



AGENDA
FINANCE AND AUDIT COMMITTEE MEETING

Wednesday, September 25, 2024

9:00 AM - 12:00 PM

SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE

80 COMMERCIAL STREET, NANAIMO, BC

SCHEDULED RECESS AT 10:30 A.M.

Pages

1. CALL THE MEETING TO ORDER:

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

2. INTRODUCTION OF LATE ITEMS:

3. ADOPTION OF AGENDA:

4. ADOPTION OF MINUTES:

a. Minutes

5 - 10

Minutes of the Finance and Audit Committee held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2024-JUL-17, at 9:00 a.m.

5. PRESENTATIONS:

6. DELEGATIONS:

a. Peter Sinclair, Loaves and Fishes Foodbank, re: Loaves and Fishes New Warehouse Distribution Centre Update and Request to Waive Building Permit Fees

11

7. REPORTS:

a. Term Position - Sustainability Section

12 - 14

To be introduced by Jeremy Holm, Director, Planning and Development.

Purpose: To seek Finance and Audit Committee's approval to fund a term position in the Sustainability Section.

Recommendation: That the Finance and Audit Committee recommend that

Council direct Staff to fund a temporary, full-time position for approximately 12 months in the Sustainability Section with up to \$145,000 in funding as follows:

- Reallocate \$70,000 from the 2024 budget for the Building Retrofit Roadmap project;
- Reallocate \$40,000 from the 2024 budget for the E-Mobility Strategy project; and,
- Allocate \$35,000 from the Climate Action Reserve Fund.

b. Vancouver Island Military Museum Operating Model Alignment

15 - 18

To be introduced by Richard Harding, General Manager, Community Services/Deputy Chief Administrative Officer.

Purpose: To recommend that the Vancouver Island Military Museum operating model be aligned with those of the City's co-managed cultural facilities.

Recommendation: That the Finance and Audit Committee recommend that Council approve realigning the Vancouver Island Military Museum operating model by:

- Ending the requirement to pay annual rent for 100 Cameron Road beginning in 2025;
- Directing Staff to assist the Vancouver Island Military Museum Board of Directors with establishing a general manager position;
- Directing Staff to begin working to establish a Co-Management Agreement with the Vancouver Island Military Museum.

c. Allocation of Remainder of Funds from 2024 Community Watershed Restoration Grant

19 - 29

To be introduced by Richard Harding, General Manager, Community Services/Deputy Chief Administrative Officer.

Purpose: To review a late proposal and application for the 2024 Community Watershed Restoration Grant program.

Recommendation: That the Finance and Audit Committee recommend that Council approve the following 2024 Community Watershed Restoration Grant:

Applicant Name: John Barsby School

Project: Chase River Stewardship and Riparian Area Restoration

Amount: \$2,634

d. Culture and Event Grants - Processes Review and Recommendations

30 - 47

To be introduced by Richard Harding, General Manager, Community

Services/Deputy Chief Administrative Officer.

Purpose: To provide Council with an update regarding the review of the Culture grant programs and processes, and recommend Council add a decision point for Council consideration to the 2025 budget deliberations.

Presentation:

1. Jaime-Brett Sine, Recreation Coordinator, Cultural Services.

Recommendation: That the Finance and Audit Committee recommend that Council add a decision point for Council consideration to the 2025 budget deliberations for:

- a. 10% annual increase for five years (2025 – 2029) in Project Grant funding; and
- b. \$0.25 per capita annual increase for three years (2025 – 2027) in Operating Grant funding.

- e. Quarterly Purchasing Report (Single and Sole Source, Purchases in Excess of \$250,000 and Instances of Exceptions to Trade Agreements) 48 - 59

To be introduced by Laura Mercer, General Manager, Corporate Services.

Purpose: To provide information in compliance with the City's Procurement Policy (COU-209) regarding single and sole source purchases, awards in excess of \$250,000 and reporting of instances of exceptions to Trade Agreements for the period 2024-APR-01 to 2024-JUN-30.

