evaluate the success of this program:

Seeing steady numbers of participants (in the 900 – 1000 range) demonstrates both a continued interest in the program as well as confidence in our safety measures. We will share the number of participant with the City of Nanaimo in our end-of-project report.

We have also seen new family subscribers to other Nanaimo Science programs as a result of discovering us at Science in the Park – we take this as a strong sign of success given the interest in our activities and the connection children make with our educators.

16. Budget for Science in the Park 2021

(See following sheets)

17. Financial Statement for our organization for the previous calendar year

(See separate document provided)

18. Organizers for event:

Elaine Parker – Nanaimo Science (Executive Director)

Jamie Phillips – Nanaimo Science (Outreach Coordinator)

PROGRAM REVENUE BUDGET

Science in the Park

Sponsored by: Nanaimo Science

YEAR		YEAR
Actual 2020	Revenue Item	Projected 2021
	<i>Earned Revenue</i>	
\$82.00	On-Site Cash Donations	\$100.00
\$82.00	Total Earned Revenue	\$100.00
	<i>Fundraising Revenue</i>	
\$350.00	Mid-Island Co-op Gas Sponsorship	\$350.00
\$500.00	Nanaimo Foundation – Neighbourhood Small Grants (Summer 2020 COVID Response)	N/A
\$250.00	Nanaimo Insurance Brokers – Science on the Move van sponsorship	\$250.00
\$1,100.00	Total Fundraising Revenue	\$600.00
	<i>Government Revenue</i>	
\$3,000.00	City of Nanaimo	\$3,500.00
\$1,500.00	BC Gaming	\$1,500.00
\$2,500.00	Canada Summer Jobs	\$2,750.00
\$7,000.00	Total Government Revenue	\$7,750.00
\$8,182.00	Total Revenues LINE A	\$8,450.00

In-Kind support:

Quest volunteers: 9 volunteers (2 per week for 4.5 of our 7 weeks) x 3 days per week x 4 hours on-site daily (at \$15.00 volunteer labour rate) = \$1,980.00 value

Additional volunteers (non-Quest): 6 volunteers x 3 days per week x 4 hours on-site daily (at \$15,00 volunteer labour rate) = \$1,080.00 value

PROGRAM EXPENSES

YEAR		YEAR
Actual 2020	Expense Item	Projected 2020
	<i>Administration & Communication Costs</i>	
\$1,960.00	Project Coordinator (60 hours @ \$28/hr) *70 hrs in 2020 due to COVID planning needs	\$1,730.00
\$4,320.00	Office staff (240 hours @ \$18/hr)	\$4,320.00
\$200.00	COVID PPE & sanitizing supplies	\$350.00
N/A	Marketing & Publicity (Facebook ad/posters)	\$100.00
\$6,480.00	Total Admin & Communication costs	\$6,500.00
	<i>Project or Program Costs</i>	
\$50.00	City of Nanaimo parks special event application fee	\$50.00
\$1,200.00	Program Supplies	\$1,200.00
\$600.00	Science on the Move van – gas & insurance	\$600.00
\$1,850.00	Total Production & Event Costs	\$1,850.00
\$8,330.00	Total Revenues LINE B	\$8,350.00
-\$148.00	NET (LINE A minus LINE B)	\$100.00

Nanaimo Science & Sustainability Society
Balance Sheet
December 31, 2019

	2019	2018
Assets		
Cash	23,689	22,176
Term deposits	-	20,254
Accounts receivable	715	-
GST receivable	142	432
Current assets	24,546	42,861
Capital assets	25,148	25,148
Total	49,694	68,009
Liabilities		
Accounts payable	-	5,546
Wages payable	1,662	-
Vacation payable	2,050	1,597
Source deductions payable	3,404	3,724
Total liabilities	7,116	10,866
Deferred revenue	6,221	19,110
Net assets	36,358	38,033
Total	49,694	68,009

Draft - for management purposes only

Nanaimo Science & Sustainability Society
Income statement
December 31, 2019

	2019	2018
Revenues		
Grants	34,425	33,633
Donations	9,092	11,184
Program fees	137,330	127,155
Memberships	30	170
Interest and other	219	450
Total revenue	181,095	172,592
Expenses		
Accounting and legal	1,946	1,761
Advertising	470	9,709
Vehicle	4,086	1,701
Bank charges and interest	452	9
Contractors	-	1,348
Donation	-	-
Fundraising	-	-
Insurance	1,912	1,855
Office	4,833	6,370
Program expenses	6,362	11,189
Rent	540	3,529
Uniforms	-	322
Wages and benefits	161,171	137,891
Travel and meals	1,000	819
Total expenses	182,771	176,502
Excess of expenses over revenues	-1,676	- 3,909
Net assets, beginning of year	38,033	41,943
Net assets, end of year	36,358	38,033

Draft - for management purposes only

Note 1 - The Society does not pay wages to any employees or contractors in excess of \$75,000.

