



AGENDA
FINANCE AND AUDIT COMMITTEE MEETING

March 17, 2021, 9:00 AM - 12:00 PM

SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC

SCHEDULED RECESS AT 10:30 A.M.

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

5 - 10

Minutes of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2021-FEB-17, at 9:00 a.m.

5. PRESENTATIONS:

6. DELEGATIONS:

a. Peter Sinclair, Nanaimo Loaves and Fishes Food Bank, to speak regarding seeking financial support to build a new food warehouse and distribution centre.

11 - 13

7. REPORTS:

a. TK2140 Portable Radio Replacement - Fire Dispatch Transition

14 - 15

To be introduced by Tim Doyle, Fire Chief.

Purpose: To advise Council that \$58,000 has been added to year 2021 of the 2021 – 2025 Financial Plan for the replacement of Nanaimo Fire Rescue's TK2140 portable radios which are incompatible with Surrey Fire Dispatch emergency signaling technology.

- b. 2020 Budget CarryForwards** 16 - 30
- To be introduced by Shelley Legin, General Manager, Corporate Services.
- Purpose: To provide the Finance and Audit Committee with a summary of the 2020 budgets carried forward to 2021.*
- c. 2020 Surplus Allocation** 31 - 39
- To be introduced by Shelley Legin, General Manager, Corporate Services.
- Purpose: To provide the Finance and Audit Committee with information pertaining to the allocation of the 2020 operating surplus.*
- Recommendation: That the Finance and Audit Committee approve the allocation of the 2020 operating surplus as follows:
1. General Fund
 - a. Special Initiatives Reserve \$7,482,599
 - b. Property Acquisition Reserve \$1,000,000
 - Total: \$8,482,599
 2. Sewer Fund
 - a. Sewer Reserve \$589,873
 - b. Sewer Financial Stability Reserve \$28,751
 - Total: \$618,624
- d. Kal's Replay Fund** 40 - 41
- To be introduced by Shelley Legin, General Manager, Corporate Services.
- Purpose: To advise the Finance and Audit Committee that the City has submitted a grant application totaling \$28,519 to Kal Tire's RePlay Fund.*
- e. Sponsorship Asset Inventory and Valuation for the City of Nanaimo, Request for Proposals to be Issued** 42 - 45
- To be introduced by Laura Mercer, Director, Finance.
- Purpose: To inform Mayor and Council that the Request for Proposals (RFP) for Sponsorship Asset Inventory and Valuation for the City of Nanaimo will be issued later in March and to obtain any feedback on the anticipated proponent's deliverables identified in the RFP document.*
- f. Port Theater - Chiller Equipment Renewal and Low Carbon Electrification Options** 46 - 52
- To be introduced by Richard Harding, General Manager, Parks, Recreation and Culture.

Purpose: To provide information to Council on equipment renewal options for the Port Theatre, and request additional funding to support replacing the existing chiller with one of the heat pump systems recommended.

Recommendation: That the Finance and Audit Committee recommend that Council direct Staff to:

1. Proceed with installing the recommended Option A – Air Source Heat Recovery Heat Pump system to replace the existing chiller; and,
2. Increase the budget for the Port Theatre Chiller Replacement project by \$500,799 in 2021 funded by \$150,000 from the Emission Reduction Reserve and \$350,799 from the General Asset Management Reserve.

g. Serauxmen Stadium Maintenance for 2021

53 - 56

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

Purpose: To request Council's approval to amend the 2021 Parks Operations budget to include funding for additional facility and field maintenance of Serauxmen Stadium.

Recommendation: That the Finance and Audit Committee recommend that Council approve adding \$59,113 to the 2021 Parks Operations Budget for Parks and Facility Operations to conduct additional facility and field maintenance of Serauxmen Stadium, to be funded from General Revenue.

h. Beban Park Pool Improvements for 2021

57 - 60

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

Purpose: To obtain Council approval to amend the 2021-2025 Financial Plan to include funding for facility upgrades at Beban Park Pool.

Recommendation: That the Finance and Audit Committee recommend that Council amend the 2021-2025 Financial Plan to include \$255,000 in 2021 for change room and washroom upgrades at Beban Park Pool, to be funded from the Facility Development Reserve.

i. Proposed Development of a Medium-Sized Stadium at NDSS Community Field

61 - 70

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

Purpose: To obtain approval from Council regarding a phased implementation plan for the development of a medium-sized stadium at the NDSS Community Field.

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

1. The NDSS Community Field be designated as the medium-sized stadium site for the City of Nanaimo;
2. That a phased implementation plan with options and costing be developed for Council's review and consideration in making NDSS Community Field a medium-sized stadium;
3. That in development of the phased improvement plan, that shared amenities that would benefit Rotary Bowl and Serauxmen Stadium be included; and,
4. That the current Joint Use Agreement with School District #68 be updated to address any changes required of this location being a medium-sized stadium.

8. OTHER BUSINESS:

9. ADJOURNMENT:

MINUTES
FINANCE AND AUDIT COMMITTEE MEETING
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
WEDNESDAY, 2021-FEB-17, AT 9:00 A.M.

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

Absent: Councillor S. D. Armstrong

Staff: J. Rudolph, Chief Administrative Officer
R. Harding, General Manager, Parks, Recreation and Culture
D. Lindsay, General Manager, Development Services
B. Sims, General Manager, Engineering and Public Works
S. Legin, General Manager, Corporate Services
T. Doyle, A/Fire Chief (joined electronically)
A. Groot, Director, Facility and Parks Operations
L. Mercer, Director, Finance
L. Bhopalsingh, Manager, Community Planning
M. Bryson, Manager, Recreation Facilities and Custodial Services
W. Fulla, Manager, Business, Asset and Financial Planning
C. Sholberg, Community Heritage Planner
D. Stewart, Social Planner
S. Snelgrove, Deputy Corporate Officer
K. Lundgren, 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 Minutes of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2021-JAN-20, at 9:00 a.m. be adopted as circulated. The motion carried unanimously.

4. PRESENTATIONS:

- (a) Kim Smythe, President and CEO, Chamber of Commerce, provided a presentation regarding City budget and upcoming municipal tax rates. Highlights included:

- Applauded the City for the work of Council and Staff during the budget and tax deliberations
- Acknowledged the struggle of the business community resulting from the impacts of COVID-19
- BC Chamber's Mindreader Pulse Check December 2020 report indicated that Vancouver Island has the lowest level of business optimism in the province
- The Nanaimo Chamber would like to propose consideration of a temporary tax increase freeze for one year for commercial ratepayers and is asking Council to direct Staff to prepare a report with an analysis of the impacts

Committee discussion took place. Highlights included:

- Various options to be considered such as whether a tax freeze would result in loss of revenue for the City, or if the difference will be recovered in the following years
- Still time to make changes to the 2021-2025 Financial Plan
- A tax freeze wouldn't target based on need, and some businesses are more impacted by COVID-19 than others
- Important to have the information presented and explore options
- Recognizing that the City needs to raise money to support the services provided to the public
- Acknowledging the struggle of the business community, and reminder that the request is for a report to present information

It was moved and seconded that the Finance and Audit Committee recommend that Council request a report from Staff with an analysis of the impact of freezing tax increases on commercial ratepayers for one year to assist and support the business community in Nanaimo. The motion carried.

Opposed: *Councillor Brown*

5. REPORTS:

- (a) Victoria Road Pedestrian Upgrades

Bill Sims, General Manager, Engineering and Public Works, advised the Committee that Staff plan to redistribute funds to increase the scope of the Victoria Road Pedestrian Upgrades Project.

Committee discussion took place. Highlights included:

- Clarification regarding the funds available to cover the scope increase
- The financial benefit of bundling projects together
- Changes in the economy reflecting on bids and prices

(b) Provision of Barrier-Free Menstrual Products in City Facilities

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

Mike Bryson, Manager of Recreation Facilities and Custodial Services, spoke regarding a pilot project to provide free menstrual products in City facilities. Highlights included:

- Staff prepared the report in response to a motion passed at the Regular Council Meeting held 2020-NOV-02
- Pilot project to be reviewed at the end of 2021 and Staff would return to Council with an update
- Pilot project facilities chosen based on public usage
- Described the Period Promise program operated by the United Way
- Provided examples from other municipalities that have introduced similar projects
- Acknowledged the restricted use of the facilities resulting from COVID-19
- Overview of the financial implications of this project

Committee discussion took place. Highlights included:

- Clarification on what the project would look like such as the dispensers and how they would be monitored
- Risks identified by other municipalities
- Menstrual products are a basic necessity and should be made available just as toilet paper and paper towel is available
- The potential use of the Parks, Recreation and Culture budget
- Dispensers were chosen, as opposed to baskets, as they can more accurately regulate the amount of products being used
- Most City facilities have menstrual products available by request at the front counters
- The use of signage to inform the public of the products' availability in facilities
- Potentially uncomfortable situation of having to ask the front desk for these products
- Council has not received any outreach from the public for this service and suggesting that this may not be a priority for the public
- Financial implications and consideration for costs associated with potential vandalism
- More discussion needed around ensuring equity in our community
- Purpose of the pilot project is to determine if this is a path worth pursuing
- Point of view of from younger generations
- More important to address the underlying issue of individuals being uncomfortable to ask for these products
- Services provided to the unhoused population and access to menstrual products

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

1. Initiate a pilot project in 2021 funded from the Strategic Infrastructure Reserve for the supply, install, and stocking of dispensers in 26 female and universal washrooms at these locations:
 - a. the major recreation facilities:
 - i Beban Park, including Arenas, Pool, and Social Centre;
 - ii Bowen Park;
 - iii Nanaimo Aquatic Centre;
 - iv Nanaimo Ice Centre;
 - v Oliver Woods Community Centre;
 - b. Caledonia Park for shower program access;
 - c. Northfield Tourism Visitor Centre, and also,
- 2 Review use at the end of 2021 and return to Council with an update and recommendations.

The motion was defeated.

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

It was moved and seconded that Council direct Staff to make menstrual products available, upon request, at:

- Beban Park, including Arenas, Pool, and Social Centre;
- Bowen Park;
- Nanaimo Aquatic Centre;
- Nanaimo Ice Centre;
- Oliver Woods Community Centre;
- Caledonia Park for shower program access;
- Northfield Tourism Visitor Centre,

and that communication be placed in those facilities identifying their availability.

The motion carried unanimously.

Councillor Hemmens vacated the Shaw Auditorium at 10:16 a.m.

(c) Heritage Façade Grant - 315 Fitzwilliam Street

Dale Lindsay, General Manager, Development Services, spoke regarding a Heritage Façade grant for the St. Andrews United Church to replace the roof.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve a \$20,000 Heritage Façade Grant for the St. Andrew's United Church building located at 315 Fitzwilliam Street to replace the building's asphalt shingle roof. The motion carried unanimously.

(d) Other Grant - Alano Club of Nanaimo Society

Introduced by Dale Lindsay, General Manager, Development Services:

- The Alano Club of Nanaimo Society application for the 2021 Social Response Grant was initially considered ineligible; however, this was an administrative error

Councillor Hemmens returned to the Shaw Auditorium at 10:18 a.m.

- The 2021 Social Response grants have been allocated; however, there is an option to allocate \$7,000 to the Alano Club of Nanaimo Society from the Other Grant funding
- Staff have reviewed the Alano Club of Nanaimo Society application, and the applicant did not score higher than other applicants that were also not awarded the funding

Committee discussion took place regarding the criteria for the Other Grant funding.

It was moved and seconded that the Finance and Audit Committee recommend that Council deny the allocation of \$7,000 from the Other Grant funding to the Alano Club of Nanaimo Society. The motion carried.

Opposed: Councillors Brown, Geselbracht, and Turley

(e) Reallocation of \$60,000 of the ERP Replacement Project Budget from 2022 to 2021 in the 2021-2025 Financial Plan

Introduced by Shelley Legin, General Manager, Corporate Services:

- Enterprise Resource Planning (ERP) software is used to run human resource information systems, payroll and all of the City's financial systems
- Provided background information regarding SAP (the current vendor)

Committee discussion took place. Highlights included:

- Measures to avoid vendor lock-in and ensuring exit clauses within the contract to allow flexibility
- Potential cost overruns as a result of COVID-19

It was moved and seconded that the Finance and Audit Committee recommend that Council approve reallocating \$60,000 of the ERP Replacement project budget from 2022 to 2021, in the 2021-2025 Financial Plan. The motion carried unanimously.

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

Introduced by Shelley Legin, General Manager, Corporate Services.

Laura Mercer, Director, Finance, provided the Committee with the fourth quarter purchasing report. Highlights included:

- In the fourth quarter the City undertook 16 single or sole source purchases, 2 purchases in excess of \$250,000 and no instances of Procurement Policy non-compliance purchases
- Total for the year includes 60 single or sole source purchase, 17 purchases in excess of \$250,000 and no instances of Procurement Policy non-compliance purchases

6. ADJOURNMENT:

It was moved and seconded at 10:39 a.m. that the meeting terminate. The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

CORPORATE OFFICER

Delegation Request

Delegation's Information:

Peter Sinclair has requested an appearance before the Finance and Audit Committee.

City: Nanaimo

Province: BC

Delegation Details:

The requested date is March 17, 2021.

The requested meeting is:
Finance and Audit

Bringing a presentation: Yes

Details of the Presentation: Loaves and Fishes Food Bank is seeking to build a new food warehouse and distribution centre at 1861 East Wellington Rd. We are seeking financial support from the City of Nanaimo to make this facility a reality.

From: Peter Sinclair <peter@nanaimoloavesandfishes.org>
Sent: Monday, March 08, 2021 12:20 PM
To: Mayor&Council <Mayor&Council@nanaimo.ca>
Subject: Loaves and Fishes Food Bank

Dear Mayor Krog and Council,

On March 17 2021 I will be presenting on behalf of Loaves and Fishes Food Bank before the City of Nanaimo Finance Committee. The purpose of my presentation will be to request financial support for a larger food recovery warehouse to better serve the people of Nanaimo.

In 2014 the City of Nanaimo invested \$275,000 to help with the purchase of our current food recovery warehouse at 210 Fry Street. In the years since this investment, Loaves and Fishes has made over 23 million dollars worth of food available to people in need directly through our depots and free of charge to other nonprofits, schools and Indigenous Communities. This massive return on investment has benefited thousands of vulnerable people while at the same time dramatically reducing greenhouse gas emissions by keeping food out of the landfill. This success means that our current facility is no longer adequate to handle the supply of food available to our community.

To address this space constraint, we are putting together a plan to build a use specific 29,000 square foot food recovery warehouse to serve the community. We have identified 1861 East Wellington Rd as the ideal location for this facility and have recently negotiated an agreement to buy this vacant industrial land. We anticipate having short term financing in place to take possession of the land on May 7 2021. In the coming weeks we will retain the services of a design build contractor to begin drafting plans for construction of the warehouse.

We are seeking financial support from the City of Nanaimo in the amount of \$930,000 to go toward the purchase of 1861 East Wellington Rd based on the following budget:

1861 East Wellington Rd Purchase Price \$ 1,300,000.00

Confirmed RDN Contribution	\$95,000
City of Nanaimo Equity in 210 Fry	\$275,000
2021 Funding Request to City of Nanaimo	\$930,000
Total	\$1,300,000

We are in discussions with the Provincial Government to provide funding for construction of this warehouse estimated to be \$8,000,000

To help with your consideration of our request, I invite you to tour our current facility either socially distanced in person or virtually via zoom. This tour will

enable you to see first hand the essential work Loaves and Fishes does and why a larger facility is so desperately needed.

Please let me know if you have any questions or comments. I look forward to hearing from you.

Sincerely,

Peter Sinclair
Executive Director
Loaves and Fishes Community Food Bank
250 754 8347 ext 222
nanaimoloavesandfishes.org

DATE OF MEETING March 17, 2021

AUTHORED BY [Tim Doyle, Fire Chief]

SUBJECT TK2140 Portable Radio Replacement – Fire Dispatch Transition

OVERVIEW

Purpose of Report:

To advise Council that \$58,000 has been added to year 2021 of the 2021 – 2025 Financial Plan for the replacement of Nanaimo Fire Rescue's TK2140 portable radios which are incompatible with Surrey Fire Dispatch emergency signaling technology.

BACKGROUND

Emergency signaling functionality allows the user to quickly call the dispatcher for help by pressing a single easy-to-reach button on the radio set. Additionally, Unit ID allows the dispatch center to determine exactly which unit is making or receiving a call. Having routine unit ID emergency signaling information is extremely valuable for firefighters and dispatchers and therefore a highly desirable safety feature that aligns with Fire Service best practices.

One model of radio that Nanaimo Fire Rescue (NFR) uses is a TK2140 model which is an older radio and has been in production for approximately 20 years. NFR currently has 43 TK2140s in inventory. NFR first purchased this model shortly after it became available and most recently in 2015 (average age > 10 years) before transitioning to newer radios that are compatible with Surrey emergency: NX5200K2 (45) radios.

NFR's TK2140 radios are equipped with Dual-Tone Multi-Frequency signaling (DTMF); however, Surrey Dispatch employs Motorola Data Communications (MDC) 1200 emergency signaling, which is not compatible with this model.

DISCUSSION

Communications consultants have determined that the following options are available to maintain NFR's radio emergency signaling capabilities:

1. Purchase 43 new NX5200K2 radios to replace 43 older radios that are not compatible with Surrey; this includes antennas, batteries, and chargers. The cost of this option is \$58,000.
2. Use a PC-based device, designed by Surrey, to monitor the incoming audio at Surrey from Nanaimo. Upon detecting an emergency DTMF signal, this device would play a .WAV file in MDC1200 format containing the unit ID number and signaling to the Surrey consoles that an emergency button was activated. This solution is a "patch" that "translates" the DTMF signals to MDC1200 signals and would only provide notification of emergencies - not Unit ID information. The installed cost of this solution is in the order of \$7,000.

3. Modify 43 TK2140 radios for MDC1200 emergency only signaling with an additional module, not Unit ID information. For 43 radios this would cost in the order of \$10,000.

To be clear, these options are not an equal comparison due to numerous variables. Firstly, Options Two and Three are adaptations that only provide patch fixes for emergency signaling. Secondly, these options necessitate investing funds into radios that are at/or approaching end-of-life. Lastly, in terms of reliability, Option Two and Three are considered medium risk because both options are theoretical and have not been tested. If the modifications were successful, they still would not provide enough information regarding the origin of the rescue request or when that request was made.

The consultant highly recommends Option One. This option aligns NFR's radios uniformly with Surrey's emergency signaling technology. The radios that are incompatible with Surrey's technology could be repurposed for training.

