

# AGENDA FINANCE AND AUDIT COMMITTEE MEETING

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

### SCHEDULED RECESS 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.	INTR	ODUCTION OF LATE ITEMS:	
3.	ADOF	PTION OF AGENDA:	
4.	ADOF	PTION OF MINUTES:	
	a.	Minutes	4 - 9
		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-SEP-22, at 9:00 a.m.	
5.	PRES	SENTATIONS:	
6.	DELE	GATIONS:	
	a.	John Davis, Mark Chase, Michele Ney and Chris Pearce re: Request for Field House as Part of the Beban Park 10 Year Plan	10
	b.	Shawn Owen and Rick Bevis, Mariners Volleyball Club re: Beach Volleyball Court Expansion at Bowen Park	11
7.	REPO	ORTS:	
	a.	Fossil Fuel Divestment and Responsible Investing	12 - 27
		To be introduced by Laura Mercer, Director, Finance.	
		Purpose: To provide the Finance and Audit Committee with information on the City's existing Investment Policy and to provide fossil fuel free investment opportunities available within legislated requirements as directed by Council.	

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

Purpose: To seek Council direction to participate in the Mid-Island Electric Vehicle Network Project headed by the Regional District of Nanaimo and administered by Community Energy Association.

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

- Execute the attached Participation Agreement, dated June 23rd, 2021, to enter into contract with Community Energy Association to participate in the Mid-Island Electric Vehicle Charging Station Network;
- Add a project to 2021 of the 2021-2025 Financial Plan, for the installation of four public, electric vehicle charging stations at Cityowned sites within the community. These would be funded by a grant and a reallocation of existing resources; and
- 3. Collaborate with Regional District of Nanaimo staff to select specific locations within the area that optimize coverage.

# c. Community Program Development Grant - Nanaimo Science and Sustainability Society

66 - 79

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

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

Recommendation: That the Finance and Audit Committee recommend that Council approve the request from the Nanaimo Science and Sustainability Society (NS3) for a Community Program Development Grant in the amount of \$1,000 to assist in funding The Great Pumpkin Toss event for children and families.

### d. Serauxmen Stadium Project Update

80 - 85

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

Purpose: To inform Council of a budget transfer required to fund an unanticipated project at the Serauxmen Stadium as part of ongoing maintenance and improvements.

#### 8. OTHER BUSINESS:

- 9. QUESTION PERIOD:
- 10. ADJOURNMENT:

#### **MINUTES**

# FINANCE AND AUDIT COMMITTEE MEETING SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE, 80 COMMERCIAL STREET, NANAIMO, BC WEDNESDAY, 2021-SEP-22, AT 9:00 A.M.

Present: Mayor L. Krog, Chair

Councillor S. D. Armstrong (joined electronically)

Councillor D. Bonner (joined electronically)

Councillor T. Brown Councillor B. Geselbracht Councillor E. Hemmens Councillor Z. Maartman Councillor I. W. Thorpe

Absent: Councillor J. Turley

Staff: J. Rudolph, Chief Administrative Officer

R. Harding, General Manager, Parks, Recreation and Culture

D. Lindsay, General Manager, Development Services B. Sims, General Manager, Engineering and Public Works

J. Elliot, Director, Public Works

A. Groot, Director, Facilities and Parks Operations

L. Mercer, Director, Finance P. Rosen, Director, Engineering

L. Wark, Director, Recreation and Culture D. Bailey, Manager, Accounting Services L. Clarkson, Manager, Recreation Services

W. Fulla, Manager, Business, Asset and Financial Planning

S. Gurrie, Director, Legislative Services K. Lundgren, Recording Secretary

#### 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. <u>APPROVAL OF THE AGENDA:</u>

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, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2021-JUL-21 at 9:00 a.m. be adopted as circulated. The motion carried unanimously.

#### 4. PRESENTATION:

### (a) 2022 - 2026 Financial Plan Timeline

Laura Mercer, Director, Finance, provided an overview of the 2022 - 2026 Financial Plan timeline and upcoming Finance and Audit Committee Meetings. Highlights included:

- 2021-OCT-29 and 2021-NOV-03 meetings will include department business plan presentations
- 2021-NOV-05 meeting includes highlights of operating and capital projects both included and not included in 2022 2026 Draft Financial Plan
- 2021-NOV-10 meeting includes a recap of projected tax and user fee increases as well as budget drivers
- E-Town Hall meeting on 2021-NOV-15
- 2021-NOV-19 meeting includes a second budget recap
- 2021-DEC-06 meeting includes first three readings for the 2022 2026
   Financial Plan Bylaw and the 2022 Water, Sewer & Garbage Bylaws
- 2021-DEC-20 meeting includes adoption of the bylaws

#### 5. REPORTS:

#### (a) Nanaimo Operations Center - Business Case

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

#### Presentation:

- 1. Poul Rosen, Director, Engineering, provided a PowerPoint presentation. Highlights included:
  - September 2020 Council allocated funding for the development of an architectural concept and cost estimate for the Public Works facility
  - Project website includes links to various documents for more in depth information
  - Issues and concerns with the existing Public Works facility include:
    - o Condition of the original building constructed in the 1960's
    - Resiliency and emergency preparedness and the requirement of an operational facility in the event of a post disaster scenario
    - Capacity and operational efficiency with the increase in population
    - Exceeding Staff capacity and lack of office space

Committee discussion took place regarding whether an emergency contingency plan was currently in place for the Public Works facility in the event of a disaster in the near future.

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

- Issues and concerns with the existing Public Works facility (continued):
  - Control and security deficiency
  - Stair only access limits accessibility in some locations
  - Relocating the first aid room to a trailer to accommodate a women's change room
  - Lack of energy efficiency of the current building
  - Adaption to fleet electrification and charging capacity
- Provided an overview of the alternative options that were considered
- Project will need to be completed in four phases to allow operations to continue
- Provided renderings of the Nanaimo Operations Centre and noted the simplicity in design

Committee discussion took place. Highlights included:

- Noted the flat roof of the facility and potential opportunity to install a green roof
- The use of the land if the fire training tower is relocated

Poul Rosen, Director, Engineering, noted the operational benefit to the Fire Department to have the fire training tower in it's current location.

Committee discussion took place regarding the consideration for pre-engineered industrial structures.

Poul Rosen, Director, Engineering, advised that pre-engineered facilities do not tend to be very durable, provide less insulation and have a lesser projected lifespan. The durability of the facility is important for use as a post disaster structure; however, the storage facility might be able to be considered as a pre-engineered facility.

Art Groot, Director, Facilities and Parks Operations, continued the presentation and spoke regarding the current issues and plans for improvement for Parks Operations at the 89/91 Prideaux Street and 1151 Nanaimo Lakes Road locations.

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

- Overview of the timeline of the project's four phases
- Cost estimate and accounting for inflation due to the long duration of the project
- Returning to Council with options for funding

Committee discussion took place. Highlights included:

- BC Housing temporary housing next to the site
- Taking advantage of community and infrastructure grants

 Consideration for the potential opportunity to sell the Prideaux Street site and consolidate operations at the Labieux site

Bill Sims, General Manager, Engineering and Public Works, acknowledged that selling the Prideaux Street property is an option; however, the Prideaux Street site is a valuable resource in Parks Operations due to its location in the downtown.

Committee discussion continued regarding the limited available options regarding this project.

Jake Rudolph, Chief Administrative Officer, spoke regarding the Police facility undergoing a similar review process, upcoming projects and the City's current debt.

Committee discussion continued. Highlights included:

- Eligibility for federal grants
- Contingency measures to avoid the project going over budget
- The approval process for an operational building versus a community amenity
- Grant success rate based on a larger dollar project compared to a smaller project

#### (b) Community Program Development Grant – Salish Storm Hockey

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

Lynn Wark, Director, Recreation and Culture, informed the Committee that the Salish Storm Hockey Association submitted an application for a Community Program Development Grant:

- The association supports successful introduction into sport, promotes health benefits, and removes barriers such as financial and transportation barriers
- The application meets criteria for funding
- The organization submitted an application last year; however, due to COVID-19, they were unable to run the program

It was moved and seconded that the Finance and Audit Committee recommend that Council approve the request from the Salish Storm Hockey Association for a Community Program Development Grant in the amount of \$4,500 to assist in funding the Storm the Ice program. The motion carried unanimously.

#### (c) Canada Community Revitalization Fund

Laura Mercer, Director, Finance, informed the Committee that the City has submitted a grant application for Maffeo Sutton Park Playground Phase 2 to the Canada Community Revitalization Fund, and expect to hear funding announcement this fall.

Committee discussion took place regarding the project design currently being incomplete.

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

Laura Mercer, Director, Finance, provided the Committee with a summary of the Quarterly Purchasing Report for the second quarter.

#### (e) Council Expenses for the Six Months Ending 2021-JUN-30

Laura Mercer, Director, Finance, provided the Committee with a summary of Council expenses for the second quarter.

#### (f) Operating Results for the Six Months Ending 2021-JUN-30

Laura Mercer, Director, Finance, provided the Committee with a summary of the operating results for the second quarter.

#### (g) Project Results for the Six Months Ending 2021-JUN-30

Laura Mercer, Director, Finance, provided the Committee with a summary of the project results for the second quarter.

Committee discussion took place regarding project delays.

#### 6. OTHER BUSINESS:

Councillor Bonner spoke regarding potential opportunity for online community engagement on the 2022 - 2026 Draft Financial Plan through the Bang the Table platform.

# 7. **QUESTION PERIOD:**

There was no one in attendance to ask questions.

#### 8. ADJOURNMENT:

It was moved and seconded at 10:27 a.m. that the meeting adjourn. The motion carried unanimously.

	CERTIFIED CORRECT:
CHAIR	
	CORPORATE OFFICER

MINUTES – FINANCE AND AUDIT COMMITTEE 2021-SEP-22 PAGE 6

# **Delegation Request**

# **Delegation's Information:**

John Davis, Mark Chase, Michele Ney and Chris Pearce have requested an appearance before Council.

City: Parksville Province: BC

# **Delegation Details:**

The requested date is October 20, 2021.

The requested meeting is:

Finance and Audit

Bringing a presentation: Yes

Details of the Presentation: A presentation addressing the growing need for additional indoor space for the three main racquet sports. Each sport is growing and will address specific issues faced by that sport

# **Delegation Request**

# **Delegation's Information:**

Mariners Volleyball Club have requested an appearance before Council.

City: Nanaimo Province: BC

### **Delegation Details:**

The requested date is October 20, 2021.

The requested meeting is:

Finance and Audit

Bringing a presentation: Yes

Details of the Presentation: We have been in contact with Ian Thorpe and the City around an expansion of the Bowen Park Beach Volleyball Courts. We are hoping to present a few items: 1) History of Mariners Volleyball Club 2) Current Services 3) Bowen Park Facility expansion. We have already sent the city a proposal and rational to be considered.



# **Information Report**

DATE OF MEETING OCTOBER 20, 2021

AUTHORED BY DAN BAILEY, MANAGER, ACCOUNTING SERVICES

SUBJECT FOSSIL FUEL DIVESTMENT AND RESPONSIBLE INVESTING

#### **OVERVIEW**

# **Purpose of Report:**

To provide the Finance and Audit Committee with information on the City's existing Investment Policy and to provide fossil fuel free investment opportunities available within legislated requirements as directed by Council.

#### **BACKGROUND**

At the 2021-AUG-30 Regular Council Meeting, the following motion was passed:

That staff prepare a report on an investment policy and strategy that can achieve the following considerations:

- Divest from fossil fuel companies, by supporting fossil fuel free investment portfolios, such as the MFA Fossil Fuel Free Short-Term Bond Fund and build on the examples of fossil fuel free investment strategies from other municipalities such as Vancouver and Victoria;
- 2) Select investments that make positive contributions to Environmental, Social and Governance (ESG) factors; and
- 3) Align investment with the Sec.183 of the Community Charter, and best practices for investing public funds.
- 4) Provide strategic options with associated budgetary considerations that include options for the immediate divestment of all funds that include holdings involved in the production and distribution of fossil fuels and options that take a more graduated approach.

The existing City of Nanaimo Investment Policy #COU-197 (Attachment B) outlines the performance objectives of the City's investment portfolio while meeting the statutory requirements of the *Community Charter*. Section 183 of the *Community Charter* outlines the areas that a municipality can invest excess funds in, and are as follows:

- Securities of the Municipal Finance Authority (MFA)
- MFA pooled investment funds
- Securities of Canada or a province, or securities guaranteed for principal and interest by Canada or a province
- Securities of a municipality, regional district or greater board
- Investments guaranteed by a chartered bank
- Deposits in a savings institution, or non-equity or membership shares of a credit union



Investments in shares, warrants, convertible debt securities, derivatives, swaps, options or futures are prohibited.

The three main objectives of the City's investment portfolio, in order of priority are:

### Quality (safety)

- All securities in the portfolio must have an average quality rating of at least AA
- Each security purchased must have a quality rating of at least A

#### Liquidity

- o The City must maintain adequate liquid assets to meet ongoing expenses
- Each security in the portfolio must have a maturity of ten years or less
- The total investment portfolio must have an average term to maturity of no greater than three years

#### Return

Maximizing the return on the investment portfolio

Accounting Services typically goes out for investment quotes twice per year, and each quote received is evaluated based on the quality, liquidity and return objectives listed above. When selecting the successful candidates, effort is also made to diversify investment purchases across numerous financial institutions where possible. By diversifying the investment portfolio, this internal control measure addresses risk exposure in the portfolio in order to safeguard the City's assets.

Investment income earned is allocated monthly to both general revenue and statutory reserve funds. Investment income allocated to the general reserve fund contributes directly to reducing property taxes. The allocation of investment income to statutory reserves funds helps to build up the reserve balances over time, which is then used to fund future projects. Investment income for both operations and statutory reserves is budgeted annually.

#### **DISCUSSION**

Socially responsible investing (SRI) also known as sustainable, responsible, "green" or ethical investing, is any investment strategy which seeks to consider both financial return and social/environmental good to bring about social change. The City's current investment policy does not include a responsible investment strategy. A summary of the City's current investment holdings can be found in **Attachment A**.

Historically, the City of Nanaimo has not directly targeted any fossil fuel free investments. However, it is important to note that the City does not have any direct investment exposure to the fossil fuel sector. The Community Charter prohibits equity investments through chartered banks as these investments are not guaranteed. The City's existing high interest savings account may be considered fossil fuel free as it does not have direct investment in entities "engaged primarily in extracting, processing or transporting coal, oil or natural gas."