- f. Active Transportation Infrastructure Grant 2024 Intake 60 - 64

To be introduced by Laura Mercer, General Manager, Corporate Services, and Bill Sims, General Manager, Public Works and Engineering.

Purpose: To provide the Finance and Audit Committee with information on potential projects for the Active Transportation Infrastructure Grant 2024 intake and obtain a Council resolution supporting applications for two projects.

Recommendation: That the Finance and Audit Committee recommend that Council direct Staff to submit two applications under the 2024 intake of the Active Transportation Infrastructure Grant Program as follows:

1. Submit an application for 'Crosswalk Upgrades that Improve Active Transportation', with confirmation that the municipal share of funding of \$487,289 is available and supported, confirmation that the project is a municipal priority, and that the project is "shovel ready" and intended to be complete within the required timeline.
2. Submit an application for "Third Street Active Transportation Improvements", with confirmation that the municipal share of funding of \$459,000 is available and supported, confirmation that the project is

a municipal priority, and that the project is “shovel ready” and intended to be complete within the required timeline.

8. OTHER BUSINESS:
9. QUESTION PERIOD:
10. ADJOURNMENT:



MINUTES

FINANCE AND AUDIT COMMITTEE MEETING

Wednesday, July 17, 2024, 9:00 A.M.
Shaw Auditorium, Vancouver Island Conference Centre
80 Commercial Street, Nanaimo, BC

- Members: Mayor Krog Chair
Councillor S. Armstrong
Councillor H. Eastmure
Councillor B. Geselbracht
Councillor E. Hemmens
Councillor I. Thorpe
Councillor J. Perrino*
Councillor P. Manly
- Absent: Councillor T. Brown
- Staff: D. Lindsay, Chief Administrative Officer
L. Mercer, General Manager, Corporate Services
B. Sims, General Manager, Engineering and Public Works
W. Fulla, Director, Finance
J. Holm, Director, Planning and Development
D. Osborne, Director, Recreation and Culture
M. Bryson, Acting Director, Facility and Parks Operations
K. Robertson, Deputy Corporate Officer
N. Sponaule, Communications Advisor
J. Tonella, Recording Secretary

1. CALL THE MEETING TO ORDER:

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

*Denotes electronic meeting participation as authorized by "Council Procedure Bylaw 2018 No. 7272"

2. ADOPTION OF AGENDA:

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

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2024-JUN-19, at 9:00 a.m. The motion carried unanimously.

4. PRESENTATIONS:

a. Chuck Loewen, General Manager, Vancouver Island Conference Centre re: Vancouver Island Conference Centre Financial Update

- The Vancouver Island Conference Centre (VICC) was part of the New Nanaimo Centre Project in 2008 and the City invested \$74 million
- The VICC's role is to create a positive economic impact, stimulate growth for the City, and to provide cultural enrichment for the community
- Three areas of revenue sources include space rental, food and beverage commissions, and audio-visual commissions
- A key piece in VICC's success is the Tourism Nanaimo Society, as prior to 2023, Tourism Nanaimo and Nanaimo Hospitality Association (NHA) had little involvement in business tourism
- The VICC started working with the Marriott Hotel in late 2021 for room blocks for conventions which is another key piece to the VICC's success
- Downtown now has almost 500 rooms within a 5-minute walk
- The VICC shifted their focus to more profitable events such as conferences versus meetings, as those have the greatest economic impact
- Conferences, meetings, and banquets are the three largest categories of events the VICC hosts
- Conference business has doubled since 2021 and is now 50% of the VICC's bookings
- The VICC's projected gross revenue for 2023 was \$2,583,421; however, it came in at \$2,971,943
- The annual economic impact for 2024 is currently at \$6,357,848 and is projected to be at \$11,779,992

- Since the VICC opened, it has had an accumulated economic impact of \$111 million
- Due to financial success in 2023, the VICC was able to provide the City with a \$291,487 return on investment
- In 2024 the City has budgeted to invest \$1,039,413 in the VICC