The funding for these radios will come from the Asset Management Reserve Fund,

SUMMARY POINTS

- Emergency signaling button allows the user to quickly call the dispatcher for help by pressing a single easy-to-reach button on the radio set. Additionally, Unit ID allows the dispatch center to determine exactly which unit is making or receiving a call.
- Nanaimo Fire Rescue's TK2140 portable radios are incompatible with Surrey Fire Dispatch emergency signaling technology.
- Three options were suggested by Surrey's communication consultant; however, the Consultant suggested that replacement is the lowest risk option.

Submitted by:

Tim Doyle
Fire Chief

Concurrence by:

Laura Mercer
Director of Finance

Jake Rudolph
Chief Administrative Officer

DATE OF MEETING MARCH 17, 2021

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

SUBJECT 2020 BUDGET CARRYFORWARDS

OVERVIEW

Purpose of Report:

To provide the Finance and Audit Committee with a summary of the 2020 budgets carried forward to 2021.

BACKGROUND

At the end of each year where a project has not been completed or where a project was delayed/not started, budgets are carried forward to the following year.

Unspent project budgets funded from general revenue contribute to operating surplus and unspent project budgets funded from reserves are returned to reserves to fund future projects.

Projects that are delayed or not started at year-end and are not anticipated to be undertaken in the following year are not carried forward.

DISCUSSION

Total carryforwards from 2020 to 2021 were \$34,740,905, \$34,451,242 for projects and \$289,663 for operating.

Breakdown of Significant Carryforwards:

Project	Amount	Project Status
VICC Auto Visual Upgrade Project	\$ 1,121,967	In Progress
SARC Modifications Project	873,092	In Progress*
Boxwood Connector & Utility Project	947,588	In Progress
Downtown Cycle & Rehab Project	1,046,609	In Progress
Metral Drive Complete Street Corridor	4,419,372	In Progress
Multiple Fleet Replacement Purchases	1,430,772	In Progress (6)/Not Started (4)
Comox Area Sanitary Sewer Project	1,442,352	In Progress
Fire Station #1	1,238,850	In Progress
Two Fire Apparatus Replacements	1,991,460	In Progress
Gallows Point Dock Project	628,000	In Progress
NAC Roof Phase 2	644,782	In Progress
Total	\$ 15,784,844	

*Budget was increased \$150,000 as part of the carryforward process and funded from completed or cancelled projects.

A breakdown of all carryforwards is provided in the table below:

Division	Department/Area	2020 Budget	Total Cfw	Project Status of Cfwds by \$'s		
				Substantially Completed	In Progress	Delayed/Not Started
Administration	CAO Office	100,000	100,000	-	-	100,000
	Human Resource	22,950	1,000	-	-	1,000
	Legislative Services	67,054	18,072	-	4,572	13,500
	Total Administration	190,004	119,072	-	4,572	114,500
Corporate Services	Civic Facilities	847,612	873,092	-	873,092	-
	Emergency Management	41,975	32,163	-	7,163	25,000
	Financial Services	93,648	17,448	-	17,448	-
	IT	1,313,983	798,149	3,450	432,870	361,829
	Police Services	470,345	119,596	-	108,046	11,550
	PoNC/VICC	1,204,443	1,141,167	-	1,121,967	19,200
	Total Corporate Services	3,972,006	2,981,615	3,450	2,560,586	417,579
Development Services	Bylaw & Parking	1,235,903	196,971	-	171,671	25,300
	Community Planning	1,261,413	574,552	-	574,552	-
	Development	205,300	-	-	-	-
	Economic Development	100,000	6,884	-	6,884	-
	Environment	251,854	159,003	-	159,003	-
	Real Estate	3,697,106	444,726	-	319,726	125,000
	Social Planning	961,365	330,246	-	35,000	295,246
	Total Development Services	7,712,941	1,712,382	-	1,266,836	445,546
ENG PW	ENG PW	25,267,428	12,050,665	494,886	10,729,493	826,286
	Sewer	10,994,204	4,462,374	105,842	3,080,878	1,275,654
	Water	22,182,819	4,719,079	518,024	3,503,055	698,000
	Total ENG PW	58,444,451	21,232,118	1,118,752	17,313,426	2,799,940
Nanaimo Fire Rescue	FireComm	145,320	-	-	-	-
	Nanaimo Fire Rescue	8,332,275	3,524,206	-	3,458,991	65,215
	Total Nanaimo Fire Rescue	8,477,595	3,524,206	-	3,458,991	65,215
Parks and Recreation	Aquatics	2,441,474	1,199,310	26,647	801,281	384,350
	Arenas	199,678	93,033	2,043	33,770	57,220
	Civic Properties	132,947	67,463	-	67,463	-
	Community Development	200,000	-	-	-	-
	Culture	968,838	773,951	130,502	396,749	246,700
	Facilities	778,965	281,259	-	281,259	-
	Parks Ops	6,519,600	2,047,650	44,522	1,574,109	391,799
	Recreation	1,033,787	419,183	22,196	226,200	195,039
	Total Parks, Recreation and Culture	12,275,289	4,881,849	225,910	3,380,831	1,275,108
Total All		91,072,286	34,451,242	1,348,112	27,985,242	5,117,888
% of Total Carried Forward				4%	81%	15%

Included with the report are two attachments, one which provides a breakdown of project carryforwards by department with funding source and one which provides a detailed breakdown of projects carried forward.

On Attachment A, please note there were three internal orders (IOs) created in 2021 with no accompanying budget related to the City's response to COVID-19: Pandemic Response, Parks Ambassadors and Water Safety Team. Claims were submitted to Emergency Management BC for a portion (\$86,829) of the costs incurred under the Pandemic Response IO. The remaining costs as well as the costs of the other two IOs was funded from the COVID-19 Restart Grant the City received in the late fall of 2020.

SUMMARY POINTS

- Each year, budgets for projects that are still in progress or were delayed/not started are carried forward to the following year.
- Total carryforwards from 2020 to 2021 were \$34,740,905, \$34,451,242 for projects and \$289,663 for operating.

ATTACHMENTS

Attachment A – 2020 Projects Carryforward Breakdown by Department with Funding Sources

Attachment B – 2020 Carryforward Breakdown by Project |

Submitted by:

Wendy Fulla
Manager, Business, Asset and Financial
Planning |

Concurrence by:

Laura Mercer
Director, Finance

Shelley Legin
General Manager Corporate Services |

Attachment A
2020 Carryforward Analysis

Division/Department	Project Type	2020 Budget	Expenditures	Budget Surplus/(Deficit)	%
PROJECTS					
Administration					
CAO Office	Internal Orders	100,000	-	100,000	100%
Human Resources	Internal Orders	22,950	17,256	5,694	25%
Legislative Services	Internal Orders	67,054	49,528	17,526	26%
Total Administration		190,004	66,784	123,220	
Corporate Services					
Corporate Civic Facilities	Internal Orders	57,332	34,241	23,091	40%
	Capital	790,280	29,908	760,372	96%
Emergency Management	Internal Orders	41,975	8,844	33,131	79%
Financial Services	Internal Orders	93,648	69,832	23,816	25%
IT	Internal Orders	562,624	288,710	273,914	49%
	Capital	751,359	68,128	683,231	91%
Police Services	Internal Orders	470,345	121,951	348,394	74%
PoNC/VICC	Internal Orders	6,000	6,000	-	0%
	Capital	1,198,443	51,487	1,146,956	96%
Total Corporate Services		3,972,006	679,101	3,292,905	
Development Services					
Development Approvals					
Development	Internal Orders	27,100	27,018	82	0%
	Capital	178,200	179,664	(1,464)	-1%
Environment	Internal Orders	251,854	84,366	167,488	67%
Community Development					
Bylaw & Parking	Internal Orders	132,478	42,086	90,392	68%
	Capital	1,103,425	942,129	161,296	15%
Community Planning	Internal Orders	1,261,413	676,929	584,484	46%
Economic Development	Internal Orders	100,000	93,116	6,884	7%
Social Planning	Internal Orders	961,365	601,993	359,372	37%
Real Estate	Capital	3,697,106	2,027,026	1,670,080	45%
Total Development Services		7,712,941	4,674,327	3,038,614	
ENGPW					
ENGPW	Internal Orders	3,083,056	1,090,388	1,992,668	65%
	Capital	22,184,372	9,726,082	12,458,290	56%
Sewer	Internal Orders	1,387,723	848,633	539,090	39%
	Capital	9,606,481	4,927,930	4,678,551	49%
Water	Internal Orders	2,588,270	910,213	1,678,057	65%
	Capital	19,594,549	8,939,764	10,654,785	54%
Total ENGPW		58,444,451	26,443,010	32,001,441	
Nanaimo Fire Rescue					
NFR	Internal Orders	318,485	296,523	21,962	7%
	Capital	8,013,790	4,566,711	3,447,079	43%
FireComm	Internal Orders	145,320	89,839	55,481	38%
Total Nanaimo Fire Rescue		8,477,595	4,953,073	3,524,522	

Amount Cwfd	Funding Source of Carryforward				Variance After Cwfds
	General Revenues	General Reserves	Stat Reserves	Other ¹	
100,000		100,000			-
1,000	1,000				4,694
18,072		4,248	13,500	324	(546)
119,072	1,000	104,248	13,500	324	4,148
					23,091
873,092	150,000	723,092			(112,720)
32,163				32,163	968
17,448	10,023	7,425			6,368
114,918	8,500		106,418		158,996
683,231		156,080	527,151		-
119,596	119,596				228,798
					-
1,141,167		1,141,167			5,789
2,981,615	288,119	2,027,764	633,569	32,163	311,290
					82
					(1,464)
159,003	17,750	35,029	98,250	7,974	8,485
57,246			57,246		33,146
139,725			139,725		21,571
574,552	100,000	185,434	176,773	112,345	9,932
6,884	6,884				-
330,246	100,000	195,246	35,000		29,126
444,726			319,726	125,000	1,225,354
1,712,382	224,634	415,709	826,720	245,319	1,326,232
1,714,023	1,031,852	394,026	285,145	3,000	278,645
10,336,642	602,320	1,040,637	8,498,685	195,000	2,121,648
436,641		392,561	44,080		102,449
4,025,733		2,429,997	807,517	788,219	652,818
853,196		755,696	97,500	-	824,861
3,865,883		3,155,881	710,002		6,788,902
21,232,118	1,634,172	8,168,798	10,442,929	986,219	10,769,323
79,896	79,896				(57,934)
3,444,310			2,205,460	1,238,850	2,769
-					55,481
3,524,206	79,896	-	2,205,460	1,238,850	316

Attachment A
2020 Carryforward Analysis

Division/Department	Project Type	2020 Budget	Expenditures	Budget Surplus/(Deficit)	%
Parks, Recreation and Culture					
<i>Facilities and Park Ops</i>					
Facilities	Internal Orders	778,965	472,040	306,925	39%
Civic Properties	Capital	132,947	65,484	67,463	51%
Parks	Internal Orders	1,203,396	690,246	513,150	43%
	Capital	5,316,204	3,394,040	1,922,164	36%
<i>Recreation and Culture</i>					
Recreation	Internal Orders	537,466	343,927	193,539	36%
	Capital	496,321	107,969	388,352	78%
Aquatics	Internal Orders	617,455	375,278	242,177	39%
	Capital	1,824,019	726,584	1,097,435	60%
Arenas	Internal Orders	89,253	18,380	70,873	79%
	Capital	110,425	70,661	39,764	36%
Culture	Internal Orders	296,353	96,885	199,468	67%
	Capital	672,485	72,751	599,734	89%
Community Development	Internal Orders	200,000	-	200,000	0%
Total Parks, Recreation and Culture		12,275,289	6,434,245	5,841,044	
COVID - 19 ²					
Pandemic Response	Internal Orders		581,739	(581,739)	
Parks Ambassadors	Internal Orders		114,058	(114,058)	
Water Safety Team	Internal Orders		27,592	(27,592)	
Total COVID - 19 Internal Orders		-	723,389	(723,389)	
	Internal Orders	15,401,880	8,077,611	7,324,269	48%
	Projects	75,670,406	35,896,318	39,774,088	53%
Total Projects		91,072,286	43,973,929	47,098,357	52%
Cost Centres					
	CAO Office				
	Economic Development				
	Nanaimo Fire Rescue				
	Other Grants - Rent Bank				
Total Cost Centres					
Grand Total - All		91,072,286	43,973,929	47,098,357	

Amount Cwfd	Funding Source of Carryforward				Variance After Cwfds
	General Revenues	General Reserves	Stat Reserves	Other ¹	
281,259	233,445	47,814			25,666
67,463	67,463				-
414,211	269,034	145,177			98,939
1,633,439	379,116	129,802	1,048,078	76,443	288,725
152,573	121,186		22,958	8,429	40,966
266,610		22,400	244,210		121,742
147,341	2,250	14,973	130,118		94,836
1,051,969		70,784	981,185		45,466
70,873	2,043		68,830		-
22,160			22,160		17,604
222,326	28,753	154,773	38,800		(22,858)
551,625		7,400	544,225		48,109
					200,000
4,881,849	1,103,290	593,123	3,100,564	84,872	959,195
					(581,739)
					(114,058)
					(27,592)
-	-	-	-	-	(723,389)
5,903,467	2,132,212	2,432,402	1,174,618	164,235	1,420,802
28,547,775	1,198,899	8,877,240	16,048,124	2,423,512	11,226,313
34,451,242	3,331,111	11,309,642	17,222,742	2,587,747	12,647,115
15,000	15,000				
171,160	171,160				
12,900			12,900		
90,603			90,603		
289,663	186,160	-	103,503	-	
34,740,905	3,517,271	11,309,642	17,326,245	2,587,747	

¹Private contributions, grants, borrowing, sale of assets

² COVID-19 Restart Grant used to fund Parks Ambassadors, Water Safety Team and Pandemic Response costs not covered by Emergency Management BC

Attachment B
2020 Project Budget Carryforwards Details

Division	Department	Internal Order/ Capital Project #	Description	Budget	Actuals	Remaining Budget	Status at December 31, 2020 ¹	Cfwd to 2021 ^{2,3}
Administration	Administration	20195	Sponsorship Project	100,000	-	100,000	Not Started	100,000
Administration	Human Resources	20103	HR: Furniture and Equipment	5,900	2,625	3,275	Not Started	1,000
Administration	Legislative Services	20174	Council Strategic Plan	10,000	5,752	4,248	In Progress	4,248
Administration	Legislative Services	20191	Toward Parity Grant	5,000	4,676	324	In Progress	324
Administration	Legislative Services	20176	Public Engagement	13,500	-	13,500	Not Started	13,500
Total Administration				134,400	13,053	121,347		119,072
Corporate Services	Corporate Facilities	P-2959	SARC: Modifications	753,000	29,908	723,092	In Progress	873,092
Corporate Services	Emergency Measures	30084	Emergency Management: Furniture and Equipment	30,975	5,007	25,968	Not Started	25,000
Corporate Services	Emergency Measures	30172	Cdn Hazards Emergency Response & Prep	11,000	3,837	7,163	In Progress	7,163
Corporate Services	Financial Services	20081	User Fee Review	7,425	-	7,425	In Progress	7,425
Corporate Services	Financial Services	20189	Social Procurement Strategy	69,000	58,977	10,023	In Progress	10,023
Corporate Services	IT	20154	Network Switches	20,436	18,638	1,798	Substantially Complete	3,450
Corporate Services	IT	20185	VMWare Horizon	63,760	53,177	10,583	In Progress	10,583
Corporate Services	IT	20186	Dual ISP Implementation	9,800	-	9,800	In Progress	9,800
Corporate Services	IT	20188	Anti-Malware Software	31,668	5,955	25,713	In Progress	15,235
Corporate Services	IT	20198	5G Strategy Study	8,500	-	8,500	In Progress	8,500
Corporate Services	IT	P-2500	Budgeting Software: FP & A	200,000	8,920	191,080	In Progress	191,080
Corporate Services	IT	P-2714	Enterprise Content Management	256,880	59,208	197,672	In Progress	197,672
Corporate Services	IT	P-2717	Corporate File Storage	171,400	-	171,400	Not Started	171,400
Corporate Services	IT	P-2718	Network Server: Backup Nimmo SARC	57,331	-	57,331	Not Started	57,331
Corporate Services	IT	P-2718	Network Server: Backup Server SARC	18,554	-	18,554	Not Started	18,554
Corporate Services	IT	P-2718	Network Server: Tape Library Commavault SARC	47,194	-	47,194	Not Started	47,194
Corporate Services	IT	20184	Assetworks Upgrade	67,350	-	67,350	Delayed	67,350
Corporate Services	Police Svcs	30026	Police Operations Building: HVAC	20,500	6,500	14,000	In Progress	14,000
Corporate Services	Police Svcs	30178	Civic Precinct Strategy	120,000	50,000	70,000	In Progress	70,000
Corporate Services	Police Svcs	30181	Police Annex: Renos 2020	42,000	17,954	24,046	In Progress	24,046
Corporate Services	Police Svcs	30164	Police Annex: Structure	11,550	-	11,550	Not Started	11,550
Corporate Services	PoNC/VICC	P-2958	VICC: Audio Visual Upgrades	1,163,000	41,033	1,121,967	In Progress	1,121,967
Corporate Services	PoNC/VICC	P-2958	VICC Facility Amenities: Convection Oven	19,200	-	19,200	Not Started	19,200
Total Corporate Services				3,200,523	359,114	2,841,409		2,981,615
Development Services	Community Planning	30085	Official Community Plan (OCP) Update	381,263	216,542	164,721	In Progress	164,721
Development Services	Community Planning	30159	Waterfront Walkway Feasibility Study	233,136	112,423	120,713	In Progress	120,713
Development Services	Community Planning	30165	Community Action Sustainability Plan Update	75,000	-	75,000	In Progress	75,000
Development Services	Community Planning	30168	Diana Krall Plaza Redevelopment Plan	20,000	10,000	10,000	In Progress	10,000
Development Services	Community Planning	30174	#1 Port Drive Redevelopment	300,000	187,654	112,346	In Progress	112,345
Development Services	Community Planning	40379	Downtown Way-Finding Signage	117,546	25,773	91,773	In Progress	91,773
Development Services	Economic Development	20179	Economic Development Strategy	100,000	93,116	6,884	In Progress	6,884
Development Services	Environment	40134	Burn It Smart Woodstove Exchange Program	15,774	7,800	7,974	In Progress	7,974
Development Services	Environment	40285	Energy Step Code Education & Rebate Program	39,267	4,238	35,029	In Progress	35,029
Development Services	Environment	40377	Watercourse Restoration and Enhancement Pgm	36,193	18,443	17,750	In Progress	17,750
Development Services	Environment	40387	CleanBC Better Homes Rebate Program	100,000	1,750	98,250	In Progress	98,250
Development Services	Parking	30117	Parking Strategy: Downtown	5,975	3,124	2,851	In Progress	2,851
Development Services	Parking	30175	PoNC Parkade: Fire Door	29,095	-	29,095	In Progress	29,095
Development Services	Parking	P-2208	Parking Equipment: Hospital Area	139,725	-	139,725	In Progress	139,725
Development Services	Parking	30094	Harbourfront Parkade: Mechanical	13,200	-	13,200	Not Started	13,200
Development Services	Parking	30095	PoNC Parkade: Mechanical	12,100	-	12,100	Not Started	12,100