In efforts to address global climate change, other short-term investment products have become available as a SRI option.

Staff have requested information from brokers and financial institutions where the City has investment activity to determine the current availability of fossil fuel free investments that meet the requirements of the *Community Charter* and the City's Investment Policy. There was very little response to this request, however the following fossil fuel free investment opportunities are available:

#### Fossil Fuel Free Short-Term Bond Fund

The Municipal Finance Authority of British Columbia (MFABC) offers a Fossil Fuel Free Short-Term Bond Fund as shown in **Attachment C**. This fund is screened to remove any investments in coal, oil, and natural gas processing, extraction, and transportation activities. This pooled investment fund does not have any set maturity dates, but the recommended duration is at least two and a half years. Currently, the yield to maturity on the bond is 0.82%, and 10 local governments are participating in this fund.

#### Pooled High Interest Savings Accounts (HISA)

The MFABC offers access to a Pooled High Interest Savings Account (PHISA) program, which includes three available high interest savings accounts that are considered fossil fuel free:

- CIBA PHISA current yield is 0.80%
- National Bank PHISA current yield is 0.72%
- Scotiabank HISA current yield is 0.75%

#### Green/Sustainable Bank Bonds

Green/Sustainable bonds focus on investments in projects that contribute to a low carbon economy. This would include hydroelectricity, wind, solar and geothermal infrastructure, green buildings, sustainable agriculture and forestry. Green bonds are in low supply, and the yields are 0.15% - 0.20% lower than conventional bonds. Staff made multiple attempts to get rates for green bonds from brokers but as the rates are low they were not quoted. Another challenge with green bonds is that bond yields are only guaranteed if held until maturity. As many green bond offerings are held in pooled funds, there is no assurance that the bonds would be held to maturity.

Interest rates have declined significantly throughout the COVID-19 pandemic, which has put pressure on meeting budgeted investment income targets. As shown in **Attachment A**, the existing City of Nanaimo investment portfolio includes investments purchased in 2018 and 2019 with yields ranging between 2.55% and 3.36%. In 2020, the City was able to secure interest rate yields of 1.10% to 1.51%. In late August 2021, staff purchased investments with interest rate yields of 1.30% to 1.81%.

Interest rates on SRI investments that meet the requirements of both the *Community Charter* and the City's Investment Policy are much lower than rates on non-SRIs. As shown in section 3 of **Attachment A**, if staff had invested 25 million dollars in the MFA Fossil Fuel Free bond in August,



the estimated annual earnings would be \$205,000. The annual interest earned on investments purchased in August will be \$380,500, which is significantly higher.

#### **OPTIONS**

#### Option 1: Update the current Investment Policy to include the following:

#### **Responsible Investing**

Where possible, socially responsible investing (SRI) and green investing criteria will be applied to the selection of investments. The City's investment program will consider SRI products that adhere to statutory requirements and meet the objectives laid out in this policy. Organizations that adopt a socially responsible investment platform are preferred. Where SRI and green investments are within 5% of maximum available yields, SRI or green facilities will be exercised.

#### Advantages:

- This will enable the City to incorporate socially responsible criteria into its investment policy
- The City can take advantage of higher return investments which will in turn relieve pressure on general taxation
- This wording is used in the Capital Regional District's Investment Policy
- The Cities of Vancouver, Victoria, Campbell River and the Peace River Regional District have similar wording in their Investment Policies however there are no requirements around maximum yields (Attachment D)

#### Disadvantages:

There is no guarantee that the City's investment portfolio will include SRIs.

# Option 2: Update the current Investment Policy to include 10% of the City's portfolio be in socially responsible investments.

The Investment Policy can be reviewed every 3 years to re-evaluate this percentage. As more SRI opportunities become available, the City may want to revise this percentage.

#### Advantages:

A set portion of the investment portfolio will always be dedicated to SRIs.

#### Disadvantages:

 Non-SRI identified investments with a higher return will likely need to be given up to obtain a set percentage of SRI products in the portfolio.



# Option 3: Update the current Investment Policy to only allow investment in socially responsible investments.

The Investment Policy can be updated to include allowing only investment in SRIs that will align with Councils values. Under this option, the sustainable aspect of investment purchases would be attained but maximizing the return on investment could be compromised.

#### Advantages:

• The entire investment portfolio will be entirely dedicated to SRI purchases.

#### Disadvantages:

- In the current investment climate, non-SRIs with a higher return will be given up and this will lead to reduced investment income.
- Investment income is used to reduce revenue needed from property taxation as well as project funding through reserves. With a decrease in investment income there will be increased pressure on property tax increases to make up the shortfall.
- A full socially responsible investment portfolio would not be attainable until August 2024. This is when the last of the current investments in the portfolio matures.

#### **CONCLUSION**

Socially responsible investment products that meet legislative requirements are currently not plentiful and their return on investment is lower than other available investment products.

Changing the City of Nanaimo investment policy to include socially responsible investment products in the portfolio has the potential to decrease portfolio earnings. Decreased investment earnings will put pressure on both taxation and future project funding.

#### **SUMMARY POINTS**

- The City's existing Investment Policy objectives in order of priority are quality, liquidity and return. Historically, the City has not directly targeted socially responsible investments
- Socially responsible investment products that meet legislative requirements have become available but tend to have lower rates of return
- Investment income contributes to reducing property taxes and also increases statutory reserve balances to fund future projects



# **ATTACHMENTS**

Attachment A: City of Nanaimo Investment Portfolio Analysis

Attachment B: City of Nanaimo Investment Policy

Attachment C: MFABC FFF Investments

Attachment D: Comparable Investment Policy Excerpts

Submitted by: Concurrence by:

Dan Bailey Laura Mercer

Manager, Accounting Services Director, Finance

Section 1 - Existing Investment Portfolio (prior to going out for quotes in August, 2021)

Investment	Year Purchased	Value	Maturity Date	Yield	Ann	ual Earnings
5 Year GIC	2016	\$ 3,000,000	7-Dec-21	1.00%	\$	30,000
4 Year Bank Bond	2018	\$ 5,000,000	12-Sep-22	3.00%	\$	150,000
3 Year GIC	2018	\$ 3,204,987	29-Nov-21	3.36%	\$	107,688
3 Year GIC	2018	\$ 2,136,245	29-Nov-21	3.35%	\$	71,564
4 Year GIC	2019	\$ 10,000,000	23-Aug-23	2.79%	\$	279,000
5 Year GIC	2019	\$ 5,000,000	23-Aug-24	2.85%	\$	142,500
3 Year GIC	2019	\$ 5,127,500	26-Aug-22	2.67%	\$	136,904
3 Year GIC	2019	\$ 5,133,000	23-Aug-22	2.55%	\$	130,892
3 Year GIC	2019	\$ 5,000,000	25-Oct-22	2.66%	\$	133,000
3 Year GIC	2019	\$ 10,000,000	30-Oct-23	2.58%	\$	258,000
2 Year GIC	2020	\$ 15,000,000	18-Nov-22	1.37%	\$	205,500
3 Year GIC	2020	\$ 5,000,000	20-Nov-23	1.51%	\$	75,500
2 Year GIC	2020	\$ 5,000,000	18-Nov-22	1.10%	\$	55,000
High Interest Savings Account		\$ 55,048,908	N/A	0.80%	\$	440,391
Notice Plan Account		\$ 35,563,453	N/A	0.85%	\$	302,289
TOTAL		\$ 169,214,092			\$	2,518,228

Section 2 - Summary of investments purchased on August 19, 2021:

Investment	Value	Maturity Date	Yield	Annı	ual Earnings
2 Year GIC	\$ 10,000,000	19-Aug-23	1.30%	\$	130,000
3 Year GIC	\$ 5,000,000	19-Aug-24	1.65%	\$	82,500
2 Year GIC	\$ 5,000,000	19-Aug-23	1.55%	\$	77,500
3 Year GIC	\$ 5,000,000	19-Aug-24	1.81%	\$	90,500
TOTAL	\$ 25,000,000			\$	380,500

TOTAL annual earnings of existing portfolio including August 19, 2021 Purchases	\$ 2,898,728

Section 3 - Annual earnings estimate if invested fully in MFA's fossil Fuel Free fund.

Investment	Value Maturity D	ate Yield	Anı	nual Earnings
MFA - 100% Fossil Fuel Free Fund - existing portfolio	\$ 169,214,092	0.82%	\$	1,387,556
MFA - 100% Fossil Fuel Free Fund - August 19, 2021 purchase	\$ 25,000,000	0.82%	\$	205,000
TOTAL	\$ 194,214,092		\$	1,592,556

# Attachment B



RCRS Secondary:	GOV-02	Effective Date:	2007-JAN-08
Policy Number:	COU-197	Amendment Date/s:	2013-JAN-15 FPCOW
			2014-OCT-20 COUNCIL
Title:	Investment Policy	Repeal Date:	
Department:	Finance	Approval Date:	2007-JAN-08

# POLICY:

Surplus cash will be invested by the Director of Finance (or delegate) in the best permitted investment available that meets the needs of the City.

### **DEFINITIONS:**

Banker's Acceptance (BA)	A short-term debt instrument issue by a major corporation, which is guaranteed (endorsed) by a financial institution. It is sold at a discount, with issue periods of between 30 and 365 days, and in face value multiples of \$100,000.
Bond	An IOU from the borrower to the lender. It refers to any interest- bearing government or corporate security that obligates the issuer to pay a particular sum of money at specified intervals, and to repay the principal amount of the loan upon maturity. A secured bond is backed by collateral that may be sold by the bondholder if the bond issuer fails to pay interest and principal as due. A debenture or unsecured bond is not backed by any specific collateral.
Callable Securities	Securities redeemable by the issuer prior to the scheduled maturity date.
Central Depository for Securities (CDS)	A national clearing house for securities trading owned by the major financial institutions, investment dealers and trust companies. CDS is regulated directly by the Provincial Securities Commissions and indirectly through the Federal Regulations of Financial Institutions. It manages the recording and clearing of the Canadian stocks, bonds, and coupons on a book basis. The physical securities are stored in the values of CDS and the Bank of Canada.
Collateral	Assets pledged to a lender as security for a loan.
Delivery Versus Payment	There are two methods of delivery of securities: delivery versus payment; and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.
Diversification	Dividing investment Portfolio among a variety of securities offering independent returns.
Intermediate Fund (MFA)	The market in which fixed income and money market instruments (treasury bills, commercial paper, banker's acceptance, etc.) that have an investment horizon of six to twenty-four months are traded. The performance objective of the fund manager is to achieve a total return of 30 basis points over the one year Canada Treasury Bills, net of expenses.

Internally Financed Projects	Where funds are received for a specific purpose (i.e. Equipment Replacement Fund) but the money is not immediately needed. The City may use the funds to finance a capital project and charge interest at the same rate as the Municipal Finance Authority borrowing rate.
Liquidity	A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value.
Market Value	The price at which a security is trading and could presumably be purchased or sold.
Maturity	The date upon which the principal or stated value of an investment becomes due and payable.
Money Market (MFA)	The market in which short-term (one year or less) debt instruments (treasury bills, commercial paper, banker's acceptances, etc.) are issued and traded. The performance objective of the fund manager is to exceed the Scotia McLeod 91 day Treasury Bill Index by 15 basis points, net of expenses.
Portfolio	Collection of securities held by an investor.
Rating	Evaluation of the likelihood of default by a security issuer. Canada Bond Rating Service and Dominion Bond Rating Service are the primary bond and money market security rating agencies in Canada. Standard and Poors, and Moody's Investor Service are American bond rating firms that also rate Canadian issuer.
Safekeeping	A service to customers rendered by financial institutions for a fee, whereby securities and valuables are held in the financial institution's vault for protection.
Yield	The rate of annual income return on an investment, expressed as a percentage.  (a) COUPON YIELD is the rate of annual payments to the lender expressed as a percentage of the par value of the security.  (b) YIELD TO MATURITY is the interest rate that will make the present value of future cash flows from a security equal to the current price or market value of the security.

### **REASON FOR POLICY:**

To establish policy for the investment portfolio that meets the statutory requirements of the *Community Charter*.

To define the performance objectives of the investment portfolio. The City maintains sufficient short term liquid assets to enable it to meet its annual cash flow requirements. Due to the uncertain nature of future expenses, the portfolio focuses on high quality, liquid securities. The objectives, in order of priority, are:

- Quality (safety)
- Liquidity
- Return

#### **AUTHORITY TO ACT:**

The City delegates the management of the Portfolio to staff and agents. The staff delegates include:

- Director of Finance
- Manager, Accounting Services ("The Manager")

#### The agents include:

- Custodial Broker
- Authorized Investment Dealers and Institutions

Portfolio management responsibilities have been allocated as follows:

#### The staff delegates will:

- calculate the rates of return on the entire Portfolio
- review the investment policy at least annually and make recommendations to City Council for any changes considered appropriate
- select investment dealers and institutions (the "Brokers") to assist the Manager in meeting performance objectives for the Portfolio
- review the Portfolio's performance on a regular basis and provide reports to City Council
- be responsible for the delegation of any responsibility not specifically mentioned in this Policy

#### The Manager will:

- select specific investments for purchase that reflect the quality, liquidity and diversification objectives of the City
- seek to maximize the investment return on the Portfolio, after ensuring that the foregoing liquidity and quality requirements have been satisfied
- manage the securities held by the Portfolio in accordance with this Policy and applicable legislation. The staff delegates may from time to time engage consultants or other advisors to assist them in fulfilling their responsibilities

#### The Custodial Broker(s) will:

- provide the Manager with 15 business days advance notice of upcoming maturities
- provide the Manager with monthly, written reports of investment performance results
- provide custody of the Portfolio investments and maintain records of all transactions
- provide the Manager with monthly portfolio statements of the Portfolio's holdings and of transactions over the period

#### PROCEDURE:

#### **Authorized Investment Dealers and Institutions:**

The Director or delegate will maintain a list of financial institutions and investment dealers authorized to provide investment services. The investment dealers will provide the Manager with the credit quality rating of each security at the time of purchase.

#### **Permitted and Prohibited Investments:**

The following are the investments permitted in the Portfolio:

1. Eligible Securities as defined in Section 183 of the *Community Charter*, SBC, Chapter 26, 2003 as amended.

- 2. Investments in internally financed City of Nanaimo projects (an example would be a local improvement project that the City finances rather than borrowing from the Municipal Finance Authority (MFA).
- 3. All investments must be denominated in Canadian dollars.