Committee and Staff discussion took place. Highlights included:

- Potential collaboration with the museum
- The VICC works collaboratively with Destination Marketing, does cold calling, and attends different shows to bring in business
- The VICC is alternating hosting the Association of Vancouver Island and Coastal Communities (AVICC) conference between Nanaimo and Victoria
- Revitalization of Commercial Street will help with business
- Would like to host trade shows at the VICC and at Frank Crane Arena
- Nanaimo has cost and location advantages compared to Victoria and Vancouver
- An additional \$100,000 is budgeted on top of the VICC's annual 2024 budget for the building's capital expenses
- The VICC's elevator schedule has been changed to increase accessibility

5. REPORTS:

a. Nanaimo Curling Club Chiller Failure

Darcie Osborne, Director, Recreation and Culture, noted that Tom Weinreich, President, Nanaimo Curling Club (the club), presented on the Nanaimo Curling Club's mechanical chiller failure at the 2024-JUN-19 Finance and Audit Committee meeting. Council then passed a motion for Staff to prepare a report on the conditions of the club and to provide options in assisting the club to secure an operational chiller for the upcoming season.

Mike Bryon, Acting Director, Facility and Parks Operations, provided additional information. Highlights included:

- Options to secure an operational chiller include re-building the damaged portion of the unit, new replacement of the system and chiller, or replacing with a refurbished unit
- The refurbished unit can be installed in time for the upcoming curling season

- A Geotechnical Report, Seismic Project Identification Report, and a facility assessment have been done over the years and used in the condition assessment of the facility
- Facility issues including the leaking roof, unlevel slab, and the pad leaking brine have been addressed and are being maintained
- The refurbished plate and frame chiller would have a lifespan of at least 10 years

Committee and Staff discussion took place regarding Staff preparing a report to explore different options on the long-term viability of the Nanaimo Curling Club.

It was moved and seconded that the Finance & Audit Committee recommend that Council provide a grant of \$67,950 to the Nanaimo Curling Club towards the purchase of a refurbished plate and frame chiller funded from the Strategic Infrastructure Reserve Fund. The motion carried unanimously.

b. 2025 55+ BC Games Advance of Funds

Darcie Osborne, Director, Recreation and Culture, noted that the Board of Directors and staff for the 2025 55+ BC Games determined that there was a need to access funding prior to the funds Council had allocated for 2025 to assist with office supplies, transportation, and accommodations for board members to attend the 2024 games in Salmon Arm. Some funding from the BC Senior Games Society will be available in November.

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to amend the 2024 – 2028 Financial Plan to accelerate \$16,000 of the \$60,000 budgeted for the 55+ BC Summer Games from 2025 to 2024. The motion carried unanimously.

c. 2024 Cultural and Special Events Grant Funding Reallocation

Introduced by Darcie Osborne, Director, Recreation and Culture.

- The Nanaimo Chapter of the Federation of Canadian Artists notified Staff that they would be cancelling their Spring Fine Arts Show
- They will be returning their grant of \$2,200 as organizations must return awarded funding if they are not able to fulfill their plans
- Staff have reviewed the Downtown Event Revitalization Fund allocations and applications for 2024
- The two recommended organizations would receive an additional \$1,100

- Both organizations did not receive their full request initially

It was moved and seconded that the Finance & Audit Committee recommend that Council approve reallocation of declined 2024 Culture & Event Downtown Event Revitalization Funds as follows:

Applicant Name: Downtown Nanaimo Business Association

Event: Winterfest

Recommended: \$1,100

Applicant Name: Nanaimo International Jazz Festival Association

Event: Jazz Festival 2024

Recommended: \$1,100

The motion carried unanimously.

d. Heritage Home Grant Application - 167 Irwin Street

Jeremy Holm, Director, Planning and Development, noted that this grant supports maintenance of heritage buildings in Nanaimo.