Attachment B
2020 Project Budget Carryforwards Details

Division	Department	Internal Order/ Capital Project #	Description	Budget	Actuals	Remaining Budget	Status at December 31, 2020 ¹	Cfwd to 2021 ^{2,3}
Development Services	Real Estate	P-3104	Property Acquisitions: Seaspan Ferries Right of Way	67,281	14,961	52,320	In Progress	62,320
Development Services	Real Estate	P-4216	Waterfront Walkway: #1 Port Drive	268,493	11,087	257,406	In Progress	257,406
Development Services	Real Estate	P-4216	Waterfront Walkway: Nanaimo Yacht Club - Design	125,000	-	125,000	Not Started	125,000
Development Services	Social Planning	30100	Housing First Rent Supplement	35,000		35,000	In Progress	35,000
Development Services	Social Planning	30145	Day-time Drop In Centre	295,246	-	295,246	Not Started	295,246
Total Development Services				2,409,294	706,911	1,702,383		1,712,382
ENGPW	ENGPW - General	50047	Storm Studies/Predesign	6,000	-	6,000	In Progress	6,000
ENGPW	ENGPW - General	50048	Drainage: Infrastructure Condition Assessment Program	164,901	161,512	3,389	In Progress	3,389
ENGPW	ENGPW - General	50181	Drainage Infra Monitoring Calibration	20,753	12,837	7,916	In Progress	7,916
ENGPW	ENGPW - General	50000	Eng Srvcs: Furniture and Equipment Replacement	22,000	14,283	7,717	In Progress	856
ENGPW	ENGPW - General	50040	Alternate Transp Education & Marketing	23,744	10,739	13,005	In Progress	13,005
ENGPW	ENGPW - General	50057	Fill Deposit Sites	15,000	12,431	2,569	In Progress	2,569
ENGPW	ENGPW - General	50082	Wellcox Yard Trestle Maintenance	125,000	16,310	108,690	In Progress	108,690
ENGPW	ENGPW - General	50100	SNIC Equipment	8,500	-	8,500	In Progress	8,500
ENGPW	ENGPW - General	50113	Transportation Model Recalibration	50,000	3,744	46,256	In Progress	46,256
ENGPW	ENGPW - General	50137	Transportation Population Projection Study	72,621	30,550	42,071	In Progress	42,071
ENGPW	ENGPW - General	50140	DCC SD66: Citywide Drainage Studies	137,794	42,851	94,943	In Progress	94,943
ENGPW	ENGPW - General	50155	Purchasing: Lunch Room	25,527	1,720	23,807	In Progress	23,807
ENGPW	ENGPW - General	50165	DCC R71 Cranberry Alignment Study	100,000	22,146	77,854	In Progress	77,854
ENGPW	ENGPW - General	50172	Rapid Bus Corridor Study	90,000	10,000	80,000	In Progress	80,000
ENGPW	ENGPW - General	50173	Update Pedestrian Improvement Prioritization	60,000	17,051	42,949	In Progress	42,949
ENGPW	ENGPW - General	50174	Update Safer School Travel Plan	43,745	3,758	39,988	In Progress	39,988
ENGPW	ENGPW - General	50184	Traffic Engineering Software	60,000	-	60,000	In Progress	60,000
ENGPW	ENGPW - General	50185	City Wide Lighting Study	51,576	5,000	46,576	In Progress	46,576
ENGPW	ENGPW - General	50187	Active Transportation Data Collection	90,000	38,306	51,694	In Progress	51,694
ENGPW	ENGPW - General	50188	Active Transportation Master Plan	175,000	59,926	115,074	In Progress	115,074
ENGPW	ENGPW - General	50189	Signage Replacement Software	24,000	16,716	7,284	In Progress	7,284
ENGPW	ENGPW - General	50190	Traffic Signal Management Software	150,000	15,000	135,000	In Progress	135,000
ENGPW	ENGPW - General	50192	APL General Products Review	4,089	2,359	1,730	In Progress	1,730
ENGPW	ENGPW - General	50193	Wall St/Curling Club Crosswalk - PED	15,000	-	15,000	In Progress	15,000
ENGPW	ENGPW - General	50199	Transportation Network Review	23,000	7,605	15,395	In Progress	15,395
ENGPW	ENGPW - General	50204	Single Use Check Out Bags	13,823	-	13,823	In Progress	13,823
ENGPW	ENGPW - General	50214	Howard and 7th Detention Pond Study	50,000	1,017	48,983	In Progress	48,983
ENGPW	ENGPW - General	50221	5100 Block Lost Lake Road Stability Review	100,000	48,654	51,346	In Progress	51,346
ENGPW	ENGPW - General	50225	Metral Drive Ph 2 Drainage Study	65,000	55,520	9,480	In Progress	9,480
ENGPW	ENGPW - General	50226	4781 Hammond Bay Cost Share Road Works	25,000	10,381	14,619	In Progress	14,619
ENGPW	ENGPW - General	50227	Downtown Sidewalks/Tree Repairs	40,000	4,730	35,270	In Progress	35,270
ENGPW	ENGPW - General	50233	Departure Bay: Buffered Bike Lane	40,000	2,923	37,077	In Progress	37,077
ENGPW	ENGPW - General	50234	Boxwood Walking Shoulder	45,000	-	45,000	In Progress	45,000
ENGPW	ENGPW - General	50235	Georgia Slow Street	85,000	9,317	75,683	In Progress	75,683
ENGPW	ENGPW - General	50240	PW Facility: Conceptual Design	200,000	-	200,000	In Progress	203,620
ENGPW	ENGPW - General	50243	CAD to GIS Data Conversion	12,000	-	12,000	In Progress	12,000
ENGPW	ENGPW - General	50244	Lenhart Bridge Concept Design	16,500	-	16,500	In Progress	16,500
ENGPW	ENGPW - General	P-5010	Victoria Rd Rehab: Esplanade	604,346	465,983	138,363	In Progress	138,363
ENGPW	ENGPW - General	P-5014	Transportation Equipment: Flat Deck Trailer	35,000	-	35,000	In Progress	35,000
ENGPW	ENGPW - General	P-5060	Fleet Replacement: Unit #231	170,000	-	170,000	In Progress	170,000

Attachment B
2020 Project Budget Carryforwards Details

Division	Department	Internal Order/ Capital Project #	Description	Budget	Actuals	Remaining Budget	Status at December 31, 2020 ¹	Cfwd to 2021 ^{2,3}
ENGPW	ENGPW - General	P-5060	Fleet Replacement: Unit #270	65,000	7,228	57,772	In Progress	57,772
ENGPW	ENGPW - General	P-5060	Fleet Replacement: Unit #405	300,000	-	300,000	In Progress	300,000
ENGPW	ENGPW - General	P-5060	Fleet Replacement: Unit #409	169,000	-	169,000	In Progress	169,000
ENGPW	ENGPW - General	P-5060	Fleet Replacement: Unit #410	169,000	-	169,000	In Progress	169,000
ENGPW	ENGPW - General	P-5060	Fleet Replacement: Unit #565	130,000	-	130,000	In Progress	100,000
ENGPW	ENGPW - General	P-5157	DCC R85 Boxwood Connector	1,166,962	469,618	697,344	In Progress	697,344
ENGPW	ENGPW - General	P-5164	DCC R49 Northfield Rd: Bowen to Boxwood	70,000	-	70,000	In Progress	70,000
ENGPW	ENGPW - General	P-5193	DCC SD60: Northfield Creek - Boxwood Connector Pond DR Ph 1	106,329	52,085	54,244	In Progress	54,244
ENGPW	ENGPW - General	P-5200	Front St. @ Port Dr. PED Crossing	110,000	12,832	97,168	In Progress	97,168
ENGPW	ENGPW - General	P-5200	Victoria @ Esplanade PED Crossing	99,000	-	99,000	In Progress	99,000
ENGPW	ENGPW - General	P-5200	Waddington @ St. George PED Crossing	156,000	-	156,000	In Progress	156,000
ENGPW	ENGPW - General	P-5201	Comox Rd: Pine St to Wallace St - CYC	15,000	-	15,000	In Progress	15,000
ENGPW	ENGPW - General	P-5210	SNIC Equip: Anti-Icing Tank (Unit #6146)	28,000	-	28,000	In Progress	28,000
ENGPW	ENGPW - General	P-5210	SNIC Equip: Front Plow Replacement	28,000	8,673	19,327	In Progress	18,000
ENGPW	ENGPW - General	P-5210	SNIC Equip: Sanders (Unit #6097)	35,000	-	35,000	In Progress	35,000
ENGPW	ENGPW - General	P-5221	Metral DR: Turner to Mostar	705,000	178,192	526,808	In Progress	526,808
ENGPW	ENGPW - General	P-5221	Metral Drive Streetlights	241,500	51,375	190,125	In Progress	190,125
ENGPW	ENGPW - General	P-5221	Metral Rehab: Tulip - Metral to End	44,000	14,080	29,920	In Progress	29,920
ENGPW	ENGPW - General	P-5221	Metral Rehab: Turner to Dublin Way	330,000	70,640	259,360	In Progress	259,360
ENGPW	ENGPW - General	P-5221	Metral: Turner to Mostar - Cycling	2,038,000	504,119	1,533,881	In Progress	1,533,881
ENGPW	ENGPW - General	P-5221	Metral: Turner to Mostar Sidewalk	1,367,753	407,867	959,886	In Progress	959,886
ENGPW	ENGPW - General	P-5221	Metral: Turner to Mostar Stop Upg & Trn	79,137	40,214	38,923	In Progress	38,923
ENGPW	ENGPW - General	P-5227	Construction Maintenance Equip: Trench Cage	12,000	-	12,000	In Progress	12,838
ENGPW	ENGPW - General	P-5231	Campbell DR: 125 Campbell to Terminal - Design	30,000	-	30,000	In Progress	30,000
ENGPW	ENGPW - General	P-5231	Terminal Sidewalk: Campbell to Wentworth	114,973	-	114,973	In Progress	114,973
ENGPW	ENGPW - General	P-5231	Terminal Sidewalk: Commercial to Gordon	79,386	-	79,386	In Progress	79,386
ENGPW	ENGPW - General	P-5231	Terminal Sidewalk: Gordon to Esplanade	79,386	-	79,386	In Progress	79,386
ENGPW	ENGPW - General	P-5231	Terminal Trench DR: Commercial to Comox - Design	40,000	-	40,000	In Progress	40,000
ENGPW	ENGPW - General	P-5239	Bastion St/Commercial St - Intersection Upgrade	50,000	3,124	46,876	In Progress	46,876
ENGPW	ENGPW - General	P-5239	Downtown Cycling Loop: Comox to Victoria Cres	483,733	82,236	401,497	In Progress	401,497
ENGPW	ENGPW - General	P-5239	Front Rehab: Terminal to Gabriola Ferry	618,800	20,564	598,236	In Progress	598,236
ENGPW	ENGPW - General	P-5246	Stewart Ave@Rosehill: PED Crossing Islands	29,500	-	29,500	In Progress	29,500
ENGPW	ENGPW - General	P-5246	Stewart Ave@Townsite: PED Crossing Islands	29,500	-	29,500	In Progress	29,500
ENGPW	ENGPW - General	P-5247	DCC SD57 Wexford Creek DR: Channel Construction on Twelfth - Ph 1	89,000	20,422	68,578	In Progress	68,578
ENGPW	ENGPW - General	P-5247	DCC SD57 Wexford Creek DR: Lawlor @ Eleventh and Twelfth @ Lawlor Intersection - Ph 2	115,000	15,884	99,116	In Progress	99,116
ENGPW	ENGPW - General	P-5247	DCC SD57 Wexford Creek DR: Twelfth @ Quinn Ph 1	54,000	9,076	44,924	In Progress	44,924
ENGPW	ENGPW - General	P-5253	Albert: Dunsmuir to Cat Stream and Catstream to Harewood - Cycling - Design	98,840	34,518	64,322	In Progress	64,322
ENGPW	ENGPW - General	P-5253	Fourth DR: Chesterlea to Pine - Design	55,000	19,168	35,832	In Progress	35,832
ENGPW	ENGPW - General	P-5253	Stirling DR: Fourth to South Alley - Design	30,000	10,462	19,538	In Progress	19,538
ENGPW	ENGPW - General	P-5260	Third St DR: Howard to Georgia	40,000	-	40,000	In Progress	40,000
ENGPW	ENGPW - General	P-5269	LED Street Light Conversion Phase 3	400,000	315,023	84,977	In Progress	84,977
ENGPW	ENGPW - General	P-5271	DCC R90 Third St: Georgia Ave to Howard Ave - Sidewalk	50,000	-	50,000	In Progress	50,000

Attachment B
2020 Project Budget Carryforwards Details

Division	Department	Internal Order/ Capital Project #	Description	Budget	Actuals	Remaining Budget	Status at December 31, 2020 ¹	Cfwd to 2021 ^{2,3}
ENGPW	ENGPW - General	P-5273	Bowen Road Rehab: Island Highway to Labieux	1,409,950	1,341,682	68,268	In Progress	68,268
ENGPW	ENGPW - General	P-5278	Haliburton St: Chase River Rd to 967 Haliburton - Cycling	231,997	113,375	118,622	In Progress	118,622
ENGPW	ENGPW - General	P-5278	Haliburton St: Chase River Rd to 967 Haliburton - PED	325,998	94,961	231,037	In Progress	231,037
ENGPW	ENGPW - General	P-5280	Holland DR: 221/225 Holland - Design	20,000	-	20,000	In Progress	20,000
ENGPW	ENGPW - General	P-5297	Mary Ellen Dr Pedestrian Improvements: PED Beacons	15,000	-	15,000	In Progress	15,000
ENGPW	ENGPW - General	P-5297	Mary Ellen Dr Pedestrian Improvements: Traffic Calming	180,000	-	180,000	In Progress	180,000
ENGPW	ENGPW - General	P-5299	White St DR: Pryde to Millstone	345,000	6,791	338,209	In Progress	338,209
ENGPW	ENGPW - General	P-5299	White St RHB: Pryde Ave to End	62,000	810	61,190	In Progress	61,190
ENGPW	ENGPW - General	P-5305	Boundary Ave and Dufferin Crescent Controller Upgrade	50,000	-	50,000	In Progress	50,000
ENGPW	ENGPW - General	P-5325	Seabold & Ptarmigan Intersection Drainage	150,000	34,728	115,272	In Progress	115,272
ENGPW	ENGPW - General	P-5331	Bowen Park Trailway Lighting	8,500	3,825	4,675	In Progress	4,675
ENGPW	ENGPW - General	50036	Integrated Survey Control Monuments	16,000	13,000	3,000	Not Started	3,000
ENGPW	ENGPW - General	50183	Wall St Box Culvert Structural Assessment	10,000	-	10,000	Not Started	10,000
ENGPW	ENGPW - General	50222	Traffic Signal Tech Equip	11,900	-	11,900	Not Started	11,900
ENGPW	ENGPW - General	50232	Road Rehab: Cost Share Rockwood Heights Ph 4	15,000	-	15,000	Not Started	15,000
ENGPW	ENGPW - General	50239	2393 Barclay Cost Share	19,000	-	19,000	Not Started	19,000
ENGPW	ENGPW - General	P-5014	Transportation Equipment: Air Compressor	18,000	-	18,000	Not Started	18,000
ENGPW	ENGPW - General	P-5014	Transportation Equipment: Curbuilder	14,500	-	14,500	Not Started	14,500
ENGPW	ENGPW - General	P-5057	Shop Equip: Rotary 2 Post Hoist	25,000	-	25,000	Not Started	25,000
ENGPW	ENGPW - General	P-5060	Fleet Replacement: Unit #249	60,000	-	60,000	Not Started	60,000
ENGPW	ENGPW - General	P-5060	Fleet Replacement: Unit #416	100,000	-	100,000	Not Started	100,000
ENGPW	ENGPW - General	P-5060	Fleet Replacement: Unit #572	120,000	-	120,000	Not Started	120,000
ENGPW	ENGPW - General	P-5060	Fleet Replacement: Unit #573	185,000	-	185,000	Not Started	185,000
ENGPW	ENGPW - General	P-5069	Island Highway DR: Along 2980 Island Highway - Design	15,000	-	15,000	Not Started	15,000
ENGPW	ENGPW - General	P-5196	Wellcox Secondary Access: Farquar to Front	50,000	-	50,000	Not Started	50,000
ENGPW	ENGPW - General	P-5201	Boxwood Rd: Dufferin Cres to Meredith St (Design) - Cycling	10,000	-	10,000	Not Started	10,000
ENGPW	ENGPW - General	P-5216	Small Tools: Message Board (unit #6353)	21,000	-	21,000	Not Started	21,000
ENGPW	ENGPW - General	P-5276	DCC R102 Fifth St: Wakesiah to Shepherd - PED	27,551	-	27,551	Not Started	27,551
ENGPW	ENGPW - General	P-5309	Norwell Dr @ Departure Bay Intersection	50,000	-	50,000	Not Started	50,000
ENGPW	ENGPW - General	P-5319	Traffic Signal Tech Equip: Conflict Monitor	14,850	-	14,850	Not Started	14,850
ENGPW	ENGPW - General	P-5319	Traffic Signal Tech Truck	56,485	-	56,485	Not Started	56,485
ENGPW	ENGPW - General	50139	Stewart Ave: Complete Street	49,764	26,166	23,598	Substantially Complete	19,537
ENGPW	ENGPW - General	50175	Complete Street Guideline: Terminal Ave: Poplar to Waddington - Transit	3,913	413	3,501	Substantially Complete	3,501
ENGPW	ENGPW - General	50206	Transportation PED: Fifth St @ Shepherd Ave FLASH	22,138	-	22,138	Substantially Complete	22,138
ENGPW	ENGPW - General	P-5135	DCC R103 Hammond Bay Road: Stephenson Pt to 3052 HB	661,191	627,509	33,682	Substantially Complete	34,536
ENGPW	ENGPW - General	P-5135	DCC R84 Hammond Bay Road DR: Stephenson Pt to 3052 HB	150,098	144,740	5,358	Substantially Complete	5,358
ENGPW	ENGPW - General	P-5196	Wellcox Access: Phase 1 Front Street Extension	194,421	23,069	171,352	Substantially Complete	5,000
ENGPW	ENGPW - General	P-5201	Off Bowen Road: Morey Rd to Casper Way - Cycling	189,266	269,034	(79,768)	Substantially Complete	36,220
ENGPW	ENGPW - General	P-5202	Bowen Rd @ Buttertubs Bus Bay - Transit	75,000	49,052	25,948	Substantially Complete	15,000
ENGPW	ENGPW - General	P-5211	Wild Otter Esmt VIP52002 DR: Starlight to Willow Grouse	79,898	60,496	19,402	Substantially Complete	19,402
ENGPW	ENGPW - General	P-5220	Caspers Way DR: Bowen to End	429,344	409,860	19,484	Substantially Complete	19,484
ENGPW	ENGPW - General	P-5220	Caspers Way Rehab: Bowen to Creekside	165,000	150,840	14,160	Substantially Complete	14,160