For clarity, investments in shares, warrants, or other equities, convertible debt securities, derivatives, swaps, options or futures are prohibited, and all investment categories that are not explicitly permitted are prohibited. All investments will be held in the name of the City of Nanaimo.

#### **Investment Performance Objectives:**

The City must maintain adequate liquid assets to meet ongoing expenses. The City also desires to preserve and enhance the "real" value of invested capital. That is, the City's Portfolio should earn a rate of return that is greater than the rate of inflation. A supplementary objective, taking into account the foregoing objectives, is to maximize the return of the total Portfolio.

Based upon the length of the investment term, the investment performance objective for the Portfolio is to match or exceed the MFA Intermediate Fund and Money Market Fund performance objectives as defined in Appendix A.

#### **Investment Constraints:**

The primary constraints relate to maintaining the liquidity of the portfolio and safety of invested capital.

- 1. All securities held in the portfolio shall have a maturity of ten years or less. It is understood that the majority of assets will be invested in securities with a maturity considerable shorter than this ten year maximum. Overall, the total portfolio shall have an average term to maturity of no greater than three years.
- 2. Overall, securities in the total portfolio shall have an average quality rating of at least AA.
- 3. The quality rating of any security will be established at the time of acquisition of the security. In the case where the security is rated by more than one of three agencies listed, the lowest ratings will apply. Any securities acquired shall have a rating of at least "A" as defined by the following ratings agencies: Moody's, S&P (Standard and Poor's)/CBRS (Canadian Bond Rating Service) or DBRS (Dominion Bond Rating Service). A designated rating shall include all subclassifications. For instance, an "A" rating by S&P/CBRS shall include "A-", "A", and "A+".
- 4. For guidance on the rating of investments the deemed rating of any such security will be established, at the time of acquisition of the security of Portfolio, as follows:

	AAA	AA	A
S&P	A1+	A1	A1-
Moody's	P1 (Aaa)	P1 (Aa)	P1 (A)
DBRS	R1 (High)	R1 (Mid)	R1 (Low)
Cash	Х		
MFA	Х		
Fully-Insured Credit Unions	Rating of the Province that guarantees the deposit will be used.		

- 1. Registered under the Credit Unions and Caisses Populaires Act
- 2. Guaranteed 100% by Provincial deposit insurance programs such as The Credit Union Deposit Insurance Corporation (<a href="www.cudicbc.ca/">www.cudicbc.ca/</a>) or the Credit Union Deposit Guarantee Corporation (<a href="http://www.cudgc.ab.ca">http://www.cudgc.ab.ca</a>)

5. The limit of the portfolio's investments in any single issuer of securities will be determined by considering a combination of the independent rating agencies classification and the type of the financial institution. The limit will not apply to cash or cash equivalent investments in the Government of Canada, the MFA or any of the five major Canadian banks, if that bank has been awarded the contract for the banking services of the City. The following financial institutions shall have specific limits:

	Investment Limit	Letter of Credit Limit
All other Credit Unions that are not Fully-Insured	\$nil	\$2,000,000 per institution (total for all other credit unions not to exceed \$6,000,000)

- 6. A quarterly review of the portfolio will be undertaken to make sure investments meet the requirements of this policy. If any security receives a credit downgrade while it is held in the portfolio, the Manager, shall use its best judgment to determine whether the rating is likely to be restored within a reasonable period of time.
  - If so, the Manager may authorize the Broker to retain the investment.
  - If not, the Manager shall take all reasonable steps to liquidate the investment in an orderly fashion with due regard to price and liquidity constraints.

#### Other Constraints:

- 1. The Portfolio shall not borrow funds to acquire securities or otherwise deal in margin trading.
- 2. No investments will be made in instruments that provide for reduced rates to the investor based on increasing market rates.
- 3. Where practical, a minimum of three quotations will be obtained each time the City purchases or sells securities. *Exception:* occasionally offerings of value may require immediate action. Under such circumstances, competitive bids may not be obtained provided that value can be substantiated by market data information services.
- 4. Letters of Credit (LOC) acceptance totals will follow the portfolio investment limits unless specific limits have been defined in Investment Constraints Section 5.

#### **RELATED DOCUMENTS:**

N/A

#### **REPEAL or AMENDMENT:**

N/A

# Attachment C



#### MFA's Fossil Fuel Free Investment Options

An increasing number of local governments in BC have declared a state of climate emergency in their communities. Those same local governments are interested in divesting from investments in companies engaged in fossil fuel-related activities. MFA currently offers several fossil fuel free investment options.

What is Fossil Fuel Free Investing? Fossil Fuel Free (FFF) investing is defined as an investment strategy that actively excludes, or does not otherwise constitute, a direct investment in entities whose main business is to extract, process, or transport coal, oil, or natural gas.

There are two main types of FFF investment products offered by MFA: 1) those products that by their very nature do not invest in fossil fuel related companies (such as MFA Pooled High Interest Savings Accounts (PHISAs) and the MFA Government Focused Ultra-short Bond Fund (GF US BF)) and 2) a product that otherwise would be invested to some degree in fossil fuel related companies but employs an exclusionary screen that actively disallows those investments (the MFA Fossil Fuel Free Bond Fund (FFF BF)). In both cases above, MFA considers that those investment products meet many local governments definitions of FFF investing, as they do not allow direct investments in entities "engaged primarily in extracting, processing, or transporting coal, oil or natural gas", a definition and screening methodology provided to us by Sustainalytics, an independent market leading ESG ratings firm.

All of MFA's Pooled Investment Funds (PIFs) are managed employing **ESG Integration**. Our Fund Manager, PH&N, is a **United Nations Principles for Responsible Investment (UNPRI) Signatory** and must, amongst other things, systematically consider **ESG factors** in investment decisions and promote better disclosures and environmental and social responsibility.

#### Fossil Fuel Free Short-term Bond Fund

The FFF ST BF "actively excludes direct investments in oil and gas-related entities. The fund itself, like the fund it was derived from, the Short-term Bond Fund, generally provides PH&N (our external asset manager) with the ability to purchase any bond that is part of the Canadian FTSE Russel Short Term Bond Index. However, the fund is also subject to two exclusionary screen overlays that specifically precludes PH&N from buying any company identified in the **Carbon Underground 200 list** or by **Sustainalytics** as being directly involved in fossil fuels. The Carbon Underground 200, compiled and maintained by FFI Solutions (formerly Fossil Free Indexes<sup>sM</sup>), identifies the top 100 coal and the top 100 oil and gas publicly traded reserve holders globally, ranked by the potential carbon emissions content of their reported reserves. Sustainalytics conducts recurring assessments on the performance of companies against the Fund's ESG framework.



The fund provides the following benefits:

- We believe the FFF ST BF fund is the lowest cost actively managed Bond Fund of its type in Canada
- Most appropriate for reserve moneys not needed for 3 years or longer, due to the interest rate sensitivity of the fixed rate investments in the pool
- The Fund invests in high quality Canadian dollar denominated fixed income investments and is appropriate from a risk perspective for Local Governments
- Offers a very cost-effective opportunity for professional management and diversification into a broad category of bonds otherwise not featured in many local government investment portfolios

#### Government Focused Ultra-short Bond Fund

Asset class policy restrictions at the fund level for the GF US BF only allows the fund to include investments in high-quality Canadian government securities and Canadian D-SIB bank exposure.

The fund provides the following benefits:

- Composition of the fund has the highest quality and most liquid securities, 10% Federal Bonds, 65-90% Provincials/Municipals, and 0-25% D-SIB Financials
- Appropriate for clients with a time horizon of 0 to 15 months
- Provides clients with an ultra-conservative and ultra-liquid investment option
- Allows the most efficient access to government securities that are not practically available to a large portion of local governments

#### **Pooled High Interest Savings Account**

For the majority of BC LG Members who define and employ FFF investment strategies, banks and credit unions do not constitute a direct investment in a fossil fuel related companies' financial institutions they do not "extract, process or transport oil, coal or natural gas" as a primary line of business.

The fund provides the following benefits:

- Balances favorable interest rates and liquidity
- Appropriate for clients with a time horizon of 0 to 12 months
- Monies held with Domestic Systemically Important Banks
- Favorable deposit rates negotiated by MFA
- Monthly Interest

If you would like to discuss these fossil fuel free options, please reach out to one of our Client Services Team at <a href="invest@mfa.bc.ca">invest@mfa.bc.ca</a>. We are available to discuss in-depth details of the Funds and provide assistance if you are preparing a report to your council or board.

### Attachment D: Comparable Investment Policy Excerpts

#### City of Vancouver

Responsibility: The City's responsible investment approach is anchored by the City's commitment to act in the best interest of tax payers by protecting and enhancing the value of our investments over the long-term. In doing so, the City adopts a pragmatic view to responsible investing that is tailored to environmental, social and governance ("ESG") conditions and expects its investment partners to not only comply with the legal and regulatory regimes applicable to them but to also adopt ESG practices that contribute to long-term financial performance and responsible investing.

#### City of Victoria

#### Socially Responsible Investing

Where possible, socially responsible investing (SRI) criteria will be applied to the selection of investments. SRI strategies and criteria are established by the Social Investment Organization (SIO), a national non-profit association for the socially responsible investment industry in Canada SRI screening involves selecting investments in a portfolio based on social and/or environmental criteria with the objective of excluding companies that have a negative social and/or environmental impact, and selecting companies that make positive contributions to society and/or the environment. The City's investment program shall invest in SRI products in consideration of the adherence to statutory requirements.

#### City of Campbell River

#### 2.8.6.2 RESPONSIBLE INVESTMENTS

The investment portfolio while still adhering to the purpose and objectives of this policy may make investments in responsible funds. Investments will be chosen by the portfolio manager based on their alignment with Council's strategic plan whenever practical in accordance with the purpose and objectives of this policy.

#### **Capital Regional District**

#### 3.3 Responsible Investing

Where possible, socially responsible investing (SRI) and green investing criteria will be applied to the selection of investments. The CRD investment program will consider SRI products that adhere to statutory requirements and meet the objectives laid out in this policy. Organizations that adopt a socially responsible investment platform are preferred. Where SRI and green investments are within 5% of maximum available yields, SRI or green facilities will be exercised.

#### Peace River Regional District

Where possible, socially responsible investing (SRI) criteria will be applied to the selection of investments. SRI strategies and criteria are established by the <u>Social Investment Organization</u> (SIO), a national non-profit association for the socially responsible investment industry in Canada. SRI screening involves selecting investments based on social and/or environmental criteria with the objective of excluding companies that have a negative social and/or environmental impact and selecting companies that make positive contributions to society and/or the environment. The Regional District's investment program shall invest in SRI products in consideration of the adherence to statutory requirements



# **Staff Report for Decision**

DATE OF MEETING OCTOBER 20, 2021

AUTHORED BY JENNIFER McASKILL, MANAGER, FACILITY ASSET PLANNING

JAMIE ROSE, MANAGER, TRANSPORTATION

SUBJECT ELECTRIC VEHICLE CHARGING STATION PARTICIPATION

**AGREEMENT** 

#### **OVERVIEW**

# **Purpose of Report**

To seek Council direction to participate in the Mid-Island Electric Vehicle Network Project headed by the Regional District of Nanaimo and administered by Community Energy Association.

#### Recommendation

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

- 1. Execute the attached Participation Agreement, dated June 23rd, 2021, to enter into contract with Community Energy Association to participate in the Mid-Island Electric Vehicle Charging Station Network;
- 2. Add a project to 2021 of the 2021-2025 Financial Plan, for the installation of four public, electric vehicle charging stations at City-owned sites within the community. These would be funded by a grant and a reallocation of existing resources; and
- 3. Collaborate with Regional District of Nanaimo staff to select specific locations within the area that optimize coverage.

#### **BACKGROUND**

The Nanaimo Official Community Plan, Community Sustainability Action Plan, and the Transportation Master Plan, all outline strategies to reduce the environmental impacts of mobility. A common objective of these plans is to reduce the production of Greenhouse Gas (GHG's) emissions in the community. While the City of Nanaimo (the City) has taken important steps to lower the use of motor vehicles by expanding active transportation infrastructure and by advocating, marketing, and educating users on how to comfortably walk, cycle and use transit facilities; the majority of trips in Nanaimo are still taken by motor vehicles. Therefore, efforts are being made to support more environmentally sound vehicle choices, such as a shift to Electric Vehicles (EV's).

On February 26<sup>th</sup>, 2019, Community Energy Association (CEA) made a presentation to the Regional District of Nanaimo (RDN) Board of Directors, asking the Board to act as the lead applicant for CleanBC Communities Grant Funding. The RDN Directors voted in favour of the request, and RDN staff worked with CEA to complete the grant application and to identify the location for ten - Level 2 charging stations within the RDN, (Attachment A).



On April 8th, 2019, Council directed Staff to:

- 1. Participate in the Mid-Island Electric Vehicle (M-IEV) Network Project and associated CleanBC Communities Fund Application with the (RDN) as the lead applicant;
- 2. Allocate up to \$24,000 from within the 2019-2023 Financial Plan for the installation of four public, electric vehicle charging stations at City-owned sites within the community;
- 3. Amend the 2019-2023 Financial Plan to add the charging stations project to 2019 for \$80,000 including private (grant) contributions and City share, and,
- 4. Collaborate with RDN staff to select specific locations within the area that optimize coverage, (Attachment B).

#### DISCUSSION

At the time of the April 8<sup>th</sup>, 2019 Council resolution, a participation agreement had not yet been provided. In addition, the grant application had not yet been submitted. As such, the April 2019 resolution did not include execution of the contract and was understood to be participation in principle. As there was no movement on the file, the funding was not carried forward from 2019 into 2020. The grant application was approved December 24, 2020, and on March 1, 2021, the RDN entered into a Shared Cost Agreement with the Province, confirming the project is proceeding. The agreement between the RDN and the Province provides for up to 28 EV charging stations in 15 communities in the mid-island. Of those 28 chargers, four EV charging stations will be located in Nanaimo, pending City participation.

With grant funding now in place, Staff have been provided with the Participation Agreement for the M-IEV Charging Station Network, (Attachment C). The agreement is between CEA, the City, and 11 additional local government bodies to provide up to 28 EV charging stations throughout the mid-island. Each municipality is asked to fund approximately 26.67% of the project, while the grant is funding approximately 73.33% of eligible costs. For Nanaimo's four charging stations, the total project budget is \$85,707, and the City's portion, including 10% contingency is \$26,000.