Chris Sholberg, Community Heritage Planner, noted that this is Phase Two of this project as Council considered an application for this building in 2021. This grant will be the remainder of what is available in the Heritage Home Grant.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve a \$793.75 Heritage Home Grant to repaint a portion of the exterior of the Land "Fernville" Residence at 167 Irwin Street. The motion carried unanimously.

e. Regional District of Nanaimo Wellington Pump Station Cost Share Project

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

- The Regional District of Nanaimo (RDN) operates the Wellington Pump Station and the City's sewer collection system dumps into it
- The RDN's upgrades to the Wellington Pump Station could put the City's sewer system at significant risk, so this is an opportunity for the City to upgrade the pipes adjacent to the Wellington Pump Station
- The RDN will undertake the work and the City would contribute the funds

Committee and Staff discussion took place and noted that there is sufficient funding for this project as there is currently \$11.8 million in the Sewer Operating Reserve.

It was moved and seconded that the Finance and Audit Committee recommend that Council enter into a cost share agreement with the Regional District of Nanaimo to complete a sewer main replacement in conjunction with the Wellington Pump Station Upgrades project and add a project to 2024 for \$400,000 for the work, funded from the Sewer Operating Reserve. The motion carried unanimously.

f. Quarterly Budget Transfer Report

Introduced by Laura Mercer, General Manager, Corporate Services.

- A requirement of the City's budget transfer policy is to disclose to Council when a transfer results in a new project over \$75,000, a transfer over \$100,000, or a delay or cancellation of a project
- There have been four instances listed in the Staff report in Quarters One and Two of 2024 where the transfers were over \$100,000 or have been delayed or cancelled

6. QUESTION PERIOD:

The Committee received no questions from the public regarding agenda items.

7. ADJOURNMENT:

It was moved and seconded at 9:57 a.m. that the meeting adjourn. The motion carried unanimously.

CERTIFIED CORRECT:

CHAIR

DEPUTY CORPORATE OFFICER

Delegation Request

Delegation's Information:

Peter Sinclair, Loaves and Fishes Food Bank, has requested an appearance before the Finance and Audit Committee.

City: Nanaimo

Province: BC

Delegation Details:

The requested date is 2024-SEP-25

Bringing a presentation: Yes

Details of the Presentation: 1. Provide a brief update on the state of our warehouse project. 2. Request the City of Nanaimo waive building permit fees associated with the construction of new warehouse at 1861 East Wellington.

DATE OF MEETING September 25, 2024

AUTHORED BY TING PAN, MANAGER, SUSTAINABILITY

SUBJECT TERM POSITION – SUSTAINABILITY SECTION

OVERVIEW

Purpose of Report

To seek Finance and Audit Committee’s approval to fund a term position in the Sustainability Section.

Recommendation

That the Finance and Audit Committee recommend that Council direct Staff to fund a temporary, full-time position for approximately 12 months in the Sustainability Section with up to \$145,000 in funding as follows:

- Reallocate \$70,000 from the 2024 budget for the Building Retrofit Roadmap project;
- Reallocate \$40,000 from the 2024 budget for the E-Mobility Strategy project; and,
- Allocate \$35,000 from the Climate Action Reserve Fund.

BACKGROUND

The Sustainability Section was established in January 2022 with one Manager of Sustainability and one Environmental Planner. This Section oversees community-wide energy management, climate mitigation and adaptation through the development and implementation of plans, policies, programs, and collaboration across the organization and with the broader community. The Section currently also leads the development of the City’s *Monitoring Strategy*.