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ENGPW	ENGPW - General	P-5229	Bastion Bridge Rehab	237,500	195,647	41,853	Substantially Complete	41,853
ENGPW	ENGPW - General	P-5244	Overlook DR: Oakridge to 3662 Oakridge Esmnt	75,000	54,194	20,806	Substantially Complete	10,000
ENGPW	ENGPW - General	P-5251	Georgia Ave Greenway	48,388	15,405	32,983	Substantially Complete	17,000
ENGPW	ENGPW - General	P-5255	Rosstown Rd & Esmt 3677RW DR: 2578 Rosstown to 2545 Rosstown	15,813	8,595	7,218	Substantially Complete	7,218
ENGPW	ENGPW - General	P-5255	Rosstown Rd DR: Pheasant to 2581 Rosstown	6,279	572	5,707	Substantially Complete	5,707
ENGPW	ENGPW - General	P-5257	Shamrock Place: Departure Bay Rd to End	202,000	190,243	11,757	Substantially Complete	5,000
ENGPW	ENGPW - General	P-5274	Bruce @ Fifth Traffic Signal	130,466	323	130,143	Substantially Complete	130,143
ENGPW	ENGPW - General	P-5274	DCC R70 Bruce: Fourth to Pine - Cycling	103,680	25,874	77,806	Substantially Complete	6,420
ENGPW	ENGPW - General	P-5289	Laguna Way RHB: 5004 Laguna to Malaspina	186,300	156,525	29,775	Substantially Complete	15,316
ENGPW	ENGPW - General	P-5289	Laguna Way RHB: Toms Turnabout Esmt to 5004 Laguna	317,498	300,134	17,364	Substantially Complete	12,102
ENGPW	ENGPW - General	P-5295	Howard RHB: Second to Third	239,396	218,115	21,281	Substantially Complete	16,215
ENGPW	ENGPW - General	P-5318	Downtown Street Lighting Replacement	449,000	371,790	77,210	Substantially Complete	13,000
ENGPW	ENGPW - General	P-5338	Cardena Rd Storm Sewer	109,900	93,590	16,310	Substantially Complete	16,310
ENGPW	ENGPW - General	P-5339	103 Ashlar Dr: Doric Ave to Alley	58,341	54,075	4,266	Substantially Complete	4,266
ENGPW	Sewer	P-6107	Strongitharme Esmt 1628 RW SS	609,164	62,189	546,975	Delayed	546,975
ENGPW	Sewer	P-6107	White Eagle Esmt SS: ROW 1585 to MH 5006	318,368	58,189	260,179	Delayed	260,179
ENGPW	Sewer	80004	Sanitary Sewer Studies	205,237	139,551	65,686	In Progress	65,047
ENGPW	Sewer	80005	Sewer Infra Monitoring and Model Calibration	260,464	107,515	152,949	In Progress	152,949
ENGPW	Sewer	80006	Sewer Infrastructure Condition Assessment Program	423,494	324,491	99,003	In Progress	26,030
ENGPW	Sewer	80030	DCC SS52 Study: Depart Bay Master Plan	96,295	83,560	12,735	In Progress	12,735
ENGPW	Sewer	80046	Sewer User Rate Review	22,018	14,138	7,880	In Progress	7,880
ENGPW	Sewer	80051	APL Sewer Products Review	20,000	-	20,000	In Progress	20,000
ENGPW	Sewer	P-6100	CCTV Camera System for unit 231-20	300,458	-	300,458	In Progress	300,458
ENGPW	Sewer	P-6107	Ashlar SS : 103 Ashlar	79,660	65,458	14,202	In Progress	3,681
ENGPW	Sewer	P-6107	Mill Street SS: 78 Mill to end	175,000	8,146	166,854	In Progress	166,854
ENGPW	Sewer	P-6107	Place Rd Esmt SS: ROW 1585 to MH 5006	35,000	-	35,000	In Progress	35,000
ENGPW	Sewer	P-6107	Railway Ave SS: 718 Railway to Fifth St - Design	55,000	-	55,000	In Progress	55,000
ENGPW	Sewer	P-6149	DCC SS19 Millstone Truck South: Comox to Railway	1,140,000	129	1,139,872	In Progress	1,139,872
ENGPW	Sewer	P-6149	DCC SS19 Millstone Trunk South (within Bowen Park) - Design	124,505	23,521	100,984	In Progress	100,984
ENGPW	Sewer	P-6149	DCC SS19 Millstone Trunk South: Westwood Road to Pryde	2,019,292	1,823,199	196,093	In Progress	196,093
ENGPW	Sewer	P-6174	Boxwood Connector SS	69,000	-	69,000	In Progress	69,000
ENGPW	Sewer	P-6199	Park Ave SS: 6th Street to 740 Park - Design	60,000	6,801	53,199	In Progress	53,199
ENGPW	Sewer	P-6200	Third St SS: 421 Third St to Fitzwilliam	20,000	-	20,000	In Progress	20,000
ENGPW	Sewer	P-6202	Dufferin Cres SS: Seafield to Grant	32,000	-	32,000	In Progress	32,000
ENGPW	Sewer	P-6219	Terminal Trench SS: Comox to Nicol - Design	40,000	-	40,000	In Progress	40,000
ENGPW	Sewer	P-6225	Rosehill Lane SS: 540 Rosehill to Holly	165,000	-	165,000	In Progress	165,000
ENGPW	Sewer	P-6226	White St Easement VIP1241RW SS: 1381 to 1577 Bush	155,885	59,086	96,799	In Progress	96,799
ENGPW	Sewer	P-6226	White Street SS: 1576 to 1468 White Street	173,625	457	173,168	In Progress	173,168
ENGPW	Sewer	P-6227	Comox Area Sanitary Sewer - Design	14,911	5,361	9,550	In Progress	5,403
ENGPW	Sewer	P-6239	Hillside SS: Caldwell to 3572 Hillside - Design	15,000	-	15,000	In Progress	5,000
ENGPW	Sewer	P-6240	DCC SS48 Departure Bay Trunk	25,000	-	25,000	In Progress	25,000
ENGPW	Sewer	P-6261	Stewart Street Utilities Upgrade	8,973	1,059	7,914	In Progress	7,914
ENGPW	Sewer	P-6263	Morningside Drive SS: Hammond Bay to End	223,198	156,151	67,047	In Progress	67,047

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ENGPW	Sewer	P-6279	Arrow Way SS: Nottingham to End	18,110	6,211	11,899	In Progress	11,899
ENGPW	Sewer	P-6279	Nottingham & Arrow Way: 276 Nottingham to HB	40,890	14,024	26,866	In Progress	26,866
ENGPW	Sewer	80044	DCC SS52: Brechin Catchment Master Plan	152,000	-	152,000	Not Started	152,000
ENGPW	Sewer	P-6204	DCC SS47 Millstone Lateral SS: Easements off 6101 Doumont	27,000	-	27,000	Not Started	27,000
ENGPW	Sewer	P-6204	DCC SS47 Millstone Lateral SS: Easements off Turnstone	10,000	-	10,000	Not Started	10,000
ENGPW	Sewer	P-6245	DCC SS56 Howard Ave: Seventh to Brookside Ph 2 - Design	38,000	-	38,000	Not Started	38,000
ENGPW	Sewer	P-6261	Cherry Blossom SS: Vancouver to Stewart	79,000	-	79,000	Not Started	79,000
ENGPW	Sewer	P-6261	Stewart Street SS: Cyprus to Walnut	126,500	-	126,500	Not Started	126,500
ENGPW	Sewer	P-6264	Eighth Street SS: 368 to 455 Eighth	36,000	-	36,000	Not Started	36,000
ENGPW	Sewer	P-6191	DCC SS45 Eight St SS FM- Stage 1: Eighth and Douglas Mains	325,224	308,398	16,826	Substantially Complete	10,142
ENGPW	Sewer	P-6191	DCC SS45 Eight St SS PS- Stage 1: Eighth and Douglas Pumpstations	281,101	280,093	1,008	Substantially Complete	8,808
ENGPW	Sewer	P-6195	Bartlett Street SS: Venlaw Road and Morey Road - Design	65,000	50,981	14,019	Substantially Complete	14,019
ENGPW	Sewer	P-6224	Sunderland Ave SS: Townsite to Begbie	38,500	27,795	10,705	Substantially Complete	5,000
ENGPW	Sewer	P-6235	DCC SS57 Bruce: Deering to 877 Bruce	100,275	140,818	(40,543)	Substantially Complete	2,554
ENGPW	Sewer	P-6246	DCC SS55 Sixth St SS: Bruce to Georgia - Ph 1	13,316	777	12,539	Substantially Complete	2,000
ENGPW	Sewer	P-6247	Fillinger Cres SS: 5100 Fillinger to 5190 Fillinger	217,042	199,794	17,248	Substantially Complete	17,248
ENGPW	Sewer	P-6248	DCC SS54 Seventh St SS: Stirling to Park Ave	54,113	45,913	8,200	Substantially Complete	12,632
ENGPW	Sewer	P-6256	Bruce SS: 930 Bruce to 8th St	259,618	245,512	14,106	Substantially Complete	10,977
ENGPW	Sewer	P-6275	Caspers SS: 1632 Caspers to 1600 Caspers	268,500	246,038	22,462	Substantially Complete	22,462
ENGPW	Water	70005	Water Studies	145,752	53,235	92,517	In Progress	44,200
ENGPW	Water	70014	Water Meter Replacement Program	441,885	136,949	304,936	In Progress	2,400
ENGPW	Water	70018	DCC WD51: Rebuild of City Wide Water Model and Calibration	167,526	102,737	64,789	In Progress	64,789
ENGPW	Water	70020	City Wide Fire Hydrant Testing	135,000	107,531	27,469	In Progress	27,469
ENGPW	Water	70021	APL Water Product Review	20,000	-	20,000	In Progress	20,000
ENGPW	Water	90007	Annual Dam Safety Review WS Dams	26,830	14,314	12,516	In Progress	7,714
ENGPW	Water	90008	Telemetry Upgrades	23,608	14,050	9,558	In Progress	6,378
ENGPW	Water	90020	Dam Safety Assessments/Upgrades	226,308	104,486	121,822	In Progress	21,822
ENGPW	Water	90021	Water Supply Strategic Plan	310,900	138,289	172,611	In Progress	172,611
ENGPW	Water	90024	Public Education of Water System	11,031	3,035	7,996	In Progress	7,996
ENGPW	Water	90026	WTP: Computer Equipment	46,500	10,752	35,748	In Progress	21,527
ENGPW	Water	90031	Water User Rate Review	24,841	20,050	4,791	In Progress	4,790
ENGPW	Water	90035	Jump Creek Dam & South Fork Dam Study	289,132	109,012	180,120	In Progress	41,500
ENGPW	Water	90039	Duke Point Supply Main Cathodic Protection	160,000	-	160,000	In Progress	160,000
ENGPW	Water	P-7104	Dufferin Cr WM Cost Share	57,260	-	57,260	In Progress	57,260
ENGPW	Water	P-7140	Kite Way WM: Meadow Lane to Falcon	217,000	-	217,000	In Progress	217,000
ENGPW	Water	P-7279	East Wellington PRV - Design	293,486	14,970	278,516	In Progress	278,516
ENGPW	Water	P-7279	James Way PRV - Design	40,000	19,600	20,400	In Progress	20,400
ENGPW	Water	P-7290	Boxwood Connector WM	37,000	-	37,000	In Progress	37,000
ENGPW	Water	P-7359	DCCWD17 Meadow Lane WM: Hammond Bay to End	292,123	-	292,123	In Progress	292,123
ENGPW	Water	P-7368	Fernandez Place WM: Metral to End	61,600	18,902	42,698	In Progress	42,698
ENGPW	Water	P-7368	Metral Drive WM: Doreen to Island Hwy	1,030,000	253,436	776,564	In Progress	776,564

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ENGPW	Water	P-7368	Tulip Place WM: Metral to End	155,944	104,217	51,727	In Progress	51,727
ENGPW	Water	P-7369	Rutherford Rd WM: Alder to Vanderneuk - Design	34,079	30,383	3,696	In Progress	2,739
ENGPW	Water	P-7379	Estevan Road WM: 1997 Estevan to Poplar	50,000	-	50,000	In Progress	10,000
ENGPW	Water	P-7390	Island Hwy WM: Estuary to Melideo - Construction	286,000	14,533	271,467	In Progress	271,467
ENGPW	Water	P-7390	Island Hwy WM: Mackenzie to Melideo - Construction	410,000	21,333	388,667	In Progress	388,667
ENGPW	Water	P-7394	Nottingham & Arrow Way Area WM	65,000	22,294	42,706	In Progress	42,706
ENGPW	Water	P-7411	DCC WD72 Melideo Rd WM: Old Victoria to Island Hwy	125,000	5,874	119,126	In Progress	119,126
ENGPW	Water	P-7418	DCC WD54 (60% Growth) Bartlett St WM, Pryde to end of Adams - Design	31,000	29,774	1,226	In Progress	1,226
ENGPW	Water	P-7426	Third St WM: Howard to Georgia	25,000	-	25,000	In Progress	25,000
ENGPW	Water	P-7433	DCC WD55: Bowen Rd WM: Labieux to Island Highway N	898,430	864,421	34,009	In Progress	34,009
ENGPW	Water	P-7435	Cottlevue WM: Stronach to Hillside - Design	40,000	-	40,000	In Progress	5,000
ENGPW	Water	P-7437	Fourth St WM: Harewood to Pine - Design	35,000	13,208	21,792	In Progress	21,792
ENGPW	Water	P-7482	Software: InfoWater	54,570	-	54,570	In Progress	54,570
ENGPW	Water	P-9263	Towers PS - Rehab	1,224,405	62,060	1,162,345	In Progress	75,269
ENGPW	Water	P-9269	Lost Lake RES #2: Rehab	75,000	-	75,000	In Progress	75,000
ENGPW	Water	70017	DCC WD51 City Wide Master Plan	250,000	-	250,000	Not Started	250,000
ENGPW	Water	P-7140	Arbot Rod to Panorama Rd Looping WM - Design	18,000	-	18,000	Not Started	18,000
ENGPW	Water	P-7395	Park WM: Eighth to Seventh	70,000	-	70,000	Not Started	70,000
ENGPW	Water	P-7417	Crystal WM: Emerald to Rear of 114 Kian	25,000	-	25,000	Not Started	25,000
ENGPW	Water	P-7417	Emerald WM: Ross to Ruby	26,000	-	26,000	Not Started	26,000
ENGPW	Water	P-7422	Holland WM: Jingle Pot to East	110,000	-	110,000	Not Started	110,000
ENGPW	Water	P-7440	Howard WM: Seventh to Brookside - Design	30,000	-	30,000	Not Started	30,000
ENGPW	Water	P-7466	Norwell WM: Wellesley to Ross	52,000	-	52,000	Not Started	52,000
ENGPW	Water	P-7478	Townsite Rd WM: Holly to Stewart	32,000	-	32,000	Not Started	32,000
ENGPW	Water	P-9285	WTP: Garage/Storage Shed - Design	85,000	-	85,000	Not Started	85,000
ENGPW	Water	P-7277	King Rd WM: Jingle Pot to PZ Bndry	407,014	337,591	69,423	Substantially Complete	2,315
ENGPW	Water	P-7279	Addison PRV	221,379	187,478	33,901	Substantially Complete	5,326
ENGPW	Water	P-7279	Cinnabar and Stacey PRV	206,416	198,523	7,893	Substantially Complete	3,100
ENGPW	Water	P-7305	Turnabout View & Centennary Dr WM - Construction	485,000	475,391	9,609	Substantially Complete	5,000
ENGPW	Water	P-7335	Duke & Sixth WM	7,580	1,323	6,257	Substantially Complete	4,000
ENGPW	Water	P-7350	Laguna Way WM: 5004 Laguna to Malaspina	399,391	266,877	132,514	Substantially Complete	3,654
ENGPW	Water	P-7363	Jingle Pot Rd WM: Parkway to Third	978,130	735,866	242,264	Substantially Complete	30,000
ENGPW	Water	P-7370	Caspers Way WM: Bowen to Creekside	170,842	155,463	15,379	Substantially Complete	15,379
ENGPW	Water	P-7371	Bartlett & Venlaw Area WM - Design	61,000	60,296	704	Substantially Complete	704
ENGPW	Water	P-7372	Richardson Rd WM: 1805 Richardson to Ranchview - Design	32,402	2,078	30,324	Substantially Complete	3,500
ENGPW	Water	P-7390	Island Hwy WM Design	23,975	18,809	5,166	Substantially Complete	5,166
ENGPW	Water	P-7392	Lambert WM: Fifth to Sixth	25,000	5,290	19,710	Substantially Complete	2,500
ENGPW	Water	P-7397	Roberta Rd West WM: Centennary to Extension	307,634	202,229	105,405	Substantially Complete	72,123
ENGPW	Water	P-7414	DCC W78 Rosstown Rd WM: Boxwood to Bowen	20,000	-	20,000	Substantially Complete	20,000
ENGPW	Water	P-7438	Haliburton WM: 995 Haliburton to Island Hwy	1,043,274	998,055	45,219	Substantially Complete	38,090
ENGPW	Water	P-7442	Morningside Dr WM: 970 Morningside to End	111,244	104,015	7,229	Substantially Complete	6,935
ENGPW	Water	P-7449	Bruce Ave WM: Eight to 867 Bruce	96,075	79,043	17,032	Substantially Complete	6,365
ENGPW	Water	P-7455	Bruce Ave WM: Deering to Eighth	61,000	49,606	11,394	Substantially Complete	867
ENGPW	Water	P-9259	Emergency Water Supply PS - Construction	477,896	264,340	213,556	Substantially Complete	276,157