The City's portion of the project cost represents a savings of approximately 60% over the installation of four charging stations should the City install them without benefit of the grant funding. A portion of the grant proceeds is used to pay for the services of CEA, a non-profit society that will provide Consulting services throughout the duration of the project. If the City were to install four charging stations independent of the grant, the approximate cost would be \$60,000, based on previous installations by the City.

Locations being considered focus on destination parks and facilities owned by the City.



#### **OPTIONS**

- 1. That the Finance and Audit Committee recommend Council direct Staff to:
  - Execute the attached Participation Agreement, dated June 23rd, 2021, to enter into contract with Community Energy Association to participate in the Mid-Island Electric Vehicle Charging Station Network;
  - Add a project to 2021 of the 2021-2025 Financial Plan, for the installation of four public, electric vehicle charging stations at City-owned sites within the community.
     These would be funded by a grant and a reallocation of existing resources; and
  - Collaborate with RDN Staff to select specific locations within the area that optimize coverage.
    - The advantages of this option: Engaging with this project supports strategies toward sustainability and emission reduction. The grant provides the City the opportunity to add four new public electric vehicle changing stations in the City for a minimal cost.
    - The disadvantages of this option: The funds will be reallocated and won't be available to fund another initiative.
    - Financial Implications: The 2021 2025 Financial Plan will be amended to include the project and the private contribution of \$62,849. Staff have identified \$26,000 within the existing project plan that can be reallocated to cover the City's share of the project.
- 2. That the Finance and Audit Committee recommend Council direct Staff to:
  - Not execute the participation agreement for the Mid-Island Electric Vehicle Network Project.
    - The advantages of this option: The contribution by the City can be directed to other initiatives that may have a higher priority.
    - The disadvantages of this option: An opportunity to further Council's sustainability and emission reduction goals will be missed.
    - Financial Implications: The \$26,000 will be available within the project plan for other opportunities and the City will decline the grant opportunity.

#### **SUMMARY POINTS**

- The Nanaimo Official Community Plan, the Nanaimo Transportation Master Plan, and the Community Sustainability Action Plan identify strategies to create a more sustainable transportation system in Nanaimo, which includes a shift to Electric Vehicles.
- Grant funding provides an opportunity for a 60% cost savings on the expansion of publicly accessible Electric Vehicle Charging stations.
- Having the Community Energy Association manage the project, will allow Staff to continue to focus on other projects while still being involved in the process.



### **ATTACHMENTS:**

Attachment A – Regional District of Nanaimo Minutes 2019-FEB-26

Attachment B - City of Nanaimo Minutes 2019-APR-08

Attachment C – Mid-Island Electric Vehicle Charging Station Network Participation Agreement

Submitted by:

Concurrence by:

Jennifer McAskill Manager, Facility Asset Planning Poul Rosen Director, Engineering

Jamie Rose

Manager, Transportation

### Attachment A



# REGIONAL DISTRICT OF NANAIMO MINUTES OF THE REGULAR BOARD MEETING

#### Tuesday, February 26, 2019 7:00 P.M. Board Chambers

In Attendance: Director I. Thorpe Chair

Director B. Rogers Vice Chair

Director K. Wilson Electoral Area A
Director V. Craig Electoral Area B
Director M. Young Electoral Area C

Alternate

Director J. Fell Electoral Area F Director C. Gourlay Electoral Area G Director S. McLean Electoral Area H Director L. Krog City of Nanaimo Director S. Armstrong City of Nanaimo Director D. Bonner City of Nanaimo Director T. Brown City of Nanaimo Director B. Geselbracht City of Nanaimo Director E. Hemmens City of Nanaimo City of Nanaimo Director J. Turley Director E. Mayne City of Parksville Director A. Fras City of Parksville Director M. Swain District of Lantzville

Regrets: Director L. Salter Electoral Area F

Director T. Westbroek

Also in Attendance: P. Carlyle Chief Administrative Officer

R. Alexander Gen. Mgr. Regional & Community Utilities

G. Garbutt Gen. Mgr. Strategic & Community Development

Town of Qualicum Beach

T. Osborne Gen. Mgr. Recreation & Parks

D. Pearce Director of Transportation & Emergency Services

J. Hill Mgr. Administrative Services

C. Golding Recording Secretary
S. Commentucci Recording Secretary

#### **CALL TO ORDER**

The Chair called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

#### APPROVAL OF THE AGENDA

19-072

It was moved and seconded that the agenda be approved, as amended, to include the following late delegation requests under section 4:

Maya Chorobik, Community Energy Association, re Mid-Island Electric Vehicle Charging Network Funding Opportunities

John Hankins, Mid-Island Business Initiative, re Mid-Island Electric Vehicle Charging Network

CARRIED UNANIMOUSLY

#### **ADOPTION OF MINUTES**

19-073

It was moved and seconded that the following minutes be adopted:

Regular Board Meeting - January 22, 2019

Special Board Meeting - February 19, 2019

CARRIED UNANIMOUSLY

#### **DELEGATIONS**

# Maya Chorobik, Community Energy Association, re Mid-Island Electric Vehicle Charging Network Funding Opportunities

Maya Chorobik provided an overview of funding opportunities for a mid-island electric vehicle charging network and asked the Board to act as lead applicant for a CleanBC Communities Fund application, to identify the number of level 2 charging stations to be located at Regional District facilities, and to provide a letter of support for the Community Energy Association's application to the Emotive Community Outreach Incentive program on behalf of mid-island communities.

# John Hankins, Mid-Island Business Initiative, re Mid-Island Electric Vehicle Charging Network

John Hankins provided an overview of the benefits of supporting electric vehicle infrastructure in the region and asked the Board to support the initiative for a mid-island electric vehicle charging network.

#### **COMMITTEE MINUTES**

19-074

It was moved and seconded that the following minutes be received for information:

Electoral Area Services Committee - February 19, 2019

Committee of the Whole - February 19, 2019

Arrowsmith Water Service Management Board - February 6, 2019

Englishman River Water Service Management Board - February 6, 2019

Regional Parks and Trails Select Committee - February 5, 2019

Transit Select Committee - January 24, 2019

**CARRIED UNANIMOUSLY** 

#### **COMMITTEE RECOMMENDATIONS**

#### **Electoral Area Services Committee**

#### **Draft Policy B1.26 Land Use Applications for Cannabis Production**

19-075

It was moved and seconded that the Board adopt Regional District of Nanaimo Policy B1.26 *Land Use Applications for Cannabis Production*.

**CARRIED UNANIMOUSLY** 

#### **Director's Roundtable - Bylaw Services Report**

19-076

It was moved and seconded that staff be directed to include an analysis of cost recovery options and related penalties for bylaw infractions in the report being drafted by Building & Bylaw Services for the Board's consideration at a future meeting.

CARRIED UNANIMOUSLY

#### **Arrowsmith Water Service Management Board**

#### Arrowsmith Water Service 2019-2023 Financial Plan Report

19-077

It was moved and seconded that the Regional District of Nanaimo adopt its portion of the Arrowsmith Water Service 2019 – 2023 Financial Plan as outlined in Table 2 attached to the January 24, 2019 report.

CARRIED UNANIMOUSLY

#### **Englishman River Water Service Management Board**

#### Englishman River Water Service 2019 - 2023 Financial Plan Report

19-078

It was moved and seconded that the Regional District of Nanaimo adopt its portion of the Englishman River Water Service 2019 – 2023 Financial Plan as outlined in Table 1 attached to the January 07, 2019 report.

CARRIED UNANIMOUSLY

#### **Committee of the Whole**

#### 2019-2023 Financial Plan

19-079

It was moved and seconded that "Southern Community Economic Development Service Amendment Bylaw No. 1648.02, 2019" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED UNANIMOUSLY

19-080

It was moved and seconded that "Regional District of Nanaimo Regional Parks and Trails Service Area Amendment Bylaw No. 1231.06, 2019" be introduced, and read three times.

CARRIED UNANIMOUSLY

19-081

It was moved and seconded that "Electoral Area 'G' Community Parks Service Amendment Bylaw No. 805.07, 2019" be introduced, and read three times.

CARRIED UNANIMOUSLY

19-082

It was moved and seconded that "Regional District of Nanaimo Financial Plan 2019 to 2023 Bylaw No. 1787, 2019" be introduced and read three times.

CARRIED UNANIMOUSLY

19-083

It was moved and seconded that "Regional District of Nanaimo Financial Plan 2019 to 2023 Bylaw No. 1787, 2019" be adopted.

**CARRIED UNANIMOUSLY** 

# Regional District of Nanaimo Bylaw Notice Bylaw No. 1786, 2019, being a Bylaw to Implement a Bylaw Notice Bylaw

It was moved and seconded that "Regional District of Nanaimo Bylaw Notice Bylaw No. 1786, 2019" be introduced and read three times.

It was moved and seconded that Bylaw No. 1786, 2019 be amended by replacing Section 10 (f) with the following:

"Where a deemed violation is an issue of non-compliance, or where a violation descends from an accident, circumstances beyond a person's control, an unexpected, unpredictable or unintended event, then the screening officer shall first seek mitigation, indemnification and compliance by way of a compliance agreement. The screening officer is authorized to waive the entire penalty if this outcome is achieved. In the event that a violation can be considered deliberate or predictable (such as in a repeated event) then the screening officer may authorize a 50% reduction of the penalty as part of a compliance agreement. This reduction takes effect by the screening officer requiring as a term of the compliance agreement a payment of 50% of the specified penalty which would otherwise be payable had the compliance agreement not been made. If the compliance agreement is rescinded, any payment of this reduced amount will be allocated to the credit of the penalty otherwise owing."

After debate the motion was withdrawn.

It was moved and seconded that Bylaw No. 1786, 2019 be amended by deleting 'unlawful' and replacing it with 'non-compliant' in Schedules 19 and 25.

Opposed (14): Director Thorpe, Director Rogers, Director Wilson, Director Craig Director Young, Director Krog, Director Armstrong, Director Bonner, Director Brown, Director Hemmens, Director Turley, Director Mayne, Director Fras, and Director Swain

DEFEATED

19-084

The vote was taken on the main motion:

That "Regional District of Nanaimo Bylaw Notice Bylaw No. 1786, 2019" be introduced and read three times.

Opposed (2): Director Young, and Director Fell

**CARRIED** 

19-085

It was moved and seconded that "Regional District of Nanaimo Bylaw Notice Bylaw No. 1786, 2019" be adopted.

CARRIED UNANIMOUSLY

#### **RDN Drinking Water and Watershed Protection Action Plan Update Project**

19-086

It was moved and seconded that the Board appoint Director Geselbracht, Director Craig and Director McLean to a temporary Drinking Water and Watershed Protection Action Plan Update Board Steering Committee for the 2019 project.

CARRIED UNANIMOUSLY

#### Gabriola Community Hall, re Electoral Area B Community Works Funds

19-087

It was moved and seconded that pending project approval from the Union of BC Municipalities, staff be directed to complete an agreement with the Gabriola Community Hall Association for up to \$25,000 from the Electoral Area B Community Works Fund allocation as a matching contribution towards roof upgrades for the Gabriola Community Hall.

CARRIED UNANIMOUSLY

#### **Regional Parks and Trails Select Committee**

# Little Qualicum River Regional Park Bridge Replacement Detailed Design and Class B Costing

19-088

It was moved and seconded that the Little Qualicum River Regional Park Bridge Replacement proceed to Tender in February 2020 for construction in 2020.

CARRIED UNANIMOUSLY

19-089

It was moved and seconded that the 2020-2024 Financial Plan include \$839,910 in the 2020 year for completion of the Little Qualicum River Regional Park Bridge Replacement.

CARRIED UNANIMOUSLY

#### **RDN Parks Funding Service Review**

It was moved and seconded that staff prepare a plan on Development Cost Charges for Regional District of Nanaimo Parks for review by the Regional Parks and Trails Select Committee.

It was moved and seconded that the motion be amended by adding 'Regional' after 'Nanaimo'.

Opposed (9): Director Thorpe, Director Craig, Director Gourlay, Director Krog, Director Armstrong, Director Bonner, Director Brown, Director Mayne, and Director Fras

CARRIED

19-090

The vote was taken on the main motion as amended:

That staff prepare a plan on Development Cost Charges for Regional District of Nanaimo Regional Parks for review by the Regional Parks and Trails Select Committee.

CARRIED UNANIMOUSLY

#### **Transit Select Committee**

#### South Nanaimo Local Area Transit Plan Spring 2019 Update

19-091

It was moved and seconded that staff be directed to incorporate public feedback from the South Nanaimo Local Area Transit Plan into route restructuring and update the Regional District of Nanaimo Service Expansion Priorities.

CARRIED UNANIMOUSLY

#### **REPORTS**

Zoning Amendment Application No. PL2018-092 - 2995 Ridgeway Road, Electoral Area C - Amendment Bylaw 500.423, 2019 -Third Reading

19-092

It was moved and seconded that the Board give third reading to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.423, 2019".

CARRIED UNANIMOUSLY

#### **BUSINESS ARISING FROM DELEGATIONS**

## Mid-Island Electric Vehicle Charging Network Funding Opportunities

It was moved and seconded that:

The Regional District of Nanaimo act as the lead applicant for a CleanBC Clean Communities Fund application on behalf of multiple mid-island municipalities and regional districts. Community Energy Association will coordinate the other local governments and the application submission;

That the Regional District of Nanaimo identify the number of level 2 charging stations to be located at Regional District facilities. Community Energy Association will assist with location selection; and

That the Regional District of Nanaimo submit a letter of support for Community Energy Association's application to the Emotive Community Outreach Incentive Program on behalf of mid-island communities.

It was moved and seconded that the main motion be amended by adding "10 level 2 charging stations" be located at Regional District facilities.

CARRIED UNANIMOUSLY

It was moved and seconded that the main motion be amended by adding "and that use of the charging stations be free to the public at this time".

Opposed (1): Director Turley

**CARRIED** 

It was moved and seconded that the main motion be amended by adding "to a maximum cost of \$60,000" for the 10 level 2 charging stations.

CARRIED UNANIMOUSLY

19-093

The vote was taken on the main motion as amended:

That the Regional District of Nanaimo act as the lead applicant for a CleanBC Clean Communities Fund application on behalf of multiple mid-island municipalities and regional districts. Community Energy Association will coordinate the other local governments and the application submission;

That 10 level 2 charging stations, to a maximum cost of \$60,000, be located at Regional District facilities and that use of the charging stations be free to the public at this time. Community Energy Association will assist with location selection; and

That the Regional District of Nanaimo submit a letter of support for Community Energy Association's application to the Emotive Community Outreach Incentive Program on behalf of mid-island communities.