The Sustainability Section in conjunction with the Finance department coordinates the annual sustainability reporting required to receive the provincial Local Government Climate Action Program funding. As well, the Sustainability Section administers the following ongoing programs:

- Acting for Climate Together volunteer program
- Home Retrofit Support (Home Energy Navigator) Program
- Cool it! Climate Leadership Program for schools
- Community Sustainability Project Grant
- Home Energy Assessments, Woodstove Exchange, and Electric Vehicle Infrastructure Rebate Program

The Sustainability Section received capacity support from co-op students during summer months and consultants on an as needed contract in 2023 and 2024 to carry out background research, policy scan, public engagement activities, as well as more complex and technical analyses and research according to their knowledge and skill levels. This expanded capacity enabled the Section to carry out many actions in the *Integrated Action Plan (IAP)*, including the

priority initiatives listed below, as well as capitalize on funding and collaborative opportunities to tackle emerging relevant issues:

- Complete an inventory of energy use and greenhouse gas emissions of all community buildings and a home energy retrofit financing study and submit a grant application to develop a financing program (Priority Action #2).
- Confirm final steps with respect to Nanaimo's BC Energy Step Code and Zero Carbon Step Code implementation (Priority Action #3).
- Contribute to the updated development permit requirements (Priority Action #4).
- Complete an E-Mobility Technical Study (part of Priority Action #7).

DISCUSSION

Although the capacity support from co-op students and consultants have been valuable, they also come with some constraints such as the seasonal nature of the co-op term; the relatively high cost of consulting time; and, the time burden on the small team of staff to provide necessary orientation, training, and access to key resources. As such, they have been primarily relied on for short-term, specific, and strategic tasks.

Several planned key initiatives are anticipated to require additional staff capacity that cannot be met by existing staff with the occasional support from students or contracted consultants effectively or cost efficiently in 2025. These include:

- Launch a Home Energy Retrofit Financing Program, subject to a successful grant application (part of Priority Action #2)
- Identify key actions to address critical barriers to e-mobility which could include a program to encourage e-bike adoption (Council motion and Priority Action #7)
- Develop a Green Shores Strategy (Priority Action #9)
- Develop a Sea Level Rise Management Plan, subject to a successful grant application (Priority Action #11)
- Contribute to Climate Hazard Assessment and Mapping (part of Priority Action #93)
- Establish a short-term grant program to encourage low-carbon multi-plex and infill housing as part of the Housing Accelerator Fund Action Plan, subject to a successful grant application (Council motion)
- Develop a building retrofit roadmap (IAP C1.1.23)

Staff propose to fund a temporary full-time position in the Sustainability Section by reallocating some of existing project budgets and topping it up with funds from the Climate Action Reserve Fund. This is to maximize the value of the City's resources and ensure priority sustainability initiatives are carried out as planned in 2025, while minimizing impact on property tax.

OPTIONS

1. That the Finance and Audit Committee recommend that Council direct Staff to fund a temporary, full-time position for approximately 12 months in the Sustainability Section with up to \$145,000 in funding as follows:
 - Reallocate \$70,000 from the 2024 budget for the Building Retrofit Roadmap project;
 - Reallocate \$40,000 from the 2024 budget for the E-Mobility Strategy project; and,
 - Allocate \$35,000 from the Climate Action Reserve Fund.

- The advantages of this option: Reducing the budgets of Existing Building Retrofit and E-Mobility Strategy projects to help fund a temporary full-time position in the Sustainability Section will allow these projects and some planned initiatives to be accomplished mostly in house by a temporary staff member with adequate skills and experience. The remaining project budget could be used specifically for defined technical analyses that may require expert knowledge and proprietary tools. Having an in-house project manager may alleviate some pressure on City’s procurement demand and allow more flexibility to respond to emerging needs or pursue opportunities such as external grants.
 - The disadvantages of this option: Funding a term position of about a 12-month duration would require funds from the Climate Action Reserve Fund in addition to the reallocated project budgets.
 - Financial Implications: The 2024-2028 Financial Plan will be amended to allocate \$35,000 from the Climate Action Reserve Fund to support a term position. If approved, the projected 2024 closing balance of the Climate Action Reserve Fund is \$868,925. There will be no impact on 2025 property taxes.
2. That the Finance and Audit Committee deny support to fund a term position in the Sustainability Section.
- The advantages of this option: The \$35,000 from the Climate Action Reserve Fund could be directed towards other eligible uses.
 - The disadvantages of this option: The planned initiatives will be delayed or need to be reduced or removed.
 - Financial Implications: There will be no financial implications.