Note 2 - The Society does not remunerate Directors.

DATE OF MEETING JANUARY 20, 2021

AUTHORED BY MICHELE DUERKSEN, SPECIAL EVENTS COORDINATOR

TRACY STUART, RECREATION COORDINATOR

SUBJECT PROPOSED BID FOR THE 2026 BC SUMMER GAMES

OVERVIEW

Purpose of Report

To request support from Council regarding the proposed bid for the 2026 BC Summer Games.

Recommendation

That the Finance and Audit Committee recommend that Council passes a resolution that the City of Nanaimo provide a bid to host 2026 BC Summer Games and that an expenditure of \$55,000 cash and \$55,000 of in-kind be included in the 2026 budget if successful.

BACKGROUND

The Government of BC and the BC Games Society are inviting communities to host the 2026 BC Summer or Winter Games. The Games are 4-day community, cultural and sporting celebrations. They provide an opportunity for athletes (generally under 18 years) to compete in an organized multi-sport event that promotes personal excellence, physical fitness and community pride. They also provide athletes a stepping-stone to prepare for higher levels of competition. Nanaimo hosted the BC Summer Games in 1985, 2002 and again in 2014.

DISCUSSION

Nanaimo has a proven history of successfully hosting BC Games. After the tremendous success of the 2014 BC Summer Games it is timely to take the skills and apply them to hosting another Summer Games in our City. The BC Summer Games involve 3,400 participants and officials and will require that same number of volunteers. The Games have an estimated direct economic impact of \$2 million dollars in the host community. The Ministry of Tourism, Arts and Culture, through the BC Games Society will provide \$625,000 for the administration and operation of the Games.

If approved by Council, a resolution will also be requested from School District #68 School Board will be included in the bid package as part of the commitment of facilities and amenities.

OPTIONS

1. That the Finance and Audit Committee recommend that Council passes a resolution that the City of Nanaimo bid to host 2026 BC Summer Games and that an expenditure of \$55,000 cash and \$55,000 of in-kind be committed if the Games are awarded.
 - The advantages of this option:
 - i. Provides a 4-day community sporting and cultural event for youth under 18.
 - ii. Provides a platform to prepare for higher levels of competition, promotes athletic excellence and personal pride.
 - iii. Substantial economic benefit of an estimated of \$2 million dollars in the host community.
 - iv. Highlights excellent city resources and facilities to residents and visitors.
 - v. Establishes a community legacy by providing equipment and enhanced capacity for future growth of sport tourism.
 - vi. Creates community pride while showcasing Nanaimo's' natural beauty.
 - vii. Unites a community of volunteers while promoting and strengthening organizational relationships.
 - The disadvantages of this option:
 - i. Commitment of staff time to assist Games Board.
 - ii. Public facility use may be limited during the Games.
 - iii. Participation may be low, post-pandemic. There could be a hesitancy to gather or volunteer in large groups.
 - iv. Unexpected costs may occur.
 - Financial Implications: A commitment of \$55,000 will be added to property taxation in 2026 and a minimum commitment of \$55,000 in-kind services and facilities. These changes will be incorporated into the 2022-2026 Financial Plan.
2. That the Finance and Audit Committee recommend that Council decline to bid to host the 2026 BC Summer Games. |

SUMMARY POINTS

- The BC Summer Games is a 4 day community sporting and cultural event for youth under 18.
- There is a substantial economic benefit of an estimated of \$2 million dollars in the host community.
- Establishes a community legacy by providing equipment and enhanced capacity for future growth of sport tourism.
- The City of Nanaimo have hosted the BC Summer Games in 1985, 2002, and 2014.
- Hosting BC Summer Games will allow the City to showcase Nanaimo and allow an economic return for future years.

Submitted by:

Michele Duerksen
Special Events Coordinator

And:

Tracy Stuart
Recreation Coordinator

Concurrence by:

Lynn Wark
Director, Recreation and Culture

And:

Richard Harding
General Manager, Parks, Recreation & Culture