Opposed (2): Director Thorpe, and Director Turley

**CARRIED** 

#### MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

#### **Electoral Area G Community Works Funds**

19-094

It was moved and seconded that \$5,000 of Electoral Area G Community Works Funds be allocated to the installation of street lights at both ends of the French Creek highway bridge.

CARRIED UNANIMOUSLY

#### **Bus Passes for Veterans**

It was moved and seconded that staff be requested to prepare a report for presentation at a future Transit Select Committee meeting on the costs and options for implementing free fares for veterans.

19-095

It was moved and seconded that provision of costs and options for implementing free fares for veterans be referred to the next transit fare review.

Opposed (3): Director Young, Director Bonner, and Director Swain

**CARRIED** 

#### **NEW BUSINESS**

#### **Notice of Motion - Webcasting Regional District of Nanaimo Meetings**

Director McLean provided notice of the following motion:

That staff be directed to prepare a report on the cost of implementing the webcasting of Committee of the Whole and Board meetings; and also the cost of implementing the webcasting of all public meetings in the Board Chambers.

#### **IN CAMERA**

19-096

It was moved and seconded that pursuant to Sections 90 (1) (e), (j), (k), and Section 90 (2) (d) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to the acquisition, disposition or expropriation of land or improvements, third party business interests, the provision of a proposed service, and a matter that, under another enactment, is such that the public must be excluded from the meeting.

CARRIED UNANIMOUSLY

TIME: 8:54 PM	
ADJOURNMENT	
It was moved and seconded that the meeting be adju	ourned.
	CARRIED UNANIMOUSLY
TIME: 9:47 PM	
CHAIR	CORPORATE OFFICER

# Attachment B

#### **MINUTES**

SPECIAL COUNCIL MEETING
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2019-APR-08, AT 4:30 P.M.

Present: Mayor L. Krog, Chair

Councillor S. D. Armstrong

Councillor D. Bonner

Councillor T. Brown (vacated 7:15 p.m.)

Councillor B. Geselbracht Councillor E. Hemmens Councillor Z. Maartman Councillor I. W. Thorpe Councillor J. Turley

Staff: J. Rudolph, Chief Administrative Officer

D. Lindsay, Director, Community Development (arrived 5:07 p.m., vacated

5:53 p.m.)

B. Sims, Director, Engineering and Public Works

Supt. C. Miller, OIC, Nanaimo Detachment RCMP (arrived 4:33 p.m.

vacated 5:07 p.m.)

K. Fry, Fire Chief (vacated 5:41 p.m.)

L. Mercer, Acting Director, Financial Services (vacated 5:48 p.m.)

B. Corsan, Deputy Director, Community Development (arrived 5:07 p.m.,

vacated 5:53 p.m.)

E. Williams, Manager, Recreation Services (arrived 4:54 p.m., vacated

5:52 p.m.)

J. Rose, Manager, Transportation (vacated 6:05 p.m.)

D. Blackwood, Client Support Specialist (vacated 6:05 p.m.)

S. Gurrie, City Clerk

S. Snelgrove, Recording Secretary

#### 1. CALL THE SPECIAL COUNCIL MEETING TO ORDER:

The Special Council Meeting was called to order at 4:30 p.m.

#### 2. <u>APPROVAL OF THE AGENDA:</u>

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

#### 3. MAYOR'S REPORT:

Mayor Krog advised that members of Council are attending the Association of Vancouver Island and Coastal Communities Convention (AVICC) in Powell River next week. AVICC is a gathering of local politicians from the Vancouver Island community. It is an opportunity to interact with colleagues, network and see if Council can do things cooperatively that assist in

minimizing tax increases, protecting the environment and ensuring good practices are adopted across the board.

Supt. C. Miller entered the Shaw Auditorium at 4:33 p.m.

#### 4. PRESENTATIONS:

(a) Superintendent Cameron Miller, OIC, Nanaimo Detachment RCMP, to provide a presentation regarding Quarterly Review and Council Priorities

Superintendent Cameron Miller, OIC, Nanaimo Detachment RCMP, provided a presentation regarding the RCMP detachment's quarterly update including increased calls for service at temporary shelters, increase in overall homelessness, increase in fatal motor vehicle accidents, traffic enforcement activities and special projects. He requested that Council identify priorities and to meet with Council at a future "In Camera" meeting to discuss initiatives and priorities for the coming year.

E. Williams entered the Shaw Auditorium at 4:54 p.m. Supt. Miller vacated the Shaw Auditorium at 5:07 p.m.

#### 5. <u>DELEGATIONS:</u>

(a) Delegation from ACE Nanaimo regarding Downtown Nanaimo

Nigel Neufeld, Michaela Binda, Sara Holmes and Sarah Vowles, ACE Nanaimo, provided a presentation regarding their proposal for a revitalization project in Downtown Nanaimo to connect tourists and residents with an app which provides maps of Nanaimo, bus schedules and events. They recommended installing an art wall and community garden in Diana Krall Plaza and a skate park in Maffeo Sutton Park.

(b) Delegation from Graham Truax, Innovation Island, regarding Innovate BC Initiatives

Graham Truax, Innovation Island, provided a presentation regarding Innovate BC initiatives that are delivered by Innovation Island and spoke regarding their role to provide funding and support idea development for the emerging tech community.

D. Lindsay and B. Corsan entered the Shaw Auditorium at 5:07 p.m.

#### 6. <u>REPORTS:</u>

(a) Departure Bay Waterfront Walkway Feasibility Study

Introduced by Dale Lindsay, Director, Community Development.

#### Presentation:

- 1. Bill Corsan, Deputy Director of Community Development, provided a presentation regarding the waterfront walkway including the implementation plan, individual sections of the walkway, a progress update, options for Departure Bay area near Northfield Creek, next steps and process.
- K. Fry vacated the Shaw Auditorium at 5:41 p.m.
- L. Mercer vacated the Shaw Auditorium at 5:48 p.m.
- E. Williams vacated the Shaw Auditorium 5:52 p.m.

It was moved and seconded that the report titled "Departure Bay Waterfront Walkway Feasibility Study", dated 2019-APR-08, be received for information. The motion carried unanimously.

B. Corsan and D. Lindsay vacated the Douglas Rispin Room at 5:53 p.m. Councillor Armstrong vacated the Shaw Auditorium at 5:54 p.m.

(b) Office of the Information and Privacy Commissioner Findings and Recommendations
Introduced by Sheila Gurrie, City Clerk.

It was moved and seconded that Council endorse Staff's initiatives to endeavor to comply with all of the recommendations of the Information and Privacy Commissioner of British Columbia. The motion carried unanimously.

(c) Electric Vehicle Charging Station Grant Opportunity Follow Up

Introduced by Bill Sims, Director, Engineering and Public Works.

Councillor Armstrong returned to the Shaw Auditorium at 5:57 p.m.

It was moved and seconded that Council direct Staff to:

- participate in the Mid-Island Electric Vehicle Network Project and associated CleanBC Communities Fund Application with the Regional District of Nanaimo (RDN) as the lead applicant;
- 2. allocate up to \$24,000 from within the 2019-2023 Financial Plan for the installation of four public electric vehicle charging stations at City-owned sites within the community;
- 3. amend the 2019-2023 Financial Plan to add the charging stations project to 2019 for \$80,000 including private (grant) contributions and City share, and,
- 4. collaborate with RDN Staff to select specific locations within the area that optimize coverage.

The motion carried.

<u>Opposed:</u> Councillor Armstrong

#### 7. QUESTION PERIOD:

No one in attendance wished to ask questions.

43

# **Attachment C**

#### Mid-Island Electric Vehicle Charging Station Network Participation Agreement

THIS AGREEMENT is dated for reference June 23, 2021,

**BETWEEN:** 

**CITY OF CAMPBELL RIVER**, a local government, duly incorporated under the laws of the Province of British Columbia, having an office at 301 St. Ann's Rd., Campbell River, BC, V9W 4C7.

(the "Campbell River")

AND:

**TOWN OF COMOX**, a local government, duly incorporated under the laws of the Province of British Columbia, having an office at 1809 Beaufort Avenue, Comox, BC, V9M 1R9.

(the "Comox")

AND:

**CITY OF COURTENAY**, a local government, duly incorporated under the laws of the Province of British Columbia, having an office at 830 Cliffe Avenue, Courtenay, BC, V9N 2J7.

(the "Courtenay")

AND:

**CITY OF NANAIMO**, a local government, duly incorporated under the laws of the Province of British Columbia, having an office at 455 Wallace Street, Nanaimo, BC, V9R 5J6.

(the "Nanaimo")

AND:

**CITY OF PARKSVILLE**, a local government, duly incorporated under the laws of the Province of British Columbia, having an office at 100 Jensen Avenue East, Parksville, BC V9P 2H3.

(the "Parksville")

AND:

**COMMUNITY ENERGY ASSOCIATION (BUS. NO. 89615 9308 BC00001)**, a society under the laws of British Columbia having an address at 326 - 628 7th Avenue West, PO Box 20129, Vancouver, British Columbia, V5Z 1E0.

("CEA")

AND:

**COMOX VALLEY REGIONAL DISTRICT,** a local government duly incorporated under the laws of the Province of British Columbia, having a registered office located at 770 Harmston Avenue, Courtenay, BC, V9N 0G8.

("CVRD")

AND:

**DISTRICT OF LANTZVILLE**, a local government, duly incorporated under the laws of the Province of British Columbia, having an office at 7192 Lantzville Rd, Lantzville, BC, VOR 2HO.

(the "Lantzville")

AND:

**DISTRICT OF TOFINO**, a local government, duly incorporated under the laws of the Province of British Columbia, having an office at 121 Third Street, Tofino, BC, VOR 2ZO.

(the "Tofino")

AND:

**REGIONAL DISTRICT OF NANAIMO,** a local government duly incorporated under the laws of the Province of British Columbia, having a registered office located at 6300 Hammond Bay Road, Nanaimo, BC, V9T 6N2.

("RDN")

AND:

**RESORT MUNICIPALITY OF UCLUELET**, a local government, duly incorporated under the laws of the Province of British Columbia, having an office at 200 Main Street, Ucluelet, BC, VOR 3A0.

(the "Ucluelet")

AND:

**TOWN OF QUALICUM BEACH**, a local government, duly incorporated under the laws of the Province of British Columbia, having an office at #201 660 Primrose St, Qualicum Beach, BC, V9K 1S7.

(the "Qualicum Beach")

AND:

**VILLAGE OF CUMBERLAND**, a local government, duly incorporated under the laws of the Province of British Columbia, having an office at 2673 Dunsmuir Avenue, Cumberland, BC, VOR 1SO.

(the "Cumberland")

(together, Campbell River, Comox, Courtenay, Nanaimo, Parksville, CEA, CVRD, Lantzville, Tofino, RDN, Ucluelet, Qualicum Beach and Cumberland are the "Parties" and singly, each is "Party")

#### WHEREAS:

- A. The RDN has entered into a Shared Cost Agreement with Her Majesty the Queen in Right of the Province of British Columbia (the "Province"), dated for reference December 24, 2020, an excerpt of which is attached as Schedule 'A' (the "Shared Cost Agreement") and the Parties have been provided with a true copy of the Shared Cost Agreement;
- B. The Shared Cost Agreement provides funding for the design, installation and construction of approximately 28 single-port and dual-port Level 2 Electric Vehicle Charging Stations across central Vancouver Island as described in Schedule A of the Shared Cost Agreement (the "**Project**");
- C. In connection with the Shared Cost Agreement and the Project, the RDN has also entered into an agreement with the CEA, an excerpt of which is attached as **Schedule 'B'**

{00712572; 3 }

- (the "Consulting Agreement") and the Parties have been provided with a true copy of the Consulting Agreement;
- D. Under the Consulting Agreement, CEA has agreed to carry out the services described in Schedule A of the Consulting Agreement (the "Services");
- E. Campbell River, Comox, Courtenay, Nanaimo, Parksville, the CVRD, Lantzville, Tofino, the RDN, Ucluelet, Qualicum Beach and Cumberland are local governments participating in the Project and which are identified in Schedule B of the Consulting Agreement (the "Participants"). The Parties are collaborating with each other and with other parties towards completing the Project in accordance with the requirements of the Shared Cost Agreement and the Consulting Agreement under the Grant generally outlined in Schedule 'F'
- F. In connection with the Project, the Parties contemplate the installation and operation of the approximate number of Level 2 EV Station(s) within the boundaries of each Participant shown on the maps included in Schedule B of the Consulting Agreement (the "Installations");
- G. Certain funds are expected to be available for Installations as a grant under the Shared Cost Agreement (the "**Project Grant**"), with RDN having the authority to administer the Project Grant on behalf of each of the Participants under the Consulting Agreement; and
- H. The Parties wish to collaborate to implement the Installations in accordance with the terms set forth in this Agreement;

NOW THEREFORE in consideration of \$1.00, the mutual covenants herein contained and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged and agreed to by the Parties), the Parties agree as follows:

#### 1. DEFINITIONS AND INTERPRETATIONS

- **1.1 Definitions:** In this Agreement, the following terms have the following meaning:
  - (a) "Agreement" means this agreement, as amended from time to time;
  - (b) "Consulting Agreement" has the meaning described in paragraph C of the preamble;
  - (c) "Installations" has the meaning described in paragraph F of the preamble;
  - (d) "Level 2 Station" means a Level 2 Electric Vehicle Charging Station and all appurtenances and ancillary equipment used to recharge an electric vehicle

- using a 208-volt or 240-volt power source and, where desired by the Participant, possessing Network Capability and Payment Capability;
- (e) "Network Capability" means the infrastructure required within a Level 2 Station that allow the following functions to be performed remotely:
  - (i) monitoring the status of electric vehicle charging provided by the Level 2 Station; and
  - (ii) making of payments for electric vehicle charging provided by the Level 2 Station;
- (f) "Participants" has the meaning described in paragraph E of the preamble;
- (g) "Payment Capability" means the infrastructure required within a Level 2 Station to allow charging fees to be collected from persons using the Level 2 Station;
- (h) "Project" has the meaning described in paragraph B of the preamble;
- (i) "Project Grant" has the meaning described in paragraph G of the preamble;
- (j) "Province" has the meaning described in paragraph A of the preamble;
- (k) "Services" has the meaning described in paragraph D of the preamble;
- (I) "Shared Cost Agreement" has the meaning described in paragraph A of the preamble;
- (m) "Site" means a location that:
  - (i) includes sufficient area for locating the Level 2 Station and one parking stall in immediate proximity of the Level 2 Station; and
  - (ii) is agreed to be suitable for the installation and operation of a Level 2 Station in accordance with Schedule 'C'.