SUMMARY POINTS

- The Sustainability Section carried out many key actions in 2023 and 2024 with capacity support from co-op students and consultants on an as needed contract.
- Planned initiatives assigned to the Sustainability Section will require additional staff capacity in 2025.
- Staff recommend funding a temporary full-time position with up to \$145,000 through reallocating existing project budgets and adding an additional \$35,000 from the Climate Action Reserve Fund.

Submitted by:

Ting Pan
Manager, Sustainability

Concurrence by:

Jeremy Holm
Director, Planning & Development

Wendy Fulla
Director, Finance

Laura, Mercer
General Manager, Corporate Services

DATE OF MEETING SEPTEMBER 25, 2024

AUTHORED BY ADRIENNE MERCER BREEN, MANAGER, CULTURE & SPECIAL
EVENTS

SUBJECT **VANCOUVER ISLAND MILITARY MUSEUM OPERATING MODEL
ALIGNMENT**

OVERVIEW

Purpose of Report

To recommend that the Vancouver Island Military Museum operating model be aligned with those of the City's co-managed cultural facilities.

Recommendation

That the Finance and Audit Committee recommend that Council approve realigning the Vancouver Island Military Museum operating model by:

- Ending the requirement to pay annual rent for 100 Cameron Road beginning in 2025;
- Directing staff to assist the Vancouver Island Military Museum Board of Directors with establishing a general manager position;
- Directing staff to begin working to establish a Co-Management Agreement with the Vancouver Island Military Museum.

BACKGROUND

On 2024-APR-08 Council received an update on operations at the Vancouver Island Military Museum (the 'Military Museum'). The Military Museum located in the Centennial Building at 100 Cameron Road, is open five days a week and is operated by a volunteer Board of Directors. The Military Museum is a regional (Vancouver Island-wide) museum and was incorporated on 1986-JAN-11.

On 2013-JAN-01, the City and the Military Museum entered into a 10-year lease agreement for the Centennial Building. The lease expired on 2022-DEC-31 and since then the agreement has continued under the same terms. The facility is maintained by the City and in 2024 has a maintenance budget of \$27,300. The Military Museum pays \$40,000 plus GST in annual rent and any net surplus, once maintenance costs are paid, is transferred to the Piper Park Reserve which provides funding for improvements to the park. The 2024 projected closing balance of the reserve is \$131,543.

The Military Museum Board members are aging and will soon require support to continue operating this cultural facility for the region. The President and Vice-President meet regularly with Parks, Recreation and Culture staff, as well as with the General Manager of the Nanaimo Museum, to explore potential future operating models.

DISCUSSION

Parks, Recreation and Culture staff, the General Manager of the Nanaimo Museum and the President and Vice President of the Military Museum are in agreement that hiring a general manager for the Military Museum is the first step needed to ensure the success of a future operating model. Once the position is established, the recommended next step is to align the Military Museum's operating model with that of other City cultural facilities by establishing a Co-Management Agreement between the City and the Military Museum. Representatives from the City and the two Museums also envision a closer connection between the Nanaimo Museum and the Military Museum. A general manager would need to be in place at the Military Museum prior to undertaking the next two steps so that responsibility for liaising between organizations, providing continuity in Military Museum operations and effectively navigating the differences between a municipal and a regional museum, could rest with the individual in that position.

A Co-Management Agreement between the City of Nanaimo and the Military Museum would replace the previous lease agreement and would bring the Military Museum's operating model into alignment with those of the Port Theatre, the Nanaimo Art Gallery and the Nanaimo Museum. These three cultural partners operate out of City of Nanaimo facilities, receive operating grants paid in quarterly instalments and do not pay annual rent to the City.