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ENGPW	Water	P-9259	Emergency Water Supply PS - Design	105,616	20,955	84,661	Substantially Complete	12,396
ENGPW	Water	P-9265	DCC WS42 Tower RES	3,846,340	39,669	3,806,671	Substantially Complete	4,447
Total Engineering and Public Works				47,238,197	19,503,902	27,734,295		21,232,118
Nanaimo Fire Rescue	Fire Services	30046	Fire Station #4: Exterior	31,120	-	31,120	Delayed	31,120
Nanaimo Fire Rescue	Fire Services	30171	Fire Dept Review & Stn Location Study	114,475	80,380	34,095	Delayed	34,095
Nanaimo Fire Rescue	Fire Services	30002	Fire Technology Program	69,110	54,429	14,681	In Progress	14,681
Nanaimo Fire Rescue	Fire Services	P-3407	Fire Fleet Replacement: Unit #703	214,000	-	214,000	In Progress	214,000
Nanaimo Fire Rescue	Fire Services	P-3407	Fire Fleet Replacement: Unit #719	995,730	-	995,730	In Progress	995,730
Nanaimo Fire Rescue	Fire Services	P-3407	Fire Fleet Replacement: Unit #720	995,730	-	995,730	In Progress	995,730
Nanaimo Fire Rescue	Fire Services	P-3435	Fire Station #1: Replacement	4,209,305	2,970,455	1,238,850	In Progress	1,238,850
Total Nanaimo Fire Rescue				6,629,470	3,105,265	3,524,205		3,524,206
PRC	Aquatics	40311	Beban Pool: Convert to Liquid Chlorine	11,640	9,390	2,250	Delayed	2,250
PRC	Aquatics	P-4206	Beban Pool: HVAC	258,560	18,420	240,140	Delayed	240,140
PRC	Aquatics	40049	NAC: Mechanical	33,800	1,172	32,628	In Progress	20,400
PRC	Aquatics	40241	NAC: Moveable Floor	20,700	-	20,700	In Progress	20,700
PRC	Aquatics	40252	Colliery Dam: Improvements	12,968	-	12,968	In Progress	12,968
PRC	Aquatics	40359	NAC: Waterslides	157,380	86,730	70,650	In Progress	15,500
PRC	Aquatics	40363	Beban Pool: Waterslides	34,210	33,722	488	In Progress	11,000
PRC	Aquatics	40389	NAC: Heating Plant Study	25,000	14,042	10,958	In Progress	10,958
PRC	Aquatics	40395	Beban Pool: 2020 Public Art	40,000	25,027	14,973	In Progress	14,973
PRC	Aquatics	P-4170	NAC Facility Amenities: Play Structure - Design	50,000	-	50,000	In Progress	50,000
PRC	Aquatics	P-4242	NAC : Roof Phase 2	884,908	240,343	644,565	In Progress	644,782
PRC	Aquatics	40048	NAC: HVAC	51,560	-	51,560	Not Started	51,560
PRC	Aquatics	P-4201	Beban Pool: Mechanical	24,200	-	24,200	Not Started	10,000
PRC	Aquatics	P-4234	NAC: HVAC	80,400	-	80,400	Not Started	80,400
PRC	Aquatics	P-4242	NAC : Roof Phase 1	432,000	405,136	26,864	Substantially Complete	26,647
PRC	Arenas	40063	NIC: Mechanical	11,610	-	11,610	In Progress	11,610
PRC	Arenas	P-4195	NIC: Facility Amenities - Replace Score Clock	22,160	-	22,160	In Progress	22,160
PRC	Arenas	40089	Cliff McNabb Arena: Interior	13,920	-	13,920	Not Started	13,920
PRC	Arenas	40289	FCA: Interior	43,300	-	43,300	Not Started	43,300
PRC	Arenas	40349	Harewood Multi-Use Court Improvements	8,000	5,957	2,043	Substantially Complete	2,043
PRC	Civic Properties	P-4219	Beacon House Phase 2	68,650	1,188	67,463	In Progress	67,463
PRC	Culture	40033	Public Art	67,362	36,395	30,967	In Progress	46,524
PRC	Culture	40382	3D Nanaimo Sign	10,000	-	10,000	In Progress	10,000
PRC	Culture	P-4166	25 Victoria Rd: Exterior	412,976	72,751	340,225	In Progress	340,225
PRC	Culture	40146	150 Commercial St: HVAC	28,000	-	28,000	Not Started	6,500
PRC	Culture	P-4084	Port Theatre: Improvements - Flooring	48,109	-	48,109	Not Started	28,800
PRC	Culture	P-4225	Port Theatre: Mechanical	211,400	-	211,400	Not Started	211,400
PRC	Culture	40209	150 Commercial St: Mechanical	140,000	9,498	130,502	Substantially Complete	130,502
PRC	Facilities	40216	Condition Assessment Program	54,182	29,932	24,250	In Progress	2,504
PRC	Facilities	40246	Civic Facilities: Investigation/Pre-Design	152,090	75,605	76,485	In Progress	72,681
PRC	Facilities	40290	Facilities: Equipment	5,950	3,116	2,834	In Progress	2,718
PRC	Facilities	40319	Civic Facilities: Cross Connection Control Program	144,827	12,838	131,989	In Progress	131,989
PRC	Facilities	40322	Facilities and Park Amenities Condition Assessment Pgm	421,916	350,549	71,367	In Progress	71,367
PRC	Parks	40323	Trailway Development and Rehab: Harewood Centennial Perimeter Trail	24,342	16,868	7,474	Delayed	7,474

Attachment B
2020 Project Budget Carryforwards Details

Division	Department	Internal Order/ Capital Project #	Description	Budget	Actuals	Remaining Budget	Status at December 31, 2020 ¹	Cfwd to 2021 ^{2,3}
PRC	Parks	P-4040	Trailway Development and Rehab: Harewood Centennial Perimeter Trail Phase 3	39,250	-	39,250	Delayed	39,250
PRC	Parks	P-4045	PIP: Fern Neighbourhood	53,000	-	53,000	Delayed	53,000
PRC	Parks	P-4045	PIP: Royal Oak	25,000	-	25,000	Delayed	25,000
PRC	Parks	40130	Formal Dam Inspections: Recreational Dams	83,310	43,818	39,492	In Progress	17,355
PRC	Parks	40192	Portable Bleacher Replacement Program	18,000	3,046	14,954	In Progress	10,255
PRC	Parks	40256	Communication System Upgrade	21,500	18,734	2,766	In Progress	2,766
PRC	Parks	40283	Westwood Lake Beach and Parking Lot Area Improvement Plan	51,750	7,015	44,735	In Progress	44,735
PRC	Parks	40295	Park Amenities Condition Assessment Program	71,400	35,534	35,866	In Progress	35,866
PRC	Parks	40316	Sugarloaf Mountain Rock Slope	56,280	12,992	43,288	In Progress	43,288
PRC	Parks	40320	Park Amenities: Cross Connection Control Pgm	20,510	454	20,056	In Progress	5,000
PRC	Parks	40321	Park Amenities: Investigation/Pre-Design	47,100	33,652	13,448	In Progress	13,353
PRC	Parks	40325	Chase Dams	25,000	9,873	15,127	In Progress	15,127
PRC	Parks	40366	Neck Point House Removal	46,200	952	45,248	In Progress	45,248
PRC	Parks	40367	Natural Park Areas Assessment Program	27,000	8,783	18,218	In Progress	18,060
PRC	Parks	40368	Spray Park Repairs	6,050	1,110	4,940	In Progress	4,940
PRC	Parks	40373	Beban Park: Participark Stand Management Phase 1	53,163	-	53,163	In Progress	29,000
PRC	Parks	P-4031	John Weeks Park	35,910	-	35,910	In Progress	35,910
PRC	Parks	P-4031	McKinnon Park Playground Equip	50,000	-	50,000	In Progress	50,000
PRC	Parks	P-4040	Trailway Development and Rehab: Parkway Trail	130,475	73,344	57,131	In Progress	57,131
PRC	Parks	P-4098	Serauxmen Field: Fencing (Green Monster)	200,000	48,220	151,780	In Progress	151,780
PRC	Parks	P-4098	Sports Field Redevelopment: Outfield Safety Netting	70,487	-	70,487	In Progress	70,487
PRC	Parks	P-4131	Harewood Centennial Park - Playground	74,978	29	74,949	In Progress	74,949
PRC	Parks	P-4181	Long Lake Paddling and Rowing Centre - Design	135,358	36,619	98,739	In Progress	98,739
PRC	Parks	P-4257	Gallows Point Dock	739,644	32,894	706,750	In Progress	628,000
PRC	Parks	P-4267	Lions Great Bridge Pile Remediation	200,170	10,439	189,731	In Progress	100,500
PRC	Parks	P-4268	Rotary Bowl Track Repairs	14,300	-	14,300	In Progress	16,425
PRC	Parks	P-4272	Marie Davidson Bike Park Upgrades - Design	35,000	29,805	5,195	In Progress	5,195
PRC	Parks	40297	Concrete Recreational Dam Program	75,000	-	75,000	Not Started	75,000
PRC	Parks	40370	Maffeo Sutton Lagoon Pump Chamber Decommission	29,420	-	29,420	Not Started	29,420
PRC	Parks	P-4040	Trailway Development and Rehab: Cottle Lake	162,655	-	162,655	Not Started	162,655
PRC	Parks	40268	Trailway Development and Rehab	12,850	8,494	4,356	Substantially Complete	4,356
PRC	Parks	P-4031	Maffeo Sutton Rotary	386,120	382,701	3,419	Substantially Complete	3,419
PRC	Parks	P-4045	PIP: Linley Point - Gyro Park	109	-	109	Substantially Complete	109
PRC	Parks	P-4131	Harewood Centennial Park - Youth Park Phase 1 & 2	581,791	568,440	13,351	Substantially Complete	10,000
PRC	Parks	P-4131	Harewood Youth Park: Fencing	40,000	32,191	7,809	Substantially Complete	7,809
PRC	Parks	P-4131	Harewood Youth Park: Small Value Assets	18,300	5,180	13,120	Substantially Complete	5,000
PRC	Parks	P-4254	Seabold Stairs	241,750	238,842	2,908	Substantially Complete	2,415
PRC	Parks	P-4257	Brannen Lake Boat Ramp	128,242	126,553	1,689	Substantially Complete	11,414
PRC	Recreation	P-4249	OWCC: DHW and HVAC Upgrades	71,900	5,348	66,553	Delayed	66,553
PRC	Recreation	P-4258	Beban Complex: Water Service	51,800	2,864	48,936	Delayed	48,936
PRC	Recreation	40012	PRC Master Plan Update	150,000	89,439	60,561	In Progress	60,561
PRC	Recreation	40027	Beban Social Centre: HVAC	33,120	37,290	(4,170)	In Progress	12,000
PRC	Recreation	40279	Community Wellness	8,429	-	8,429	In Progress	8,429

Attachment B
2020 Project Budget Carryforwards Details

Division	Department	Internal Order/ Capital Project #	Description	Budget	Actuals	Remaining Budget	Status at December 31, 2020 ¹	Cfwd to 2021 ^{2,3}
PRC	Recreation	40375	Beban House: Renewal	59,500	31,425	28,075	In Progress	28,075
PRC	Recreation	40390	Beban Complex Heating Plant Study	25,000	14,042	10,958	In Progress	10,958
PRC	Recreation	P-4143	OWCC: Improvements	33,000	8,748	24,252	In Progress	24,252
PRC	Recreation	P-4265	Beban Complex: Electrical Substation	98,925	17,000	81,925	In Progress	81,925
PRC	Recreation	40309	Beban House: Mechanical	26,550	-	26,550	Not Started	26,550
PRC	Recreation	P-4212	Bowen Park Complex: Facility Amenities - Sound System	24,600	-	24,600	Not Started	24,600
PRC	Recreation	P-4230	OWCC: Facility Amenities - Sound System	22,400	-	22,400	Not Started	22,400
PRC	Recreation	P-4255	Beban Complex: Equipment - Floor Scrubber	10,000	-	10,000	Not Started	6,000
PRC	Recreation	P-4261	OWCC: Building Fixtures - Lighting	90,100	67,904	22,196	Substantially Complete	22,196
Total Parks, Recreation and Culture				8,718,516	3,492,452	5,226,064		4,881,849
Total All				68,330,400	27,180,696	41,149,704		34,451,242

¹ Internal order budgets may consist of multiple projects some of which were completed at year-end, status shown relates to project being carryforward

² May exceed remaining budget due to budget transferred from completed or cancelled projects or additional private contributions received

³ Budget for SARC Modification project was increased \$150,000 funded from completed or cancelled projects.

Staff Report for Decision

DATE OF MEETING MARCH 17, 2021

AUTHORED BY DAN BAILEY, MANAGER, ACCOUNTING SERVICES

SUBJECT 2020 SURPLUS ALLOCATION

OVERVIEW

Purpose of Report

To provide the Finance and Audit Committee with information pertaining to the allocation of the 2020 operating surplus.

Recommendation

That the Finance and Audit Committee approve the allocation of the 2020 operating surplus as follows:

1.	General Fund	
	a. Special Initiatives Reserve	\$ 7,482,599
	b. Property Acquisition Reserve	<u>1,000,000</u>
		<u>\$ 8,482,599</u>
2.	Sewer Fund	
	a. Sewer Reserve	\$ 589,873
	b. Sewer Financial Stability Reserve	<u>28,751</u>
		<u>\$ 618,624</u>

BACKGROUND

The compilation of the 2020 draft financial statements is in progress and the audit by KPMG LLP started on 2021-MAR-08. In preparing the financial statements, staff need to allocate the surplus prior to finalization of the audit.

In order to help stabilize future funding sources and minimize the impact on tax rates, a Reserve Policy was established in 2019. This policy provides guidance with respect to the development, maintenance and use of City Reserve Funds. The policy also institutes minimum and maximum values, where appropriate, to ensure levels of reserves are on hand at any given time. As outlined in the Policy, the first use of surplus funds is to bring the reserves up to the identified minimum balance.

The primary objectives of the reserve policy is to support financial resiliency by:

- Providing funds for operating emergencies
- Ensuring sustainable funding for infrastructure
- Ensuring stable and predictable property tax levies

DISCUSSION

The COVID-19 pandemic has significantly affected the City. Below is a summary of the key impacts along with strategic actions taken by management to reduce the impact of COVID-19:

Key Impacts:

- Increased costs for personal protective equipment (PPE), additional safety measures and the Parks Ambassador Program.
- Significant reduction in parking revenues due to travel restrictions and facility closures.
- Provincial revenue sharing losses due to the closure of casinos.
- Revenue shortfall at the Vancouver Island Conference Centre.

Cost Saving:

- Repurposing Parks and Recreation staff to fill vacancies and seasonal positions.
- CAO authorized all vacant position postings on a priority needs basis
- Implementing immediate expense saving measures at the Vancouver Island Conference Centre.
- Cutting expenditures for staff travel and conferences, space rental and service contracts.

On 2020-NOV-02, a letter from the Ministry of Municipal Affairs and Housing was received stating that Nanaimo would be awarded \$6,693,000 under the joint federal/provincial funded COVID-19 Safe Restart Grant for Local Government program. The grant program provided up to \$425 million for local governments impacted by COVID-19. The funding was designed to support local governments experiencing increased operating costs and lower revenues as a result of the Pandemic.

The City used the grant funds for the following:

Item	Total
Revenue Shortfalls:	
Casino Revenues	\$ 1,985,248
PRC Revenues	
Aquatics	\$ 1,695,697
Arenas	577,219
Recreation	1,513,748
	3,786,664
Parking Revenues	284,527
Unplanned Pandemic Expenditures:	
Pandemic Internal Order	494,911
Water Safety Team	27,592
Park Ambassadors Program	114,058
	636,561
Total Grant Allocation	6,693,000
Allocations to Reserves:	
Facility Development Reserve	693,315
Parking Reserve	226,878
Special Initiatives Reserve	
Casino Funding	1,330,116
Total Reserve Allocations	2,250,309
Net Impact to Surplus	\$ 4,442,691

The combination of the cost saving measures and the COVID-19 Safe Restart Grant have contributed to a surplus for the year.

The City of Nanaimo accounts for its budgets within three funds: general fund, sewer fund and water fund.

The unaudited financial results for the year ended 2020-DEC-31 are as follows for each of the funds:

General Fund

The general fund surplus was \$8,482,599 at 2020-DEC-31. This represents 6% of the budget.

The surplus is largely due to the following variances:

Type	Amount	Explanation
Revenues:		
• COVID-19 Safe Restart Grant	\$4,443,000	\$4.4M of the \$6.7M grant received contributed to the 2020 operating surplus
• Interest Income	401,000	Higher interest income than forecasted due to increased cash flows
• Business Licenses	123,000	Higher than anticipated revenues
• VIERA Revenues	138,000	Higher than anticipated revenues
• Sun Life Recovery	250,000	Health and dental plan aggregate surplus
• Casino Revenues	(655,000)	Revenue loss due to Casino Closure
Conference, Tuition and Travel	559,000	Savings due to pandemic travel restrictions
Street Light Electricity Savings	158,000	LED conversion operational savings
Wages and Benefits:		Savings due to numerous vacancies in the year and unbudgeted wage recoveries
• Engineering	247,000	
• IT	178,000	
• Transportation	394,000	
• Economic Development	156,000	
• Subdivision	125,000	
• Fire Suppression Recoveries	173,000	
PRC Operational Savings:		Savings due to facility closures
• NAC	419,000	
• Beban Pool	670,000	
• Recreation Services Facility Rentals	312,000	
Unplanned Pandemic Costs:		
• Pandemic Internal Order	(495,000)	PPE and other related pandemic costs

Staff propose the 2020 general fund surplus be allocated to reserves as follows:

Special Initiatives Reserve

\$7,482,599

The special initiatives reserve was established through the creation of the new Reserve Policy. The purpose of this reserve is to fund emerging issues that require short-term funding and minimize the impact on future property tax increases through contributions from prior year operating surplus.

The special initiatives reserve fund can be used as a contingency for any 2021 revenue shortfalls, or any unanticipated pandemic related costs. The 2021 – 2025 Financial Plan includes Special Initiatives Reserve funding for the following items:

2021-2023 Property Tax Reductions	\$1,755,437
2021 Pandemic Response	500,000
2021 Staffing Reinstatements	217,748
2021-2022 Project Engineer Position	310,000
2021 Project Reinstatements	883,120
2021 Community Clean Team	248,300
2021 Fourth & Albert Street Complete Street Project	1,000,000
2021-2024 Asset Management System	660,900
2021 Community Connect Grant	147,000
2021-2022 Community Restoration Grant	40,000
2021 Parking Loss Funding	84,000

Total Planned Special Initiatives Reserve Funding	\$5,846,505
	=====

At the upcoming 2021-APR-14 Finance and Audit Committee meeting staff will be bringing the Final 2021-2025 Financial Plan for discussion. There may be funding requirements from the Special Initiatives Reserve at that time for additional decision items.

Property Acquisition Reserve \$1,000,000

The property acquisition reserve has allowed Council in the past to make strategic land purchases including the Linley Valley property, the Port Drive waterfront site, and the School District land purchases. This reserve allocation will allow flexibility for any future land purchase that Council wishes to make.

Sewer Fund

The sewer fund recorded a surplus of \$618,624 at 2020-DEC-31. This represents 12% of the budget.

User fees relating to sewer use were higher than anticipated by \$502,000. This surplus, when combined with the 2020 unspent sewer contingency of \$60,000 make up the majority of the sewer fund variance.