## 2. COVENANTS OF RDN AND CEA

- **2.1 Compliance with Shared Cost Agreement:** RDN shall comply with all of its obligations under the Shared Cost Agreement.
- **2.2 Compliance with Consulting Agreement:** RDN and CEA shall each comply with all of their obligations under the Consulting Agreement.
- 2.3 Financial and Project Management: RDN through CEA shall provide financial

management and Project management for the Project and the Installations as detailed in the Consulting Agreement and outlined in **Schedule 'C'**.

#### 3. COVENANTS OF PARTICIPANTS

- **3.1 Compliance with Shared Cost Agreement:** The Participants shall perform all of their obligations under the Shared Cost Agreement in a timely and collaborative manner and shall not do or omit anything that will cause the RDN to be in breach of its obligations under the Shared Cost Agreement.
- 3.2 Compliance with the Consulting Agreement: The Participants shall perform all of their obligations as a Participant under the Consulting Agreement and their duties as outlined in Schedule 'D' in a timely and collaborative manner and shall not do or omit anything that would cause either the RDN or CEA to be in breach of their obligations under the Consulting Agreement.

#### 4. GENERAL TERMS

- **4.1 Severability of Provisions**: If any provision or provisions herein contained is found by any court of competent jurisdiction to be illegal, invalid or otherwise unenforceable or void then such provision or provisions will be deleted and this Agreement will be construed as though such provision or provisions were never herein contained.
- **4.2 Amendments:** No amendment, modification or waiver of this Agreement or of any of the provisions hereof will be binding unless executed in writing by the Parties.
- **4.3 Headings:** The headings of the parts, sections or subsections herein contained are not intended to limit, extend or be considered in the interpretation of the meaning of this Agreement.
- **4.4 Interpretation:** This Agreement is to be read in connection with the Shared Cost Agreement and the Consulting Agreement and in the event of any discrepancy between any of these agreements, they shall be interpreted in accordance with: firstly, the Shared Cost Agreement; secondly, the Consulting Agreement; and thirdly, this Agreement.
- **4.5 Singular, plural and gender:** Wherever the singular number or the masculine or neuter gender is used in this Agreement they will be construed as being the plural or feminine or body corporate and *vice versa* and wherever the plural is used in this Agreement it will be construed as being the singular and *vice versa* where the context or the Parties so require.

**4.6 Enurement:** This Agreement will enure to the benefit of and be binding upon the Parties and their respective successors and assigns.

#### 4.7 Indemnification

- 4.7.1 The Participants shall at all times and without limitation, be fully liable for, and shall indemnify and save harmless all other Participants, their elected officials, directors, officers, employees, contractors, agents and representatives from and against all liabilities, losses, costs, damages, legal fees, disbursements, fines, penalties, expenses, all manner of actions, causes of action, claims, demands, and proceedings, all of whatever nature and kind which any of the Participants, their elected officials, insurers, directors, officers, employees, contractors, agents and representatives may sustain, pay or incur or which may be brought or made against all or any of them, and whether or not incurred in connection with any action or other proceedings or claims or demands made by third parties, relating to, resulting from or arising out of any breach of this Agreement by the Participant.
- 4.7.2 CEA shall at all times and without limitation, be fully liable for, and shall indemnify and save harmless the Participants, their elected officials, directors, officers, employees, contractors, agents and representatives from and against all liabilities, losses, costs, damages, legal fees, disbursements, fines, penalties, expenses, all manner of actions, causes of action, claims, demands, and proceedings, all of whatever nature and kind which any of the Participants, their elected officials, insurers, directors, officers, employees, contractors, agents and representatives may sustain, pay or incur or which may be brought or made against all or any of them, and whether or not incurred in connection with any action or other proceedings or claims or demands made by third parties, relating to, resulting from or arising out of any breach of this Agreement by CEA. In the case of the RDN, the indemnification provided in this section shall supplement and not replace the indemnification provided by CEA under the Consulting Agreement.

#### 4.8 Term and Termination

- 4.8.1 Unless terminated as provided under this Agreement, the term of this Agreement shall be 5 years from the date it is executed.
- 4.8.2 The inclusion of a Participant in this Agreement may be terminated by the RDN or the CEA when the Participant has committed a default under this Agreement and such default has not been rectified by the Participant within 30 days of written notice of such default.
- 4.8.3 Any Party may, at any time, withdraw from this Agreement by serving a written notice

- on the other Parties no less than 6 months before the proposed date of withdrawal.
- 4.8.4 If a Participant withdraws from this Agreement prior to the expiration of the term, the Participant shall remain liable for its share of the following:
  - (a) any reimbursement to the Province for all or a portion of the Project Grant that arises as a result of the Participant's withdrawal from this Agreement;
  - (b) If an installation for the Participant has been initiated or completed, the contribution owed by the Participant to CEA, reflecting approximately 26.66% of the cost of installation, as further described in Schedule 'C' and Schedule 'F'; and
  - (c) any amounts owed or that become owing pursuant to the indemnity the Participant has given in section 5.7.1.

## 4.9 No effect on statutory functions

- 4.9.1 Nothing contained or implied in this Agreement will prejudice or affect a Participant's rights, powers, duties or obligations in the exercise of their functions pursuant to the *Community Charter* and *Local Government Act*, or any other Act of the legislature of British Columbia.
- 4.9.2 The Parties agree that if any provision or provisions in the Agreement is deemed to be inconsistent with section 4.9.1, then the Agreement will be construed as though such provision or provisions were never herein contained.
- **4.10 Time of Essence:** Time is of the essence in the performance of each obligation under this Agreement.
- **4.11 Entire Agreement:** This Agreement constitutes the entire agreement between the parties and supersedes every previous agreement, communication, expectation, negotiation, representation or understanding, whether oral or written, express or implied, statutory or otherwise, between the Parties with respect to the subject matter of this Agreement.

#### 5. NOTICE

#### 5.1 Method and Address

Any notice, request or communication required or permitted to be given hereunder will be in writing and will be deemed to have been duly given if delivered by prepaid mail to the addresses set forth in the description of the Parties to this Agreement or to such address as any

Party may specify in writing from time to time and will be deemed to have been received, if delivered or faxed on the date of delivery or transmittal.

**IN WITNESS WHEREOF** the Parties have duly executed this Agreement as of the day and year first above written.

CITY OF CAMPBELL RIVER	CITY OF PARKSVILLE		
by its authorized signatory(ies):	by its authorized signatory(ies):		
Name:	Name:		
Name:	Name:		
TOWN OF COMOX by its authorized signatory(ies):	<b>COMMUNITY ENERGY ASSOCIATION</b> by its authorized signatory(ies):		
by its authorized signatory(les).	Dale Littlejohn		
Name:	Name:		
	Dale Littlejohn		
Name:	Name:		
CITY OF COURTENAY by its authorized signatory(ies):	<b>COMOX VALLEY REGIONAL DISTRICT</b> by its authorized signatory(ies):		
Name:	Name:		
Name:	Name:		
CITY OF NANAIMO by its authorized signatory(ies):	<b>DISTRICT OF LANTZVILLE</b> by its authorized signatory(ies):		
Name:	Name:		
Name:	Name:		
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<b>DISTRICT OF TOFINO</b> by its authorized signatory(ies):	<b>TOWN OF QUALICUM BEACH</b> by its authorized signatory(ies):
Name:	Name:
Name:	Name:
REGIONAL DISTRICT OF NANAIMO by its authorized signatory(ies):  Phyllic Carlyla	VILLAGE OF CUMBERLAND by its authorized signatory(ies):
Phyllis Carlyle, Chief Administrative Officer	Name:
Name:	Name:
<b>RESORT MUNICIPALITY OF UCLUELET</b> by its authorized signatory(ies):	
Name:	
Name:	

# SCHEDULE 'A' EXCERPT FROM SHARED COST AGREEMENT

This Shared Cost Agreement dated for reference the 24th day of December, 2020.

#### BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, represented by the Minister of Municipal Affairs (the "Province")

#### AND

REGIONAL DISTRICT OF NANAIMO (the "Recipient")

for the Level 2 Electric Vehicle Charging Network for Mid-Vancouver Island Project No. IG0202

#### WHEREAS:

- A. The Government of Canada ("Canada") and the Province entered into the Integrated Bilateral Agreement for the Investing in Canada Infrastructure Program (the "IBA-ICIP") on March 22, 2018.
- B. Funding has been approved under the Green Infrastructure Climate Change Mitigation Sub-Stream CleanBC Communities Fund program of the IBA-ICIP to be paid by the Province to the Recipient for the Project defined in this Agreement, on the terms and conditions set out in this Agreement.
- The participation and performance of the Recipient play a critical role in achieving the purposes of the IBA-ICIP.
- D. The parties wish to delineate their respective responsibilities in this Agreement to ensure compliance with the IBA-ICIP.

NOW THEREFORE, in consideration of the sum of One Dollar and other valuable consideration, the receipt and sufficiency of which is acknowledged by each party, the parties agree as follows:

#### DEFINITIONS

- In this Agreement and its recitals, the following definitions apply:
  - "Agreement" means this Shared Cost Agreement and any attached schedules;
  - "Applicable Laws" means all laws, statutes, regulations, and bylaws of any governmental authority having the force of law from time to time including those affecting, applicable to or otherwise relating to the Project, the Recipient or any Third Party;
  - "Commencement Date" means the date identified in Schedule A on which the Project was approved;

IBA-ICIP Shared Cost Agreement

# SCHEDULE 'B' EXCERPT FROM CONSULTING AGREEMENT

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# REGIONAL DISTRICT OF NANAIMO CONSULTING SERVICES AGREEMENT

#### BETWEEN:

REGIONAL DISTRICT OF NANAIMO, a Regional District under the Local Government Act (BC) and having offices at 6300 Hammond Bay Road, Nanaimo, British Columbia, V9T 6N2

(the "Regional District")

#### AND:

COMMUNITY ENERGY ASSOCIATION (BUSINESS, NO. 89615 9308 BC0001), a society under the laws of British Columbia having an address at PO Box 20129, Vancouver, British Columbia, V5Z 1E0

("CEA")

#### INTRODUCTION:

#### WHEREAS:

- A. The government of British Columbia has established the CleanBC Communities Fund to support cost-sharing of infrastructure projects in communities across the province that focus on, among other things, access to clean-energy transportation;
- The Regional District has applied for a Grant from the Fund and upon approval of the Grant, will enter into a Contribution Agreement with the Funding Agency;
- C. AND WHEREAS the Regional District wishes to retain CEA to provide the Services as specified in Schedule A hereto in connection with the Project;

NOW THEREFORE, the Regional District and CEA mutually covenant and agree as follows:

#### 1. DEFINITIONS AND INTERPRETATION

#### 1.1 Definitions

In this Agreement, the following words and phrases, shall have the following meanings:

(a) Additional Services means services provided by CEA which are outside the scope of the Services under this Agreement.

{00670661; 4} Page 1 of 33

#### **SCHEDULE 'C'**

#### **CEA SERVICES ROLES**

#### **CEA Services**

The CEA has entered into the Consulting Agreement with the RDN to ensure the requirements of the Shared Cost Agreement are met by the RDN.

CEA will be responsible for management of the Project and will deliver the Services listed below for all Participants.

#### 1) Compliance with the Project Grant Requirements

- a) Execute all Services in a manner compliant with the requirements of the Project Grant.
- b) Manage Participant compliance with the Project Grant by:
  - i. Communicating with the Province to confirm proposed activities align with Project Grant requirements;
  - ii. Ensuring all Participants understand the Project Grant requirements;
  - iii. Developing and implementing a Project Grant compliance plan with the Participants;
  - iv. Coordinating compliance activities, including reporting, by the Parties to ensure all timelines required by the Project Grant are met;
  - v. Developing a Participation Contract that includes Participant compliance with all Project Grant requirements and is compatible with this Service Contract, for signature by all Participants; and
  - vi. Ensuring Project proceeds along a timeline that ensures Project initiation prior to 20 July, 2021.

#### 2) Coordination of Project Participants (Participants)

- a) Develop and provide a Project schedule that optimizes costs, meets needs of Participants and complies with grant conditions.
- b) Establish committee of Participants.
- c) Host and facilitate regular online group meetings of the Participants.
- d) Provide regular updates of Project progress to all Participants through electronic reports, following frequency and format to be agreed upon by Participants.

- e) Provide clear instructions and deadlines for each stage of Project to all Participants.
- f) Coordinate communication between Participants.

#### 3) RFP Development:

- a) Work collaboratively with the Procurement Committee to define RFP requirements
- b) Develop RFP content for design, purchase and installation Level 2 EV Charging Stations as per Agreements.
- c) Facilitate consensus among Participants on RFP terms and conditions, ensuring compliance with all requirements of the Agreement.

#### 4) RFP Issue:

- a) Circulate the RFP on behalf of the Participants.
- b) Manage Vendor questions.
- c) Receive Vendor submissions.
- d) Develop an evaluation template for the Participants to use.
- e) Provide CEA's evaluation of each of the Vendors.
- f) Coordinate Participants' meeting/call for Vendor selection.
- g) Help identify questions and negotiation considerations.

#### 5) Contracting:

- a) Manage Vendor negotiations.
- b) Draft terms, timing / sequencing / costs / payment schedule for deployment and any items for ongoing operation.
- c) Coordinate signing of all individual contracts between Vendor and each Participant.

#### 6) Financial Management

- a) Track and manage Project budgets, both overall and for each location/Participant.
- b) Flag and immediately share potential cost overruns.
- c) Manage Project to minimize costs without compromising quality, and in manner set out by the Agreement.
- d) CEA will:
  - i) Comply with all requirements of the Project Grant

- ii) Establish and manage a secure, central Project account for capital expenditures;
- iii) Provide secure method for transfer of capital funds between the central Project account and Participants;
- iv) Hold, receive, and distribute Project funds, ensuring Participants contribute and receive funds in line with contribution amounts outlined in the Project Grant;
- v) Receive and pay Vendor invoices on behalf of Participants;
- vi) Submit invoices and any supporting documentation required for reimbursement to funding agencies, following all requirements of the Project Grant;
- vii) Track and report all payments and receipts; and
- viii) Provide monthly account updates for each Participant as well as for the Project as a whole.

#### 7) Project Installation

- a) Lead identification of final location selection (within locations selected by Participants), including evaluating financial implications, coordinating communications between Vendor and Participants, and identifying alternative sites if required.
- Ensure all appropriate permits and approvals, including any requirements of the Agreement, are in place prior to any ground disturbance or Project works proceeding
- c) Manage communications and issue resolution between each Vendor and Participant.

#### 8) Reporting

- a) CEA will draft all reporting required for Participants' reimbursement and Project Grant compliance and provide for RDN's review.
- b) Provide regular, monthly reports to Participants detailing Project and budget status for both overall Project and each Participant's Project portion.
- c) Coordinate and complete all Project Grant reporting, including that required for Grant closure, ensuring compliance with all Project Grant timeline and content requirements

### 9) Record Keeping

 Retain audit-quality records of all financial and Project transactions and supporting documentation, delivering these records to the RDN upon Project completion. Records must meet all requirements of the Project Grant. b) Assist Project Participants in maintaining accurate record keeping for this Project by providing guidance and requirements to Participants.

#### 10) Communications

- a) CEA will provide both coordinated and ad-hoc communication Services upon request from Participants. This includes but is not limited to Project promotion (e.g. assistance with press releases), planning and coordination of appropriate launch events, and addressing questions/concerns referred from Participants. Participants will review materials prior to release unless otherwise agreed.
- b) CEA will ensure that all public promotion complies with the requirements of the Project Grant
- c) CEA will provide guidance and coordination of signage installation, meeting any requirements of the Project Grant

#### SCHEDULE 'D'

#### **COVENANTS OF PARTICIPANTS**

#### 1. PROVISION OF SITE AND OWNERSHIP

#### 1.1 The Participant shall, at its own cost:

- 1.1.1 allocate staff time to participate in a Project Procurement Committee that will govern procurement including approving a Request for Proposal, vendor evaluation and selection, approval of contract terms that will be a template for each Participant. Participation in the Procurement Committee is at the sole discretion of the Participant and is not mandatory;
- 1.1.2 review and execute contracts for installation and equipment based on the template contract(s) negotiated by CEA and approved by the Procurement Committee;
- 1.1.3 identify one or more potential Sites for each Level 2 Station(s);
- 1.1.4 provide information about each potential Site required for site assessment by CEA;
- 1.1.5 finalize Site identification;
- 1.1.6 provide comments on and approve final Site design;
- 1.1.7 maintain ongoing operations and will retain title to, and ownership of, infrastructure including operating costs such as electricity resulting from the Project for at least five (5) years after each Level 2 Station can be used for its intended purpose ("Substantial Completion") and make the Site available for public use during this time.

#### 2. ACCEPTANCE OF PROCUREMENT COMMITTEE DECISIONS

- 2.1.1 The Participant acknowledges that Procurement Committee processes and decisions are deemed to be appropriate and sufficient.
- 2.1.2 The Participant acknowledges that reimbursement for station costs will only be provided to the Participants that accept the Project procurement process including the vendor(s) and terms selected and negotiated on their behalf.
- 2.1.3 The Participant may allocate staff time to participate in the Procurement Committee at the Participant's sole discretion. Absence of participation does not affect the sufficiency or appropriateness of the procurement committee's process or decisions.

#### 3. CONTRIBUTION TOWARDS LEVEL 2 STATIONS

- 3.1 The Participant shall contribute the amount in Schedule 'F', Column 'C' by paying the said sum to CEA within 30 days of presentation of an invoice by CEA. This contribution amount represents ~26.67% of the estimated cost of equipment, installation, and Project management. This amount is due and payable to Community Energy Association upon signing of this agreement.
- 3.1.1. If installation costs are lower than estimated for a Participant, the CEA will reimburse that Participant so that their contribution equals ~26.67% of total cost for their portion of the project.
- 3.2 The Participant is responsible for costs in excess of the Participant's maximum capital spend in Schedule 'F', Column 'D'
- **3.3** All Participants will collaboratively work towards a total Project cost that does not exceed total Project budget.
- This section 2 applies notwithstanding any other cash or in-kind contributions by the Participant to Level 2 Stations required under this Agreement.
- **3.5** Section 3.1 does not apply to Lantzville, Parksville, or Qualicum

#### 4. OPERATION OF LEVEL 2 STATION

#### 4.1 The Participant shall:

- 4.1.1 Provide space, maintenance, and any required permits for signage in consultation with CEA;
- 4.1.2 Visually inspect the Level 2 Station at a reasonable frequency;
- 4.1.3 Provide day-to-day maintenance of the Site including snow clearing and surface (pavement or other) maintenance; and
- 4.1.4 Repair vandalism if any occurs to any Level 2 Station.
- 4.1.5 Unless otherwise approved by Canada and the Province, the Participant will maintain ongoing operations and will retain title to, and ownership of, infrastructure resulting from the Project for at least five (5) years after Substantial Completion.
- 4.1.6 If at any time within five (5) years from the date of Substantial Completion, the

Participant sells, leases, or otherwise disposes of, directly or indirectly, any asset purchased, acquired, constructed, rehabilitated or renovated, in whole or in part, with funds contributed by Canada or the Province under this Agreement, other than to Canada, the Province, a Participant or regional government, or otherwise with the consent of Canada and the Province, the Participant may be required to reimburse Canada and the Province any funds received for the Project.

4.1.7 The Participant will immediately notify the Province in writing if at any time during the five (5) year period following Substantial Completion any transaction identified in section 4.1.6 above occurs.

#### 5. DATA

The Participant shall provide CEA with data required for Project reporting in a timely manner

#### 6. PUBLIC AND MEDIA ENGAGEMENT

The Participant will coordinate any engagement with the public and the media with CEA, where reasonably possible. Public and media engagement must comply with all public engagement clauses in the Project Grant agreements for this Project.

#### 7. COST OF PERFORMANCE

The Participant shall perform its covenants under this Agreement at its own cost, except where stated otherwise in the Agreement.

#### 8. GENERAL

The Participant and any third party will comply with all applicable laws, including all requirements of, and conditions imposed by, regulatory bodies having jurisdiction over the subject matter of the Project.

#### SCHEDULE 'E'

#### PROJECT GRANT OVERVIEW

#### 1. PARTIES TO THE PROJECT GRANT

- **1.1** The Project Grant structure consists of two Agreements as follows:
- 1.1.1 Province of BC & Government of Canada Clean Communities Fund grant with the RDN as the Lead Applicant on behalf of participating Mid-Island Communities (Participants)
- 1.1.2 The RDN has entered into the Consulting Agreement with CEA to manage the Project per CEA Services in Schedule 'C'

#### 2. RDN ROLE

The RDN has entered into the Shared Cost Agreement with the Province which will result in the **Project Grant**. The RDN will submit financial and narrative reporting, prepared by the CEA and concurred by the RDN, to the Province. The RDN may elect to have CEA submit reporting contingent on the RDN's review of materials prior to submission.

The RDN may request that CEA set up and manage a central Project account for payment of invoices and/or reimbursements of Participants. In those circumstances, the RDN may direct capital or reimbursed funds to this account for payment of invoices or reimbursement of Participants. The RDN may, in its sole discretion choose to manage the reporting and flowing of funds to certain Participants agreed to in advance in writing by the RDN and CEA.

#### 3. COSTS COVERED BY THE PROJECT GRANT

- 3.1.1 The Project Grant funds a portion of eligible installation costs. Eligible costs are defined by Section D.1 of Schedule D of the Shared Cost Agreement and generally cover:
  - (a) Equipment;
  - (b) Installation including site assessments by the installer, plan, electrical and civil works and permits;
  - (c) Communications
  - (d) Signage
- 3.1.2 The Project Grant covers 73.33% of the above eligible costs up to a maximum of \$504,143 whichever is less.

# **SCHEDULE 'F'**

# PARTICIPANT PAYMENTS AND MAXIMUM CAPITAL SPENDS

	# Stations	Column 'C' Participant Contribution	Column 'D' Participant Maximum Capital Spend
RDN	10	\$57,145	\$194,446
Nanaimo	4	\$22,858	\$77,778
CVRD	4	\$38,858	\$137,770
Courtenay	3	\$24,144	\$84,580
Comox	1	\$5,715	\$19,444
Cumberland	2	\$14,429	\$50,137
Campbell River	1	\$5,065	\$17,007
Ucluelet	2	\$9,429	\$31,390
Tofino	1	\$5,715	\$19,444

Signature: Lele Littlejon

Email: dlittlejohn@communityenergy.bc.ca

# Participant\_Agreement.docx (00000003) Attachment\_1\_- I0153

Final Audit Report 2021-06-29

Created: 2021-06-29

By: Carly Johansson (cjohansson@communityenergy.bc.ca)

Status: Signed

Transaction ID: CBJCHBCAABAAbsD90NGOibhIUK-xvzz2zYTjEXa\_TfVp

# "Participant\_Agreement.docx (00000003) Attachment\_1\_- I0153" History

- Document digitally presigned by DocuSign\, Inc. (enterprisesupport@docusign.com) 2021-06-25 6:20:53 PM GMT- IP address: 50.98,208,62
- Document created by Carly Johansson (cjohansson@communityenergy.bc.ca) 2021-06-29 8:54:25 PM GMT- IP address: 50.98.208.62
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- Document e-signed by dale littlejohn (dlittlejohn@communityenergy.bc.ca)

  Signature Date: 2021-06-29 9:03:33 PM GMT Time Source: server- IP address: 154.20.208.157
- Agreement completed. 2021-06-29 - 9:03:33 PM GMT



# **Staff Report for Decision**

File Number: A4-1-2 / B3-5-15

DATE OF MEETING OCTOBER 20, 2021

AUTHORED BY LAARA CLARKSON, MANAGER, RECREATION SERVICES

SUBJECT COMMUNITY PROGRAM DEVELOPMENT GRANT – NANAIMO

SCIENCE AND SUSTAINABILITY SOCIETY

#### **OVERVIEW**

# **Purpose of Report**

To obtain Council approval for a Community Program Development Grant.

#### Recommendation

That the Finance and Audit Committee recommend that Council approve the request from the Nanaimo Science and Sustainability Society (NS3) for a Community Program Development Grant in the amount of \$1,000 to assist in funding The Great Pumpkin Toss event for children and families.

#### **BACKGROUND**

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

The grant is intended as seed funding to help get new programs and events off the ground or to expand existing programs with the hope that the programs become self-sustaining. It is not intended to be long-term operational funding or funding for capital expenditures. A total budget of \$15,000 is available through this fund with applications accepted by deadlines of November 1 for spring/summer programs and May 1 for fall/winter programs, or as funds remain available. Thus far in 2021, \$11,000 has already been allocated.

## **DISCUSSION**

A total of one Community Program Development Grant applications was received prior to the acceptance deadline of 2021-MAY-01 for the intake period for 2021 fall/winter programs. In addition, one other late application was received and approved since that date.

Staff reviewed the application based on program eligibility and assessment criteria (see Attachment A) and determined that the application submitted by Nanaimo Science and Sustainability Society (NS3) successfully met all the grant criteria (Attachment B). This is the same event that NS3 successfully applied for in 2020, but did not run the event due to COVID-19 Pandemic.



#### **FINANCIAL CONSIDERATIONS**

#### 2021 Community Program Development Grant – Applications Received

ORGANIZATION	PROGRAM	REQUEST	RECOMMENDED
Nanaimo Science and Sustainability Society (NS3)	The Great Pumpkin Toss event	\$1,000	\$1,000
	Total Available	\$4,000	\$3,000 remaining in grant fund

#### **OPTIONS**

- 1. That the Finance and Audit Committee recommend that Council approve the request from the Nanaimo Science and Sustainability Society (NS3) for a Community Program Development Grant in the amount of \$1,000 to assist in funding The Great Pumpkin Toss event for children and families.
  - The advantages of this option: Meets the goal of helping community groups seed new programs to increase opportunities for residents to participate and connect in the community.
  - The disadvantages of this option: None identified.
  - Financial Implications: A balance of \$3,000 would remain for future Community Program Development Grant application funding.
- 2. That the Finance and Audit Committee recommend that Council deny the Community Program Development Grant applications.
  - The advantages of this option: The requested grant funds of \$1,000 would remain available for a future grant application.
  - The disadvantages of this option: An application from a community group that fulfills all grant criteria would not be approved.
  - Financial Implications: The balance of \$4,000 would remain for future Community Program Development Grant application funding for the remainder of 2021

#### **SUMMARY POINTS**

- Funding of \$15,000 is allocated yearly for Community Program Development Grants.
- The application from Nanaimo Science and Sustainability Society (NS3) to assist funding for a new family event called the Great Pumpkin Toss successfully meets the grant criteria.
- A balance of \$3,000 would remain in the 2021 Community Program Development Grant fund if the application is approved.



# **ATTACHMENTS:**

ATTACHMENT A: Community Program Development Grant Application

ATTACHMENT B: Evaluation form for the Community Program Development Grant

Submitted by: Concurrence by:

Laara Clarkson Laura Mercer

Manager, Recreation Services Director of Finance

Richard Harding

General Manager of Parks, Recreation and Culture

# ATTACHMENT A



# PARKS, RECREATION AND CULTURE

# COMMUNITY PROGRAM DEVELOPMENT GRANT APPLICATION FORM

#### **DEADLINE FOR APPLICATIONS**

November 1st for spring and/or summer programs May 1st for fall and/or winter programs

Legal Name of Organization: Nanaimo Science and Sustaina bility Society  Mailing Address: PO Box 37020, Country Club PO, Nanaimo BC
Mailing Address: PO Box 37020, Country Club PO, Nanaimo BC
Postal Code: V9T 6N4
Telephone #1: 778 - 268 - 2 789
Telephone #2:
Email: elaine parker anaimo Science.org  Contact Person: Elaine Parker
Contact Person: Elaine Parker
Position: Executive Director
Society Registration Number: <u>S-56147</u> (If not registered, please leave blank)
Is your society in good standing with the Registrar: Yes No
Fiscal year for grant: to to to to
Total grant requested for fiscal year: \$1,000.00
Total budget for fiscal year: \$2/2,956.00

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

Name of Grant	Amount Requested	Amount Approved
Community Program Development	- \$3,500.0°	\$3,500.°°
Community Program Sevelopment Grant - Science in the Park	(	
		8

n y	our application, please answer all questions and include the information requested.			
	Name of Project or Program: The Great Pumptin Toss 2021			
	Times and Dates: November 6, 2021 10 Am - 3pm			
	Location: Shady Mile Farm, 3452 Single Pt Rd			
e	Target Market and Age of Participants: All ages   families			
	From where will participants come? (Last year's actual numbers if project or program was held previously: New projects or programs please estimate)			
	Program Highlights Age Groups Attendance			
	Pumpkin Cannon (by Nanaimo) Families 350+			
	Hands- on Science Tent 3-13 Sot			
	Expected attendance familias 400 +			
	Is any other organization providing a similar service? Yes No			
	The mission of Nanaimo Science is to inspire children and develop their interest in Science and sustainability through			
	hands - on learning.			
-				
-				
-				
_				

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

	Year	Program and Location	# Attending	
1.	2021	Science in the Pack Cout Bay, Harenow, Longlake, Der Science in the Pack	765	
2.	2020	Court Bay, Harewood Longlake, Des	427 Claim	Hamiton, Bowen
3.	2020	Science Saturday (Island Can)	netted) 500+	
4.	2019	The Great Pumpkin Toss (Meddo	w 350+	
		Cur	KPack)	

#### Please also include the following information:

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

PLEASE NOTE:

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

Freedom of Information and Protection of Privacy Act (FOIPPA) Information on this form is done so under the general authority of the Community Charter and FOIPPA, and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. Submissions may be included within a future publically available Council Report, which will be available for viewing on the City's website.