Staff propose that \$28,751 of the 2020 sewer fund surplus be allocated to the Sewer Financial Stability Reserve to bring the reserve up to its \$500,000 minimum balance as defined in the Reserve Policy. Staff propose that the balance of \$589,873 be transferred to the sewer reserve for future projects.

Water Fund

The water fund recorded a deficit of \$393,567 at 2020-DEC-31. This represents 3% of the budget.

User fees and connection fees relating to water use were lower than anticipated by \$537,000. This is largely due to weather conditions. This deficit, when combined with the 2020 unspent water contingency of \$100,000 make up the majority of the water fund variance.

The 2020 deficit is funded from the water reserve account.

Summary

If a municipality has a small surplus it means that tax rates were appropriately set to meet current year operations. However, it does not provide any excess monies to be transferred to reserves for the funding of future projects or cover any unexpected operating costs that may occur.

If low surplus values are sustained year after year, tax rates can potentially become more volatile as a larger percentage of funding for unexpected events and/or projects will need to come from current year taxes rather than reserves.

By transferring excess surplus funds to reserves in 2020 it means that the need for future year tax increases are mitigated as these monies can be used to cover any unexpected operating costs, drops in revenue sources or fund future projects.

OPTIONS

1. That the Finance and Audit Committee approve the allocation of the 2020 operating surplus as follows:

1.	General Fund	
	a. Special Initiatives Reserve	\$ 7,482,599
	b. Property Acquisition Reserve	<u>1,000,000</u>
		<u>\$ 8,482,599</u>
2.	Sewer Fund	
	a. Sewer Reserve	\$ 589,873
	b. Sewer Financial Stability Reserve	<u>28,751</u>
		<u>\$ 618,624</u>

- The advantages of this option: Transferring excess surplus funds to reserves this year means that the need for future year tax increases are mitigated as these monies can be used to cover any unexpected operating costs, drops in revenue sources or fund future projects.
- Financial Implications: \$9,101,223 is reserved to fund general and sewer projects and operations in the future.

2. That Council direct specific surplus funds to other priorities.

SUMMARY POINTS

- The general fund recorded an operating surplus of \$8,482,599 or 6% of approved budget in 2020. Staff propose that \$1,000,000 of this surplus be allocated to the Property Acquisition Reserve, and the remaining \$7,482,599 be allocated to the Special Initiatives Reserve.
- The Sewer Fund recorded an operating surplus of \$618,624 or 12% of approved budget in 2020. Staff propose that \$28,751 of this surplus be allocated to the Sewer Financial Stability Reserve, and the remaining \$589,873 be allocated to the Sewer Reserve.
- The Water Fund recorded an operating deficit of \$393,567 or 3% of approved budget in 2020. This deficit is funded from the Water Reserve.

ATTACHMENTS

Attachment A: Summary of 2020 Surplus |

Submitted by:

Dan Bailey
Manager, Accounting Services |

Concurrence by:

Laura Mercer
Director, Finance

Shelley Legin
General Manager, Corporate Services |

ATTACHMENT A

	2020 Budget	2020 Actual	Surplus (Deficit)	Analysis
Administration				
CAO Office	1,058,475	895,768	162,707	Unspent Legal fees - \$170,000
Communications	501,850	477,659	24,191	
Human Resources	2,137,945	1,984,604	153,341	Unspent Employment Expenses - \$229,000; Instructor & Management contracted services underspent \$142,000; Legal Fees overspent \$216,000
Legislative Services	2,214,422	2,051,182	163,240	
	\$ 5,912,692	\$ 5,409,213	\$ 503,479	
Corporate Services				
Corporate Services Administration	241,093	232,856	8,237	
Financial Services and Purchasing	4,326,160	4,139,218	186,942	Wage savings of \$103,000; Travel and conference savings \$42,000
General Administration	(867,445)	(651,099)	(216,346)	Sun Life Health and Dental \$250,000; Post Employment Benefits cost \$542,000
Grants in Aid & Special Celebrations	93,450	71,507	21,943	
Information Technology	4,407,727	3,976,705	431,022	Software licence savings \$108,000; Wage savings of \$180,000
Emergency Management	230,323	219,529	10,794	
Police Services	29,315,500	30,129,866	(814,366)	RCMP Severance Accrual \$1.5M; Wage savings in Police Services \$450,000
	\$ 37,746,808	\$ 38,118,582	\$ (371,774)	
Development Services				
Development Services Admin	968,313	952,075	16,238	
Community Development				
Permit Centre & Business Licencing	(489,811)	(669,861)	180,050	Business Licence Revenues - \$123,000 higher than budget
Bylaw Enforcement Including Parking	1,584,861	1,395,896	188,965	Bylaw Enforcement wage savings totalling \$120,000
Community Planning	932,382	770,112	162,270	Wage savings of \$95,000
Economic Development	602,053	425,658	176,395	Vacant position - wage savings of \$155,000
Real Estate	290,643	246,052	44,591	
Social Planning	548,565	503,067	45,498	
Development Approvals				
Building Inspections	(141,086)	(119,124)	(21,962)	
Current Planning	783,126	676,099	107,027	
Engineering Development	652,133	589,054	63,079	
Environment	361,105	336,329	24,776	
Subdivisions	383,457	249,200	134,257	Two vacancies contributed to a wage savings of \$125,000
	\$ 6,475,741	\$ 5,354,557	\$ 1,121,184	
Parks, Recreation & Culture				
PRC Administration	657,390	630,753	26,637	
Facility & Parks Operations				
Parks Operations	8,122,361	8,196,016	(73,655)	
Facility and Park Ops Admin	267,741	272,341	(4,600)	
Civic Properties	49,164	84,141	(34,977)	
Facility Planning & Maintenance	1,586,834	1,631,151	(44,317)	
Recreation & Culture				
Aquatics Operations	4,589,205	3,340,862	1,248,343	Cost savings due to pool closures due to COVID-19
Arena Operations	1,499,276	1,436,176	63,100	
Culture & Events	2,496,598	2,208,072	288,526	Wage savings of \$68,000 due to vacancies in the first half of the year; Grant expenditures \$101,000 lower than expected
Community Development - PRC	(1,280,818)	(1,308,318)	27,500	
Recreation Services	3,885,737	3,539,982	345,755	Cost savings due to Community Centre closures due to COVID-19
Tourism	668,722	562,381	106,341	Unspent Tourism Vancouver Island funds
Recreation and Culture Administration	181,485	166,019	15,466	
	\$ 22,723,695	\$ 20,759,576	\$ 1,964,120	

City of Nanaimo
Summary of 2020 Surplus
December 31, 2020

	2020 Budget	2020 Actual	Surplus (Deficit)	Analysis
Engineering and Public Works ENGPW Administration	188,808	177,695	11,113	
Engineering	3,269,572	2,952,775	316,797	Wage savings of \$247,000 due to position vacancies
Public Works				
Cemetery Operations	209,098	176,291	32,807	
Fleet Operations	(1)	-	(1)	
PW Support Services	1,146,662	1,132,921	13,741	
Sanitation	536,882	935,005	(398,123)	Garbage Collection Services are over budget by \$309,000
Storm Drainage	3,075,395	2,733,387	342,008	Position Vacancies resulted in Wage savings of \$146,000; Materials and supplies savings \$95,000
Transportation	8,936,921	7,973,649	963,272	Vacant positions contribute to wage savings totaling \$394,000; Street light electricity savings of \$158,000
	\$ 17,363,337	\$ 16,081,723	\$ 1,281,614	
Fire Rescue				
Emergency Services Communications 911	555,784	610,529	(54,745)	
NFR Fire Services	16,980,473	16,151,017	829,456	VIERA revenues \$138,000 higher than budget, in addition to unbudgeted fire suppression wage recoveries totaling \$173,000
	\$ 17,536,257	\$ 16,761,546	\$ 774,711	
Utilities				
Sewer	-	(618,624)	618,624	Sewer user fee revenues are \$502,000 higher than budget
Water	-	393,567	(393,567)	Water user fee revenues are \$537,000 lower than budget
	\$ -	\$ (225,057)	\$ 225,057	
Other				
Port of Nanaimo Centre Operations (VICC)	2,671,201	2,882,819	(211,618)	
Corporate Facilities	630,124	703,720	(73,596)	This deficit is due to lost revenues as a result of the COVID-19 pandemic
	\$ 3,301,325	\$ 3,586,539	\$ (285,214)	
General Revenue	\$ (111,059,855)	\$ (114,554,335)	\$ 3,494,480	COVID-19 Restart Grant \$4.4M contributed to surplus; Offset by Casino revenue loss of \$655,000 and Pandemic Internal Order of \$495,000. Investment income \$401,000 higher than budgeted.
Total All Services	\$ -	\$ (8,707,657)	\$ 8,707,657	

Breakdown of Surplus by Fund:

General Revenue Fund	\$ -	\$ (8,482,600)	\$ 8,482,600
Sewer Revenue Fund	-	(618,624)	618,624
Water Revenue Fund	-	393,567	(393,567)
	\$ -	\$ (8,707,657)	\$ 8,707,657

DATE OF MEETING MARCH 17, 2021

AUTHORED BY MICHAEL CHMIELEWSKI, FINANCIAL ANALYST
CHARLOTTE DAVIS, MANAGER, PARKS OPERATIONS

SUBJECT KAL'S REPLAY FUND

OVERVIEW

Purpose of Report:

To advise the Finance and Audit Committee that the City has submitted a grant application totaling \$28,519 to Kal Tire's RePlay Fund.

BACKGROUND

Kal's RePlay Fund

Kal's RePlay Fund provides financial assistance for community projects that use Canadian recycled tire rubber in provinces/territories where Kal Tire does business.

Funding may be used towards the following:

- the purchase, freight and installation of recycled rubber products made of scrap tires generated in Canada,
- signage that promotes the product is made from recycled tires and was supported by Kal's RePlay Fund.

There is no funding limit or matching requirement for the application. Key requirements in the application included the following:

- proposed product must be made from recycled rubber from scrap tires in Canada,
- the proposed project aims to be inclusive, accessible, and provide multiple benefits to the community,
- projects must be complete within 18 months of the signed project agreement.

The grant application deadline was 2021-Feb-28. Funding will be awarded and announced by the end of April-2021.

DISCUSSION

The City has applied for up to \$28,519 in funding for the Harewood Centennial Park Accessible and Inclusive Playground Upgrade project. This project met the eligibility requirements listed above and is included in the 2021 – 2025 Financial Plan. Any grant funding received will reduce City funding sources.

Harewood Centennial Park Accessible and Inclusive Playground Upgrade

Phase 1 of this project includes the removal of all pea gravel surfacing from 10,000 sq ft and replacing it with a combination of wood fibre surfacing and poured in place recycled rubber surfacing. The project will be inclusive to people with diverse abilities by having a level playground surface surrounding an accessible merry-go-round and swing. The project is scheduled to begin 2021-Sept-01 and be complete by 2021-Sept-30.

The total project budget is approximately \$75,000 of which a contribution of \$31,209 has already been received from the Nanaimo Lion's Club. The cost of purchasing and installing the poured in place rubber surfacing is \$28,519.

CONCLUSION

The City is actively pursuing other revenues such as grants to help offset the costs of Parks, Recreation & Culture playground upgrade projects.

SUMMARY POINTS

- The City has applied for up to \$28,519 in funding from Kal's RePlay Fund for the Harewood Centennial Park Accessible and Inclusive Playground Upgrade project.
- Funding announcements are expected end of April 2021
- Any grant funding received will reduce City funding sources.
- Estimated project completion date is end of September.

Submitted by:

Michael Chmielewski
Financial Analyst

Charlotte Davis
Manager, Parks Operations

Concurrence by:

Laura Mercer
Director, Finance

Shelley Legin
GM, Corporate Services

Art Groot
Director, Facility & Parks Operations

DATE OF MEETING March 17, 2021

AUTHORED BY Shelley Legin

SUBJECT Sponsorship Asset Inventory and Valuation for the City of Nanaimo, Request for Proposals to be Issued

OVERVIEW

Purpose of Report:

To inform Mayor and Council that the Request for Proposals (RFP) for Sponsorship Asset Inventory and Valuation for the City of Nanaimo will be issued later in March and to obtain any feedback on the anticipated proponent's deliverables identified in the RFP document.

BACKGROUND

The project received previous approval of the funding to undertake the RFP in 2020 but was put in abeyance due to Covid-19 disruption. With a vaccination program imminent, the timing is appropriate now to issue the RFP as submission, evaluation, award and completion of deliverables will require 6 to 8 months, positioning the Sponsorship Program implementation timeframe in early 2022.

DISCUSSION

The City of Nanaimo will be requesting Proposals from qualified and experienced Proponents to provide a comprehensive Sponsorship Asset Inventory and Valuation, as well as, strategic options for implementation and sustainment.

The City is interested in finding alternative revenue sources to help fund City infrastructure as well as offset costs or enhance its programs, services, and events. Sponsorship is a potential new revenue source for the City which remains uncharted with practical indications that the City could enjoy reasonable success in this area.

The first deliverable in this process is an inventory of sponsorship assets. The asset inventory would identify municipal programs, services, facilities, events and other marketing assets and provide a fair market value by industry accepted standards and practices. Secondly, based on this inventory and asset valuation, the Proponent will develop both an out-sourced and an internal (City-resourced) strategy for City consideration to implement and sustain the resulting sponsorship program. Lastly, the Proponent will develop a draft **Sponsorship Policy** for Staff and Council consideration.

The Deliverables include but are not limited to:

1) Comprehensive Sponsorship Asset Inventory and Valuation

An itemized inventory that identifies all sponsorship assets and provides the fair market value of those assets.

These may include but are not limited to:

- a) Facilities appropriate for naming rights and sponsorship;
- b) Specific or bundled programs that could be targeted for sponsorship;
- c) City events that could be targeted for sponsorship;
- d) Publications that could be marketed for additional advertisement revenues;
- e) Virtual assets that could be used to promote sponsors (website, social media, etc);
- f) Other opportunities which should be marketed to make full use of the City's assets;
- g) Identification of tangible and intangible benefits, (both naming and non-naming) available to the sponsors;
- h) Suggested list of targeted sponsors with the highest potential for asset sponsorship; and,
- i) Identification of challenges that may impede maximizing revenue potential and opportunities that may accelerate maximizing revenue potential.

2) Implementation and Sustaining Strategies

Based on the inventory and asset valuation, the Consultant will develop both an out-sourced and an internal (City-resourced) strategy for City consideration to implement and sustain the resulting sponsorship program. These strategies should include but not be limited to:

- Recommended overall positioning of the program and 3 to 5 year sales strategy with implementation plans for both the out-sourced option and internal option.
 - Resources, qualifications and organizational structure should be recommended.
 - Operational costing of both options.
 - Development of sponsorship and benefits package template(s) for the sponsorship assets for internal option.
 - Development of a clear, easy to understand sponsorship and advertising agreement template(s) to be used between a sponsorship and/or advertising proponent and the City for the internal option. Commission structure and listing of services expectation for out-sourced option.
- Identification of top prospects for sponsorship and advertising opportunities for both options.

3) Draft Sponsorship Policy for Staff and Council consideration.

PROJECT ORGANIZATION AND MANAGEMENT

The City's key staff contact will be the City's General Manager of Corporate Services with the General Manager of Parks, Recreation and Culture being vital to, and involved in, evaluation and final award decision. The General Manager of Corporate Services will solicit feedback from additional staff as the project progresses – this may involve a small group of additional staff in (virtual) meetings with the Consultant.

- Resources for communications should be built into each project work plan by the Proponent. This will include but not be limited to:
 - Appropriate stakeholder engagements required prior to beginning the inventory as well as through the duration of the project(s) to gather required information to proceed;
 - Working with the City leadership team to determine inventory comprehensiveness, opportunities and risks of the proposed assets on sponsorship inventory;
 - Facilitating sessions with the City leadership team to determine Council's position on the assets that will be made available for sponsorship, including the risks and benefits; and,
 - Monthly progress reporting to the General Manager, Corporate Services.
- Discussions with third party operating groups will be required for some assets (example: VICC);
- Upon completion of the reporting, a final presentation to the leadership team will be required.
- The awarded Proponent, upon completion of the project, will be expected to provide a presentation to Council regarding the deliverables as presented to the leadership team.

TIMING AND COUNCIL ENGAGEMENT

It is anticipated that staff will provide progress reports and prepare decision reports periodically over the period of May to October to apprise Council of progress and ensure alignment of overall program goals, design and implementation.

CONCLUSION

Request for Proposals (RFP) for Sponsorship Asset Inventory and Valuation for the City of Nanaimo will be issued later in March with an anticipated submission and evaluation timeframe of early May and award in late May. The anticipated Sponsorship Program will be thoughtfully designed with the Doughnut Economic philosophy in mind and will provide additional revenue for the City to help fund City infrastructure as well as offset costs or enhance its programs, services and events.

SUMMARY POINTS

- The project received previous approval of the funding to undertake the RFP in 2020 but was put in abeyance due to Covid-19 disruption. With a vaccination program

imminent, the timing is appropriate now to issue the RFP as submission, evaluation, award and completion of deliverables will require 6 to 8 months, positioning the Sponsorship Program implementation timeframe in early 2022.

- The anticipated Sponsorship Program will be thoughtfully designed with the Doughnut Economic philosophy in mind and will provide additional revenue for the City to help fund City infrastructure as well as offset costs or enhance its programs, services and events.

Submitted by:

Shelley Legin
General Manager, Corporate Services

Concurrence by:

Jake Rudolph
Chief Administrative Officer

Richard Harding
General Manager, Parks, Recreation and
Culture

DATE OF MEETING MARCH 17, 2021

AUTHORED BY SCOTT PAMMINGER, MANAGER
INFRASTRUCTURE PLANNING AND ENERGY

SUBJECT PORT THEATRE – CHILLER EQUIPMENT RENEWAL AND LOW
CARBON ELECTRIFICATION OPTIONS

OVERVIEW

Purpose of Report

To provide information to Council on equipment renewal options for the Port Theatre, and request additional funding to support replacing the existing chiller with one of the heat pump systems recommended.

Recommendation

That the Finance and Audit Committee recommend that Council direct Staff to:

- 1) Proceed with installing the recommended Option A – Air Source Heat Recovery Heat Pump system to replace the existing chiller; and,
- 2) Increase the budget for the Port Theatre Chiller Replacement project by \$500,799 in 2021 funded by \$150,000 from the Emission Reduction Reserve and \$350,799 from the General Asset Management Reserve.

BACKGROUND

The Port Theatre, which opened in 1998, has separate cooling and heating systems comprised of a refrigeration-based chiller and natural gas fired hot water boilers. Through the Asset Management Program and completed condition assessments, it has been determined that the chiller needs replacing.

To determine equipment renewal options, which take into consideration Council's Energy Conservation and Management Policy and the Climate Emergency declaration, a Low Carbon Electrification Study of the building's overall cooling and heating system was conducted in 2020. This study was 50% funded through the Provincial government's CleanBC Program. Results of the study recommended replacing the chiller with a heat pump system.

A budget of \$211,400 was allocated in 2020 for replacement of the chiller and was carried forward to 2021.

DISCUSSION

Three chiller renewal options were presented in this study, including a business as usual "like-for-like" replacement, and two other concepts that use electric heat pumps. Both heat pump systems proposed provide both heating and cooling, however, one of the proposed systems is also able

to recover heat from the theatre during events and eliminate the existing natural gas boiler heating under normal operating requirements.

This building currently consumes approximately 2,100 gigajoules per year of natural gas, contributing to Greenhouse Gas (GHG) emission of approximately 110 tonnes of carbon dioxide (equivalent) per year (tCO₂e per year).

Heat Pump Systems do come at a higher initial capital cost but provide annual energy cost-savings, reduce emissions, and may be eligible for a CleanBC financial incentive of up to \$159,000 for this project.

Staff have applied for CleanBC incentives for the options presented in the study, and expect to be notified within the next two weeks regarding results.

OPTION A – Air Source Heat Recovery Heat Pump

This option involves the replacement of the existing chiller with an electric heat recovery Direct Expansion (DX) heat pump system. This system utilizes distributed “Hydro Kits” to transfer heat from refrigerant pipe to the existing chilled and hot water loops.

This system capitalizes on the load diversity within the building with potential to recover heat from the theatre into the perimeter zones, thus eliminating use of the natural gas boilers except as a backup source of heating.

- Provides highest GHG reduction of 106 tCO₂e annually; 92% reduction of building heating using natural gas, unless backup heating is required.
- Highest estimated annual energy cost savings of \$19,154.
- 25 year net incremental cost per tCO₂e = \$108.

Disadvantages of this option:

- Highest capital cost of \$712,199 (includes PST and 10% contingency).
- Additional funding of \$500,799 would be required, unless CleanBC incentive funding is successfully obtained.

OPTION B – Air to Water Chiller / Heat Pump

In this option, the existing chiller is replaced with a similar air-to-water chiller / heat pump. When in heating mode, free cooling would be utilized for the theatre. During shoulder seasons, when mechanical cooling is required, heating would be provided by the boilers.

- The majority of natural gas use would be avoided but not eliminated entirely.
- Provides significant GHG reduction of 78 tCO₂e annually; a 62% reduction of building heating using natural gas.
- Requires rehabilitation of the existing chilled water lines, estimated cost of \$30,000.
- Estimated annual energy cost savings of \$13,902.
- 25 year net incremental cost per tCO₂e = \$87.

Disadvantages of this option:

- Capital cost of \$550,514 (includes rehabilitation of chilled water pipe couplings, PST and 10% contingency).
- Additional funding of \$339,114 would be required, unless CleanBC incentive funding is successfully obtained.

OPTION C – Like for Like Chiller

With this option, the existing chiller would be replaced with a new unit and would require rehabilitation of the chilled water pipe couplings.

- Lowest cost of \$203,110 (includes rehabilitation of chilled water pipe couplings, PST and 10% contingency); and falls within the current budget.

Disadvantages of this option:

- Project is not eligible for financial incentives from CleanBC.
- No savings in energy consumption or GHG emissions would be expected.

OPTIONS

1. That the Finance and Audit Committee recommend that Council direct Staff to:
 - 1) Proceed installing the recommended Option A – Air Source Heat Recovery Heat Pump system to replace the existing chiller; and,
 - 2) Increase the budget for the Port Theatre Chiller Replacement project by \$500,799 in 2021 funded by \$150,000 from the Emission Reduction Reserve and \$350,799 from the General Asset Management Reserve.
 - The advantages of this option: This option has the highest GHG reduction of 92% and the highest estimated annual energy cost savings. No need for new heating water pipes to be installed through the theatre. The only option with a heat recovery system.
 - The disadvantages of this option: This option has the highest capital cost.
 - Financial Implications: The Final 2021 – 2025 Financial Plan would be amended to include the additional funding. Any successful incentive funding will be used to reduce the funding from the Emission Reductions Reserve and the General Asset Management Reserve. The Port Theatre Society is responsible for the theatre's utility bills and this option has the potential to provide cost savings.
2. That the Finance and Audit Committee recommend that Council direct Staff to:
 - 1) Proceed with installing Option B – Air to Water Chiller / Heat Pump; and,
 - 2) Increase the budget for the Port Theatre Chiller Replacement project by \$339,114 in 2021 funded by \$150,000 from the Emission Reduction Reserve and \$189,114 from the General Asset Management Reserve.
 - The advantages of this option: The majority of natural gas use would be avoided. This option has a significant reduction in GHG emissions and also includes energy cost savings.

- The disadvantages of this option: Increased capital cost that exceeds the current budget.
 - Financial Implications: The Final 2021 – 2025 Financial Plan would be amended to include the additional funding. Any successful incentive funding will be used to reduce the funding from the Emission Reductions Reserve and the General Asset Management Reserve. The Port Theatre Society is responsible for the theatre's utility bills and this option has the potential to provide cost savings.
3. That the Finance and Audit Committee recommend that Council replace the existing chiller with Option C – a like-for-like chiller unit.
- The advantages of this option: This option is within the existing budget.
 - The disadvantages of this option: No savings in energy consumption or GHG emissions would be expected.
 - Financial Implications: No additional funding is required and this option falls within the existing budget.

SUMMARY POINTS

- The existing chiller used for cooling at the Port Theatre has reached end of operational expectations and is scheduled for replacement in 2021 with a project budget of \$211,400.
- An electrification study has been completed which outlines three options, two which use heat pump systems which would reduce GHG emissions and energy costs.
- Both heat pump systems have higher initial capital costs compared to the like-for-like replacement of the existing chiller.
- CleanBC Incentives of up to \$159,000 are potentially available for the proposed new heat pump systems.

ATTACHMENTS:

ATTACHMENT A: Excerpt from the Port Theatre Low Carbon Electrification Report |

Submitted by:

Scott Pamminger
Manager, Infrastructure Planning & Energy |

Concurrence by:

Art Groot
Director, Facility and Parks Operations

And by:

Richard Harding
General Manager, Parks, Recreation & Culture

And by:

Laura Mercer
Director, Finance |

1. EXECUTIVE SUMMARY

This report summarizes a low carbon electrification (LCE) study conducted by Prism Engineering Limited (Prism) for the City of Nanaimo, Port Theatre building and describes the measures prescribed to reduce greenhouse gas (GHG) emissions.

CleanBC Custom Incentives target GHG reductions from low-carbon electrification measures that result in significant reductions in fossil fuel use. Incentives are available to customers that can demonstrate a strong potential to reduce their GHG emissions by at least 1,200 tonnes of CO₂ equivalent (tCO_{2e}) over the lifetime of a measure.

The boundary of the study focuses on the hydronic heating and cooling system. Heating is provided primarily by two 600 MBH boilers, several areas are served by electric re-heat coils. At present, the existing 78-ton air cooled chiller providing chilled water is at end of life. The system consumes approximately 2,100 GJ/year of natural gas, contributing to GHG emissions of approximately 105 tCO_{2e} per year.

This study assesses the concept of replacing the existing chiller with a heat pump system that will provide both heating and cooling, with the potential to recover heat from the theatre during events and eliminate natural gas boilers heating energy.

Two heat pump retrofit options have been assessed:

Option 1: Air-Source Heat Recovery Heat Pump

This option involves the replacement of the existing chiller with a heat recovery Direct Expansion (DX) heat pump that utilizes distributed “hydro-kits” to transfer heat from refrigerant pipe to the existing chilled and hot water loops. The proposed system capitalizes on the load diversity within the building with potential to recover heat from the theatre into perimeter zones, thus eliminating use of natural gas boilers. Considering the location of the chiller and the boilers, integrating the heating and cooling systems is relatively complex and costly. Therefore, by distributing refrigerant-to-water hydro-kits only a refrigerant pipe is required between the outdoor condensing unit through the theatre to the north mechanical room. This option would avoid the need for new heating water pipes to be installed through the theatre and avoid the need to replace aging Victaulic couplings serving the existing chilled water lines. The office heating and cooling would be served by a separate air source heat pump using the existing DX coil, with electric reheat coils for zone level heating control.

Option 2: Air-to-Water Chiller/Heat Pump

In this option, the existing chiller is replaced with a similar air to water chiller/heat pump that will be connected to the existing chilled water system. Heating would be provided through the existing cooling coils. When in heating mode, free cooling would be utilized for the theatre and dimming room cooling requirements in the winter. During shoulder seasons, when mechanical cooling is required, heating will be provided by the existing boilers.

This configuration would eliminate the need to run new piping through the Theatre, however it will continue to rely on the existing aging chilled water pipe in the theatre. Although majority of natural gas use will be avoided, it would not eliminate the need for heating boilers during shoulder seasons.

The following table summarizes the energy and GHG impact, estimated implementation cost, incentives, and project financials for the two options presented.

Table 1: Summary of Recommended LCE Measures

Measure	Demand Savings (kW)	Electrical Savings (kWh)	Gas Savings (GJ)	GHG Savings (Tonnes eCO ₂)	Energy Cost Savings (\$)	Estimated Retrofit Costs (\$)	Estimated Base Case Costs (\$)	Incremental Retrofit Costs (\$)	Estimated Incentives (\$)	Internal rate of Return *	NPV Over 25 Yrs (\$)*
Option 1 - Air Source Heat Recovery Chiller	-32	-44,382	2,145	106	\$19,154	\$712,199	\$234,890	\$277,309	\$200,000	7%	\$20,251
Option 2 - Air Source Heat Pump	-23	-33,908	1,562	78	\$13,902	\$517,960	\$234,890	\$83,070	\$200,000	14%	\$129,260
2019 Data		630,675	2,145	114							

*NPV and IRR analysis based on incremental retrofit cost. Refer to Appendix D for full analysis

Although both options significantly reduce overall building fuel consumption, heat recovery from the Theatre offsets the low cost of gas.

For this reason, it is recommended that Option 1 is considered for implementation based on the merit of environmental impact through GHG emission reduction, and other non-energy benefits including chilled water piping upgrade.

In addition to the energy impact of the LCE measure assessed, the following non-energy benefits may also be realized through implementation, and should be considered the City of Nanaimo:

- environmental and air quality improvements through the significant reduction in greenhouse gas emissions through the conversion; and
- renewal of the existing cooling system.

DATE OF MEETING MARCH 17, 2021

AUTHORED BY CHARLOTTE DAVIS, MANAGER, PARKS OPERATIONS

SUBJECT SERAUXMEN STADIUM MAINTENANCE FOR 2021

OVERVIEW

Purpose of Report

To request Council's approval to amend the 2021 Parks Operations budget to include funding for additional facility and field maintenance of Serauxmen Stadium.

Recommendation

That the Finance and Audit Committee recommend that Council approve adding \$59,113 to the 2021 Parks Operations Budget for Parks and Facility Operations to conduct additional facility and field maintenance of Serauxmen Stadium, to be funded from General Revenue.

BACKGROUND

The Serauxmen Stadium officially opened on 1976-JUL-31. For the next four decades, the stadium was operated by the Nanaimo Minor Baseball Association (NMBA) and owned by School District #68 (SD68).

The Stadium was purchased by the City of Nanaimo from SD68 in 2017 as part of a purchase package that also included the purchase of the Rotary Bowl and the jointly funded construction of the Nanaimo District Secondary School (NDSS) Community Field. The City officially took over operations from SD68 on 2018-JAN-01.

Following the purchase of the stadium in 2017, the Serauxmen Stadium Amateur Baseball Association (SSABA) was formed to represent interests from several Nanaimo baseball groups in the operation and maintenance of the stadium. Through a Co-management Agreement with the City, the SSABA operated and maintained the facility from 2018 to 2020.

At the end of 2020, the SSABA informed the City they were no longer in a position to continue with maintenance and operations of the stadium and that it is no longer the Board's focus. This is a combination of capacity of the Board as well as an impact of pandemic restrictions. Revenues generated at the stadium that were utilized for operations by the group would continue to be severely affected through 2021, in turn, affecting their ability to manage the facility. As a result the City officially took over full operations as 2021-JAN-01.

DISCUSSION

The Serauxmen Stadium is a well used facility by many organizations including:

- Nanaimo Minor Baseball Association
- Mid-Island Pirates
- VIU Mariners
- Nanaimo Coal Miners
- Nanaimo NightOwls (West Coast League team 2021)

The 2021 Parks and Facility Operations budget does not currently allow for the additional facility and field maintenance and operation of the Stadium. The provisional 2021 budget presently includes \$38,872 for maintenance at the Stadium, this budget covers staff time to maintain items including the parking lot and the irrigation system and covers utilities and other costs including security and waste collection services.

The additional required facility and field maintenance at the stadium includes:

- Grounds maintenance: grass cutting, maintenance of infield, maintenance of irrigation system, equipment maintenance and associated repairs to these.
- Facility maintenance and repair: a considerable undertaking at this location due to age and condition factors.
- Stadium operations including bookings, custodial services and operation of systems including field lighting and irrigation.

Revenue generated from facility rentals at the stadium is estimated to be \$18,000 in 2021. This estimate factors in an anticipated reduction in bookings due to the COVID-19 pandemic and Provincial Health Orders. In 2019, the Stadium generated \$56,250 in revenues.

Parks and Facility Operations is well placed to provide the above services in 2021 and utilize unbudgeted anticipated revenue to offset some of the associated costs. The additional staff time to maintain the stadium is valued at \$88,486; this covers both grounds maintenance and custodial staff. This cost is in addition to existing fixed costs and contracted services and is offset by the anticipated revenue and the amount already budgeted in the provisional budget, to give a total additional cost of \$59,113 over plan.

Due to the addition of a new major user group in 2021, the West Coast League team Nanaimo NightOwls, Staff anticipates increased use and associated revenues (post-pandemic) even compared to pre-pandemic conditions. The City will work with the NightOwls into the future to consider opportunities to maintain the Stadium in a partnership with them post2021. |

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve adding \$59,113 to the 2021 Parks Operations Budget for Parks and Facility Operations to conduct additional facility and field maintenance of Serauxmen Stadium, to be funded from General Revenue.
 - The advantages of this option: This option provides for the comprehensive maintenance and operation of the Stadium throughout 2021. This option provides

opportunity for Staff to consider future options for the ongoing maintenance and operation of the Stadium (post-2021) while still providing the required services to allow the facility to remain open and maintain the required facility and grounds standards. The intention is that Staff will present longer term options to Council later in 2021.

City operation is also beneficial during 2021 due to the potential impactful nature of planned capital improvements at the Stadium including the outfield fencing project. Maintaining control over both the Stadium and this project is advantageous to the City for logistical and operational reasons. There are further synergies in this field being maintained by the City since maintenance crews are already in the area maintaining fields including Serauxmen Sports Fields (Third Street fields), NDSS Community Field and the Rotary Bowl field.

- The disadvantages of this option: The impacts of the COVID-19 pandemic mean that 2021 is an uncertain time for stadium operation. Expected revenues have been estimated for the purposes of this report and may in fact be lower than anticipated.
 - Financial Implications: \$59,113 of unbudgeted expenditure is required for Parks and Facility Operations to operate and maintain the Stadium in 2021. These costs are comprised of staff time to maintain the grounds and provide facility services including, maintenance, repair and custodial services. This cost is the net increase amount and is inclusive of; existing funds budgeted for Stadium maintenance services (those traditionally provided by the City) and estimated revenues from Stadium bookings in 2021.
2. That the Finance and Audit Committee recommend that Council do not approve adding \$59,113 in additional funds to the 2021 Parks Operations Budget and instead require that Parks and Facility Operations to conduct the required additional facility and field maintenance of Serauxmen Stadium by reallocation of existing resources.
- The advantages of this option: This option will not require the allocation of unbudgeted expenditure from general revenue.
 - The disadvantages of this option: Reallocation existing resources would create an associated service level decrease in impacted Parks and Facilities.
 - Financial Implications: \$59,113 of unbudgeted expenditure would not be required to be allocated from General Revenue for this purpose.
3. That the Finance and Audit Committee provide alternative direction.

SUMMARY POINTS

- The co-management agreement under which the Serauxmen Stadium has been maintained and operated since 2018 was dissolved effective 2021-JAN-01.
- The Serauxmen Stadium is a well-used facility and it is important for additional facility and field maintenance to continue in 2021.
- The Department of Parks and Facility Operations is well placed to conduct maintenance and operations of the Stadium in 2021. This would require a budgetary increase of \$59,113.

Submitted by:

Charlotte Davis
Manager, Parks Operations |

Concurrence by:

Art Groot
Director, Facility and Parks Operations

and:

Richard Harding
General Manager, Parks, Recreation & Culture

and:

Laura Mercer
Director, Finance |

DATE OF MEETING MARCH 17, 2021

AUTHORED BY ART GROOT, DIRECTOR, FACILITY AND PARKS OPERATIONS

LYNN WARK, DIRECTOR, RECREATION AND CULTURE

SUBJECT BEBAN PARK POOL IMPROVEMENTS FOR 2021

OVERVIEW

Purpose of Report

To obtain Council approval to amend the 2021-2025 Financial Plan to include funding for facility upgrades at Beban Park Pool.

Recommendation

That the Finance and Audit Committee recommend that Council amend the 2021-2025 Financial Plan to include \$255,000 in 2021 for change room and washroom upgrades at Beban Park Pool, to be funded from the Facility Development Reserve.

BACKGROUND

The Aquatics Reopening Plan was presented to Council at a Special Meeting held 2020-JUL-27 and the plan recommended opening the Nanaimo Aquatic Centre over Beban Park Pool for the following reasons:

- The facility, including all bodies of water, change rooms, weight room, and lobby are all larger and more well-designed to allow for physical distancing;
- The facility can accommodate a higher capacity per hour;
- The facility, in general, provides greater accessibility for people with mobility issues;
- The much larger weight room allows for physical distancing without eliminating as much equipment;
- The facility can offer a wider range of programming and, in particular, more activities at the same time;
- The facility caters to a more diverse range of facility renters/users and is therefore able to meet more needs in the community; and,
- There is a higher potential for rental revenue and public use at the same time.

The operating schedule for the Nanaimo Aquatic Centre has been modified to ensure physical distancing and maximum group size (less than 50) can be accommodated in all areas (i.e. pool/change rooms/weight room/lobby). The sauna, steam room, and hot tub remain closed.

Council unanimously supported the Aquatics Re-opening Plan as it was presented as it aligned with the City's "COVID-19 Recovery Plan" and complies with the components of the "Planning Framework for Municipal Operations".