# Community Program Development Grant Application (Fall/Winter) Nanaimo Science and Sustainability Society – The Great Pumpkin Toss 2021

#### 11. Summary of Idea

The Nanaimo Science and Sustainability Society partnered with Alair Homes and the Big Brothers Big Sisters of Canada in November 2019 to host the Great Pumpkin Toss in the field behind the East Wellington Fire Hall. This inaugural event was a great success with over 350 people attending despite the rain!

Members from the Nanaimo Science and Sustainability Society built and operated the pneumatic cannon that shot jack o-lanterns across the field over 50 meters (much to the delight and excitement of the families who brought their pumpkins for launching). We also hosted a covered tent area where children could build their own catapults to launch pompoms and had other hands-on activities to try (such as our marble maze walls). We also offered concessions at the event (hot chocolate, hot dogs and chips). A trebuchet was also on site to launch pumpkins, as was a catapult.

The pumpkins used were all old jack o-lanterns and surplus pumpkins from the Halloween season and the smashed pumpkins would be used both as cattle feed and fertilizer as arranged with the field property owner who operates a farm on site. Families were kept in a separate area for safety and only qualified adults were permitted to operate the projectile equipment. Donations at this event were shared between Big Brothers Big Sisters and our organization – money raised helped our non-profit organization to continue to offer science-based education opportunities to children.

The 2020 edition of this event was canceled due to COVID. We had applied for and received a grant from the City of Nanaimo for \$1,000 (Community Program Development Grant Fall/Winter) for this event. This event is now making its return in 2021 on November 6<sup>th</sup> and we are hoping to resume our enhanced programming at this event.

Our plan is to provide information about how the various machines work with displays and posters, track the angle of the cannon and plot the distance that pumpkins travel to demonstrate how ballistics work, and offer a kid-safe series of activities that mirror the activities on the cordoned-off area. Funding would help provide the equipment and supplies needed for these activities. We should note that Nanaimo Science will not be receiving funds from the money raised at this event – the Child Development Centre has been named as a beneficiary in 2021 instead.

Safety measures will be in place at this event; as an outdoor event in a very large area, we will be able to permit households to both stay together and keep apart from other families. Our large scale displays will allow participants to maintain social distance while viewing our models work, and children will have access to individualized "make & take" kits for pompom catapults, paper stomp rockets, and more.

Specifics for our enhanced science tent and activities include:

- building scale models so children can see up close what trebuchets, catapults and cannons look like; have working models that kids can try safely.
- laying out a measurement line along the safety fence to mark off distances; also

- include a series of distance markers (like at a driving range) at major intervals (every 10 meters)
- displaying a large tracking sign/score board on which we can track angle/distance plots for launched pumpkins to demonstrate the parabolic trajectories.
- printing posters showing the science of ballistics; cross-section diagrams of the pneumatic cannon, etc.
- individualized pompom catapult kits for kids to make and take home.
- Individualized paper stomp rockets for kids to make and launch on site.
- Possible partnership with the library for a related topics book display.

#### 12. Plans for City Fund:

We will be using the funds to create the materials for the science tent and activities as well as for a bit of advertising and signage. Funds will not be used for the construction of the full-scale pumpkin launchers.

#### 13. How will our idea benefit Nanaimo:

This new fall event is a great opportunity for our community to get together and experience some exciting technology in person. Similar to the excitement of Bathtub Days and Silly Boats, the cannon, trebuchet and catapult at the Great Pumpkin Toss offer a fun way to see innovation in a totally new application. We hope to bring more science to this event so that children (and adults!) better understand how these machines work and hopefully spark some curiosity and provide them with a take home activity to keep their imaginations growing.

Further, this is a safe and family-friendly event in the week after Halloween – a month where (other than Remembrance Day) few other public events are planned.

Citizen in Nanaimo have had very few fun activities to look forward to during COVID – and this event, in partnership with Alair Homes as the principal organizers, is one of the few public events planned for the fall of 2021.

#### 14. How will our program be marketed:

In 2019, we had great turn out thanks to Facebook notices as well as some media coverage. <a href="https://vancouverisland.ctvnews.ca/nanaimo-to-launch-inaugural-great-pumpkin-toss-this-weekend-1.4676733">https://vancouverisland.ctvnews.ca/nanaimo-to-launch-inaugural-great-pumpkin-toss-this-weekend-1.4676733</a>

https://www.nanaimobulletin.com/community/organizers-bringing-heavy-artillery-to-nanaimos-inaugural-great-pumpkin-toss/

https://www.harbourliving.ca/event/the-great-pumpkin-toss

We hope to build on this marketing strategy for 2021 as this has been assigned to Better Mousetrap, a local marketing company to handle.

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

We hope to see greater number of attendees as well as increased number of participants in the science tent. We will track how many take-home activity kits are given out, and the responses on social media to our event. Donation totals will also be tracked and we hope that participants will help contribute to the Child Development Centre, a worthwhile organization that helps support Nanaimo families.

# 16. Budget for the Great Pumpkin Toss 2021 (Nanaimo Science and Sustainability Society portion)

(See following sheets)

**17. Financial Statement for our organization for the previous calendar year** (See separate document provided)

18. Organizers for event:

Elaine Parker Nanaimo Science and Sustainability Society (Executive Director)

Science tent & science activity organizer

Lisa Chew Better Mousetrap (Owner)

Marketing and coordination

Stu Hopewell Alair Homes

Event founder, Alair trebuchet team lead

## PROGRAM REVENUE BUDGET

# Great Pumpkin Toss Sponsored by: Nanaimo Science and Sustainability Society

YEAR		YEAR
Actual 2019	Revenue Item	Projected 2021
	Earned Revenue	
\$696.50	Concession sales	*TBA - Pending COVID restrictions and permitting approval*
\$696.50	Total Earned Revenue	
	Fundraising Revenue	
\$1,000.00 (in kind)	Pneumatic cannon (NS3 Board members, Steel Container Systems, Inter-Kraft Contracting, Cermaq Canada)	\$250 (maintenance)
	Corporate donations for pumpkin launching machine registration	\$2,000.00
\$1,100.00	Public donations	\$1,500.00
\$100.00 (in kind)	Country Grocer gift card for concessions	ТВА
\$250.00 (in kind)	Tent rental	\$500.00
\$2,450.00	Total Fundraising Revenue	\$4,250.00
	Government Revenue	
N/A	Municipal Grants	\$1,000.00
N/A	ECO Canada (Nanaimo Science staff salary funding)	\$ 750.00
	Total Government Revenue	\$1,750.00
\$3,146.50	Total Revenues LINE A	\$6,000.00

# Additional in-kind support

Source	Value
Location sourcing & planning logistics (Alair Homes)	\$1,000+
Poster & sign design and printing (Jason Clayton)	
Volunteers for donation collection, concession management, marketing etc.	\$1,000+

Program Expenses

YEAR		YEAR
Actual 2019	Expense Item	Projected 2020
	Administration & Communication Costs	
\$560.00	Project Coordinator (20 hours @ \$28/hr)	\$560.00
\$360.00	Office staff (20 hours @ \$18/hr)	\$360.00
N/A	Volunteer expenses (t-shirts for 5 volunteers)	\$100.00
N/A	Marketing & Publicity (Facebook ad)	\$50.00
\$920.00	Total Admin & Communication costs	\$1,070.00
	Project or Program Costs	
Free (in kind)	Facility/Venue rental	Free
\$250 (see in kind donation)	Equipment rental (tents & tables– will need additional for more spacing between activities)	\$500.00
\$100.00 (in kind)	Materials and Supplies (Science tent activities, take-home catapult kits, models, measurement line and signs)	\$850.00
\$115.00	FoodSafe certification	N/A
	Donation to Child Development Centre	\$3,500.00
	Total Production & Event Costs	\$4,850.00
\$2,555.00	Total Revenues LINE B	\$5,920.00
\$591.50*	NET (LINE A minus LINE B)	\$ 80.00

<sup>\*</sup>Donation to Nanaimo Science/Big Brothers Big Sisters in 2019.

## Nanaimo Science & Sustainability Society Balance Sheet December 31, 2020

	2020	2019
Assets		
Cash	104,663	23,689
Accounts receivable	1,050	715
GST receivable	432	142
Current assets	106,146	24,546
Capital assets	7,867	25,148
Total	114,013	49,694
Liabilities		
Accounts payable	139	-
Wages payable	2,375	1,662
Vacation payable	1,526	2,050
Source deductions payable	1,460	3,404
CEBA loan	40,000	-
Total liabilities	45,500	7,116
Deferred revenue	2,020	6,221
Net assets	66,494	36,357
Total	114,013	49,694

Draft - for management purposes only

### Nanaimo Science & Sustainability Society Income statement December 31, 2020

	2020	2019
Revenues		
Grants	46,687	34,425
Donations	13,616	9,092
Program fees	130,039	137,330
Government assistance	33,203	-
Memberships	230	30
Interest and other	43	219
Total revenue	223,817	181,095
Expenses		
Accounting and legal	2,099	1,946
Advertising	5	470
Vehicle	2,285	4,086
Bank charges and interest	39	452
Contractors	742	-
Brand and marketing	5,126	-
Pandemic related expenses	158	-
Insurance	1,729	1,912
Office	7,662	4,833
Program expenses	4,735	6,362
Rent	5,630	540
Uniforms	97	-
Wages and benefits	142,287	161,171
Travel and meals	652	1,000
Total expenses	173,247	182,771
Operating surplus	50,570	- 1,676
Items related to capital		
Writedown of old equipment	18,861	-
Annual depreciation	1,573	-
Excess (deficiency) of revenues over expenses	30,136	- 1,676
Net assets, beginning of year	36,357	38,033
Net assets, end of year	66,494	36,357

Draft - for management purposes only

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

Note 2 - The Society does not remunerate Directors.



PARKS, RECREATION & CULTURE

# COMMUNITY PROGRAM DEVELOPMENT GRANT EVALUATION CHECKLIST

APPLICANT: Nanaimo Science & Sustainability Society DATE: Sept 27, 2021

	CRITERIA	MEETS CRITERIA	DOES NOT MEET CRITERIA	COMMENTS
A.	Provides experiential or educational opportunities	<b>/</b>		
В.	Definable community benefit	<b>/</b>		
C.	Potential for sustainability / long-term benefit	<b>\</b>		
D.	Potential to offer short-term (youth) employment	<b>\</b>		volunteers
E.	Does not receive other funds from CON	<b>\</b>		
F.	New applicant	$\checkmark$		
G.	Program operates within the CON	<b>✓</b>		
Н.	New program OR expanded program	<b>/</b>		
I.	Sound organizational structure	<b>/</b>		
J.	Applicant is a non-profit organization	<b>/</b>		
K.	Budget & financial statements provided	<b>√</b>		
R	ECOMMENDED FOR FUNDING (Y/N)	: <b>y</b>	_	AMOUNT: \$1000
	OB			

RECOMMENDED FOR FUNDING (Y/N):	AMOUNT: \$1000
OR:	
NO GRANT RECOMMENDED (Y/N):	DOES NOT MEET CRITERIA:
- <sub>VALUATOR</sub> . Laara Clarkson	POSITION: Manager, Recreation Services



# **Information Report**

File Number: D1-3-21/A10-2

DATE OF MEETING OCTOBER 20, 2021

AUTHORED BY ART GROOT, DIRECTOR, FACILITY & PARKS OPERATIONS

SUBJECT SERAUXMEN STADIUM PROJECT UPDATE

#### **OVERVIEW**

#### **Purpose of Report:**

To inform Council of a budget transfer required to fund an unanticipated project at the Serauxmen Stadium as part of ongoing maintenance and improvements.

#### **BACKGROUND**

At the 2021-MAR-17 Finance and Audit Committee meeting, staff recommended that Council approve adding funding to address additional facility and field maintenance at Serauxmen Stadium. This request was unanimously supported at the Committee meeting and was subsequently approved at the 2021-MAR-29 Regular Council Meeting.

As part of ongoing facility maintenance and overall improvements to the facility, repainting the seating areas of the Stadium was one of the maintenance projects to be focussed on this year.

#### **DISCUSSION**

Proper removal of the many years and layers of paint on the seating and stadium building requires testing and a special method of removal. Testing results of the old paint layers also required that a specialty contractor be hired to perform the abatement work in a safe manner. This scope of work was not originally planned for.

This scope of work is anticipated to cost approximately \$150,000, which includes the removal/abatement contractor, site prep for containing the work site, and coordination.

#### **FINANCIAL CONSIDERATIONS**

There is no impact to the current year financial plan as surplus funds from a project that completed earlier this year were used to fund these scopes of work.

#### **CONCLUSION**

Work will be coordinated in conjunction with the ongoing Stadium fencing and Stadium District safety netting projects that are currently underway. Work is anticipated to start later in October.



### **ATTACHMENTS:**

ATTACHMENT A: RPT\_FA210317SerauxmenStadiumMaintenance2021

#### **SUMMARY POINTS**

- Planned painting project requires specialty abatement and preparation process.
- Scope of work requires funding that wasn't planned for.
- Surplus funding in current year financial plan is available.
- Scope of work is anticipated to cost approximately \$150,000.

#### Submitted by: Concurrence by:

Art Groot Richard Harding
Director, Facility & Parks Operations General Manager, Parks, Recreation &
Culture

Laura Mercer Director, Finance

#### ATTACHMENT A



# **Staff Report for Decision**

File Number: A4-1-2 / D1-3-12

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.
- 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