DISCUSSION

During the 2020-2021 COVID closure at Beban Park Pool, Aquatic and Facility Maintenance staff have worked on many projects at the facility that include, but are not limited to, staff areas, public areas, the mechanical and filter pits, control rooms, washrooms and change rooms. Work included the standard annual shutdown maintenance tasks, but it is also an opportunity to really do a deep clean and disinfection of all these areas. As part of the 2020 capital project plan, the slide in the leisure pool area was also completely refurbished.

There is an opportunity to take advantage of the extended closure at Beban Park Pool and Staff have met multiple times to review the opportunities that are available regarding facility improvements during the prolonged closure in 2021 and have come up with options that will really enhance the facility and update the suggested areas. Staff recommend focussing on the three change rooms.

Proposed improvements include painting each of the change rooms as well as the area around the main pool including the steel beams. Touchless fixtures and faucets, new change tables, increasing accessibility in the universal shower stalls, new concrete countertops in all three change rooms, additional tiling in the change rooms, and improved LED lighting.

The flooring in the male and female change rooms are from the original construction of the facility, which opened on 1976-JAN-02. Outside of upgrades to the shower walls and fixtures, few alterations have been made to these change rooms. The family / universal change room was added as part of the Leisure Pool expansion in 1999.

All three change rooms require upgrading. Rather than attempting to remove and replace the existing tile at great expense, Staff have researched and propose a specialty coating that is intended for this application and environment. There are future capital projects planned to address the remaining tiled areas around the main pool and teach pool deck areas.

These improvements will reduce touch points (i.e. automatic flushing toilets, automatic faucets, etc.) and allow for better sanitization of surfaces in high traffic areas through improved surfaces (i.e. impermeable countertop surfaces).

OPTIONS

1. That the Finance and Audit Committee recommend that Council amend the 2021-2025 Financial Plan to include \$255,000 in 2021 for upgrades at Beban Park Pool, to be funded from the Facility Development Reserve.
 - The advantages of this option: The change rooms will be updated and upgraded to better support future operating and public interaction within these spaces. Surfaces will be more durable and easier to keep clean, there will be fewer high touch points, there will be better more energy efficient lighting, and spaces will be easier to access by the public.

- The disadvantages of this option: None.
 - Financial Implications: The 2021-2025 Financial Plan will be amended to include the \$255,000 of suggested improvements and upgrades from the Facility Development Reserve.
2. That the Finance and Audit Committee recommend that Council amend the 2021 – 2025 Financial Plan to include \$235,200 in 2021 for upgrades at Beban Park Pool, to be funded from the Facility Development Reserve.
- The advantages of this option: The change rooms will be updated and upgraded to better support future operating and public interaction within these spaces. Surfaces will be more durable and easier to keep clean, there will be fewer high touch points, there will be better more energy efficient lighting, and spaces will be easier to access by the public.
 - The disadvantages of this option: \$18,880 would be allocated from appropriate operating budgets to offset the withdrawal from the reserve fund, but would potentially impact the ability to complete other work in the annual work plan.
 - Financial Implications: The 2021-2025 Financial Plan will be amended to include the \$255,000 of suggested improvements and upgrades, with the remaining funds coming from existing operating budgets.
3. That the Finance and Audit Committee recommend that Council consider adding \$255,000 to the 2022 - 2026 budget deliberations for consideration to be used for upgrades at Beban Park Pool.
- The advantages of this option: No withdrawal from the Facility Development Reserve.
 - The disadvantages of this option: No additional improvements to the Beban Park Pool change rooms and main pool area would be realized in 2021. This is a loss of an opportunity regarding the facility being closed and having unrestricted access to make the suggested improvements. There will be possible extended annual closures in future years to complete this work.
 - Financial Implications: No immediate impact and the project would be added to the 2022-2026 Financial Plan for future discussion and deliberation. |

SUMMARY POINTS

- Beban Park Pool currently remains closed for the 2021 operating year because of COVID restrictions.
- The three change rooms and the main pool areas require upgrade and renewal.
- Doing the proposed work now will reduce closure times in future years.
- Improvements will reduce touch points and allow for better sanitization, as well as more efficient lighting and improved accessibility.

Submitted by:

Art Groot
Director, Facility and Parks Operations

Concurrence by:

Richard Harding
General Manager, Parks, Recreation and Culture

And:

Lynn Wark
Director, Recreation and Culture

And:

Laura Mercer
Director, Finance

DATE OF MEETING MARCH 17, 2021

AUTHORED BY RICHARD HARDING, GENERAL MANAGER
PARKS, RECREATION AND CULTURE

SUBJECT PROPOSED DEVELOPMENT OF A MEDIUM-SIZED STADIUM AT
NDSS COMMUNITY FIELD

OVERVIEW

Purpose of Report

To obtain approval from Council regarding a phased implementation plan for the development of a medium-sized stadium at the NDSS Community Field.

Recommendation

That the Finance and Audit Committee recommend that Council approve:

1. The NDSS Community Field be designated as the medium-sized stadium site for the City of Nanaimo;
2. That a phased implementation plan with options and costing be developed for Council's review and consideration in making NDSS Community Field a medium-sized stadium;
3. That in development of the phased improvement plan, that shared amenities that would benefit Rotary Bowl and Serauxmen Stadium be included; and,
4. That the current Joint Use Agreement with School District #68 be updated to address any changes required of this location being a medium-sized stadium.

BACKGROUND

The need to confirm or focus resources and amenities to one stadium that can host a variety of medium-sized sporting events (such as Junior and High school football, soccer, field lacrosse, rugby and other sports and community events) continues to be a desire and need in the community.

At the Special Meeting held 2020-JUL-27, Council received a report and presentation regarding options for the development of a stadium. At that meeting, Council passed the following motion:

"That Council:

- 1. Receive the draft Stadium Development Report and make available for review and comment by the community; and,*
- 2. Direct Staff to work with Nanaimo Ladysmith School District No. 68 and local sport and stadium user groups on the concept of making Nanaimo District Secondary School (NDSS) Community Field the medium sized Stadium for improvement and use and report back."*

The report recommended that the community, at this point in time and given current demand, focus on a medium sized stadium (3,000-8,000 seats).

DISCUSSION

As per Council's direction, Staff met with SD68 Staff as well as presented the Stadium Concept to SD68 Board of Education on 2020-SEP-02. At that meeting, the Board passed the following motion:

"That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct staff to work with the City of Nanaimo on the draft concept of making NDSS Community Field a medium sized stadium as per the draft City of Nanaimo Stadium Report."

Throughout the summer and fall of 2020, Staff provided a number of sessions with user groups and stakeholders on the subject and also included it as part of the REIMAGINE Nanaimo engagement workshops. In addition to NDSS Community Field being the medium sized stadium location, considerable discussion was also had with user groups and stakeholders on how this facility can link with the Rotary Bowl and Serauxmen Stadium and how joint developed amenities can be developed. The following user groups were consulted:

- Nanaimo United Football Club
- 7-Aside Soccer
- Nanaimo Raiders Field Lacrosse
- Southside Minor Football Association
- Nanaimo NightOwls
- Nanaimo Ultimate Association
- Nanaimo Women's Field Hockey
- Nanaimo Minor Baseball Association
- Merriman Soccer Academy and Pacific Coast League
- Nanaimo Track and Field Club
- Nanaimo Sports and Social Club
- McGirr Sports Society
- Vancouver Island University, Athletics Department
- Vancouver Island Raiders Football

Broad support was also evident from the community via the REIMAGINE Nanaimo Phase One engagement regarding the need for improved recreation venues and gathering areas for events.

The Vancouver Island Raiders Football team have been using Caledonia Park as their home venue and have been requesting improvements to the site for many years. If stadium development is approved for the NDSS Community Field, the team would be supportive of moving their home venue (Attachment A).

Based on the review, Staff recommend that NDSS Community Field be designated as the medium sized stadium site as presented in the Stadium Report (Attachment B). All feedback received from SD68, user groups, and the general community was positive and supportive of that location.

Excerpt from the Stadium Report regarding medium sized stadiums:

“A medium-sized stadium is defined as a stadium that seats between 3,000 to 12,000 spectators. This type of stadium can host larger events from small concerts to the RCMP Musical Ride show. They can also host small international events like the Pan-American Junior Championships or the World Field Lacrosse Championships. There is an important difference between a small-sized stadium and a medium-sized stadium that relates to the seating numbers. A medium sized stadium has a large enough number of seats that the focus of the stadium shifts from the field and the player amenities to spectator services and amenities. Parking, food services, washrooms, ticketing, garbage collection and back-of-house operations (television trucks, delivery trucks, event fit-out storage, etc.) take up the vast majority of the operations staff's time than what they spend on the field and players' change rooms. The relationship between how much area the field and field amenities occupy to how much area the seats and spectator services occupy changes as well. The size of the site that a medium sized stadium requires increases significantly from that of a small stadium due to these requirements for spectator services. An example of a medium sized stadium is the 5,000 seat Swangard Stadium in Burnaby.”

To make this a reality, a detailed implementation plan should be developed that provides options, costing, and a phased approach that meets short-term as well as long-term needs for the community.

Shared Amenities in Larry McNabb Sports Zone

The plan should also include development of shared amenities with Rotary Bowl and Serauxmen Stadium to complement events as well as maximizing cost saving advantages with all three venues. Shared amenities could include ticketing, change rooms, washrooms, food services area, parking, security, etc.

Interim requirements:

Although currently in COVID restrictions, a few teams and user groups are still hopeful to have a season or partial season this year (VI Raiders, Nanaimo NightOwls, High School football, etc.). One of the main restrictions of use of NDSS Community Field and Serauxmen Stadium is the lack of seating. To meet this need, Staff will come back prior to summer of this year with options to increase seating capacity at both venues. In addition to seating, some interim work will also need to be done and will be included in this report to facilitate VI Raiders for example to move to this venue.

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve:
 1. The NDSS Community Field be designated as the medium-sized stadium site for the City of Nanaimo;
 2. That a phased implementation plan with options and costing be developed for Council's review and consideration in making NDSS Community Field a medium-sized stadium;

3. That in development of the phased improvement plan, that shared amenities that would benefit Rotary Bowl and Serauxmen Stadium be included; and,
 4. That the current Joint Use Agreement with School District #68 be updated to address any changes required of this location being a medium-sized stadium.
- The advantages of this option: Consolidates the need for a stadium venue for the community of Nanaimo. Utilizes existing infrastructure to maximize benefits to NDSS Community Field, Serauxmen Stadium, and the Rotary Bowl. This venue is centrally located, near major roads, and will form part of the Larry McNabb Sports Zone.
 - The disadvantages of this option: Will require a long-term funding commitment to develop the site through a phased implementation plan.
 - Financial Implications: By designating this as the medium sized stadium, a phased implementation plan will need to be developed that includes costing.
2. That the Finance and Audit Committee recommend that Council not designate NDSS as the stadium site.
- The advantages of this option: Existing venues will continue to function for lower level games and small events.
 - The disadvantages of this option: Does not provide the community with a stadium venue that is needed for a community of this size.
 - Financial Implications: By not working to consolidate to one venue, there will be requests and requirements by sport groups to improve other venues to meet standards and needs (i.e. Caledonia Stadium).
3. That the Finance and Audit Committee recommend that Council direct Staff to look at further options.
- The advantages of this option: Allows for further review and long-range planning.
 - The disadvantages of this option: Stadium development for the community of Nanaimo will be further delayed.
 - Financial Implications: None at this time but may include feasibility work and costs for other locations. |

SUMMARY POINTS

- Following the meeting held on 2020-JUL-27, Staff have met with SD68 staff and Board, user groups and members of the general community. All groups have been supportive in designating NDSS Community Field as the stadium location.
- The medium size stadium would have the appropriate amenities for meeting the needs of several levels of athletics and community events.
- As it is in the Larry McNabb Sports Zone, NDSS Community Field is in a good location and has many of the infrastructure pieces already in place as well as opportunity to improve amenities that would complement other venues as well.

ATTACHMENTS:

ATTACHMENT A: Letter of Support – VI Raiders Football

ATTACHMENT B: Link to Stadium Report, authored by Doug Wournell, Architect AIBC, AIKS |

Submitted by:

Richard Harding
General Manager
Parks, Recreation and Culture |

ATTACHMENT A

Vancouver Island Raiders Football

448 Diamond Boulevard
Nanaimo, BC
V9T 2R7

February 5, 2021

Mr Richard Harding
General Manager, Parks, Recreation, Culture
455 Wallace Street
Nanaimo, B.C.
V9R 5J

Dear Richard:

Re: Multi Use Stadium

I am writing on behalf of the Vancouver Island Raiders Junior Football team, who have been part of the sports fabric of Nanaimo since 2005. The Raiders play in the British Columbia Football Conference of the Canadian Junior Football League.

To this end, the Raiders play in the top amateur football league in Canada, with the exception of USport. During its 15 year history, the Raiders have represented Nanaimo across British Columbia as well as the rest of Canada. The team has won 8 Provincial Championships and 3 Canadian Championship and while not winning, the team competed for an additional 4 Canadian Championships.

The team has been very successful and feels that it has represented Nanaimo quite well. Up until now, the team has played out of Caledonia Park. While the facility was never on par with others in the league, the team made it work. However, the days are past where it can function properly, on the field and off the field with Caledonia being its home field.

The lack of proper facilities have hindered and really affected attendance at games and the state of the facilities has affected player recruiting. The facility has been judged the worst in Junior football across Canada. In fact, the BCFC and CJFL have decreed that no playoff games would ever be held in Nanaimo again, if Caledonia is the venue of such games. Other teams also regularly point to the lack of a proper facility in Nanaimo when it comes to recruiting players. This makes it difficult to field a competitive team each year.

Add in the fact that the lack of proper facilities has had a dramatic effect on attendance, game day revenue and sponsorship, it has been increasingly difficult to sustain the team financially while utilizing Caledonia Park. The seating is exposed to the elements, both sun and rain, the lack of lighting prevents night games which would give our fans more flexibility in order attend games, and the lack of telecommunications which makes it difficult to live stream our games, all hits our financial bottom line.

Therefore, we are very supportive of a new multi-use facility being built in Nanaimo. To be able to use such a facility as our home base and field would open up a huge number of opportunities for us and allow us to sustain ourselves financially and athletically.

To this end, we have been working cooperatively with yourselves for 3 years or more in the hopes a new facility would be built that would suit our purposes. To use utilize the existing field at NDSS to incorporate into a new facility makes great sense and then to have it located within in a sports hub as it presently exists, brings forward symbiotic relationships that could benefit all end users.

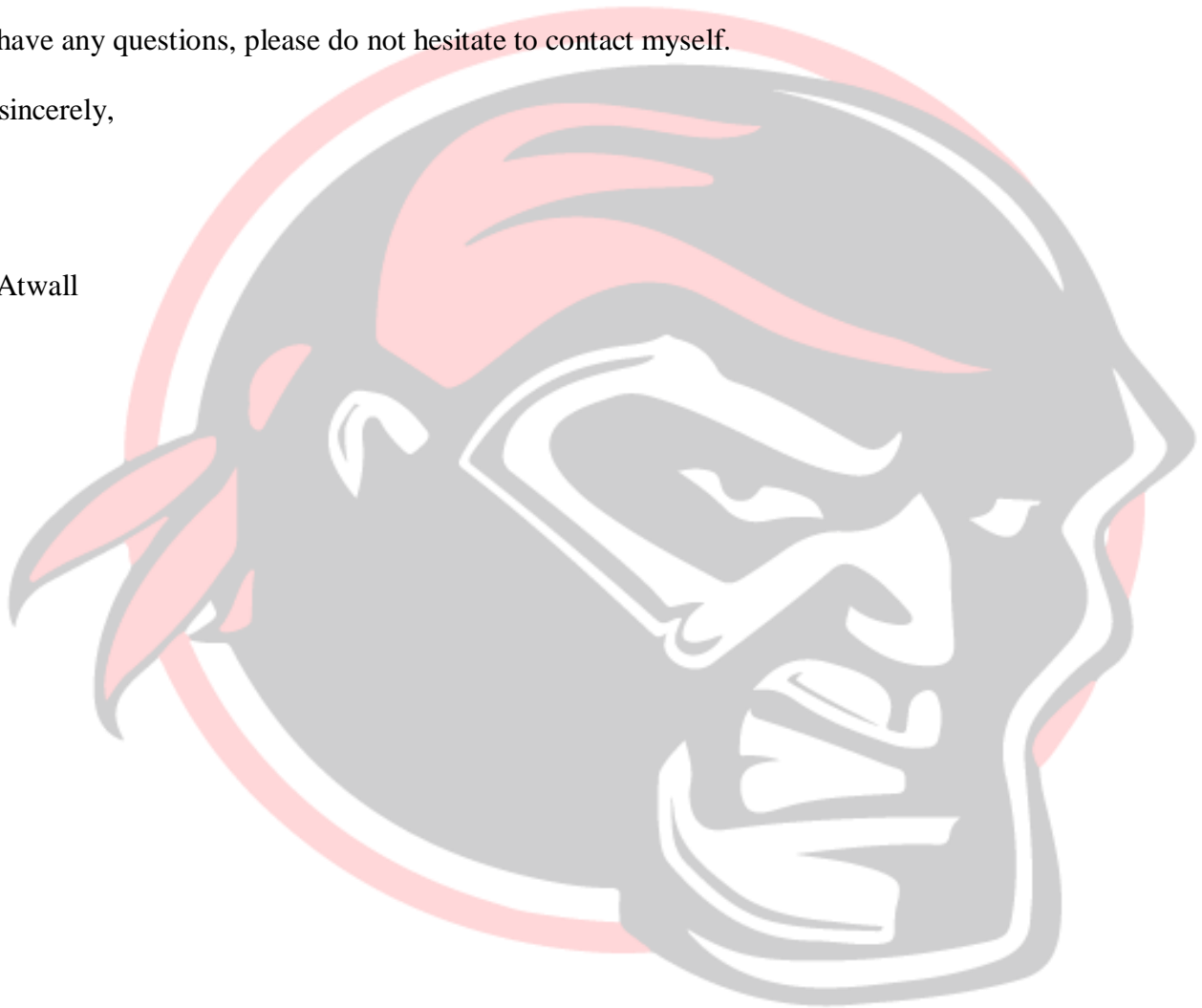
We understand that it takes time to have such a facility up and running, however, as discussed we can work with you on a phased improvement plan that meets our objectives and those of the city. Enough of the elements needed for our games and operations exist so that they could be used temporarily. This gives time for the ultimate facility to be constructed while giving us the lifeline that we desperately need.

I appreciate that time that you have spent with us to understand our needs and we are wholeheartedly supportive of the new facility. We think it would be a great asset to Nanaimo as well as ourselves.

If you have any questions, please do not hesitate to contact myself.

Yours sincerely,

Kabel Atwall



Please follow the link below for Attachment B – City of Nanaimo Stadium Report, authored by Doug Wournell, AIBC, AIKS

<https://www.nanaimo.ca/docs/recreation-parks/parks-trails/stadiumreport.pdf>