The Nanaimo Museum's General Manager has developed an outline of suggested general manager duties and is collaborating with the Military Museum's President and Vice-President and with Parks, Recreation and Culture staff to develop a draft job description. The goal is to attract an individual with business and leadership skills who can work mindfully and respectfully with the Board of Directors and volunteers, and can serve as a respectful ambassador for Vancouver Island's military history. A curator, historian or interpretive programmer is not envisioned for this role – understanding in these areas would be an asset but is not part of the required skillset for the position. Offering a competitive salary will allow the Military Museum to attract and retain a candidate with the necessary background and skills to fill the role. It is anticipated that the general manager's salary would be in the \$60,000 range.

The Military Museum has the ability to fund the general manager role. Once the position is established, the general manager would be able to identify additional funding opportunities to help sustain the position. |

FINANCIAL CONSIDERATIONS

The Military Museum currently pays \$40,000 plus GST in annual rent. Should the Finance and Audit Committee recommend approval of the staff recommendation rent would no longer be paid and maintenance costs of the facility would be fully funded by property taxation. Based on the proposed draft 2025 budget maintenance costs are estimated at \$32,650. As well, funds would no longer be transferred to the Piper Park Reserve. The \$40,000 would still be used to benefit the community as it would continue to be invested in the Military Museum and its programs.

The financial impact of a Co-Management Agreement has not been determined at this time and would be brought forward to Council at a future date. |

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve realigning the Vancouver Island Military Museum operating model by:
 - a) Ending the requirement to pay annual rent for 100 Cameron Road beginning in 2025;
 - b) Directing staff to assist the Vancouver Island Military Museum Board of Directors with establishing a general manager position;
 - c) Directing staff to begin working to establish a Co-Management Agreement with the Vancouver Island Military Museum.
 - The advantages of this option are that it provides support for the Military Museum to progress toward a Co-Management Agreement with the City of Nanaimo.
 - The disadvantages of this option are that the City would no longer collect rent for 100 Cameron Road.
 - Financial Implications: The immediate financial implication is the loss of the \$40,000 annual rent payment for 100 Cameron Road. Long-term financial implications would be determined by a future Co-Management Agreement with the Museum. The change would be included in the 2025 – 2029 Financial Plan for the draft budget.

2. That the Finance and Audit Committee recommend that Council not approve realigning the Vancouver Island Military Museum operating model by:
 - a) Ending the requirement to pay annual rent for 100 Cameron Road beginning in 2025;
 - b) Directing staff to assist the Vancouver Island Military Museum Board of Directors with establishing a general manager position;
 - c) Directing staff to begin working to establish a Co-Management Agreement with the Vancouver Island Military Museum.
 - The advantages of this option are that the City would continue to collect \$40,000 in annual rent from the Museum.
 - The disadvantages of this option are that it does not provide support to bring the Military Museum’s operating model into alignment with the City’s other Co-Managed cultural facilities.
 - Financial Implications: None.

3. That the Finance and Audit Committee recommend an alternative option to Council. |
 - The advantages of this option are unknown.
 - The disadvantages of this option are unknown.
 - Financial Implications are unknown.

SUMMARY POINTS

- Parks, Recreation and Culture staff are recommending that the Vancouver Island Military Museum operating model be aligned with those of the City’s Co-Managed cultural facilities.
- Parks, Recreation and Culture staff, the General Manager of the Nanaimo Museum and the President and Vice-President of the Military Museum are in agreement that hiring a general manager for the Military Museum is the first step needed to ensure the success of a future operating model.

- Once the position is established, the recommended next step is to align the Military Museum's operating model with that of other City cultural facilities by establishing a Co-Management Agreement between the City and the Military Museum.

Submitted by:

Adrienne Mercer Breen
Manager, Culture & Special Events |

Concurrence by:

Darcie Osborne
Director, Recreation & Culture

Wendy Fulla
Director, Finance

Richard Harding
General Manager, Community Services and
Deputy CAO

Dale Lindsay
CAO |

DATE OF MEETING SEPTEMBER 25, 2024

AUTHORED BY [KIRSTY MACDONALD, ACTING MANAGER, PARKS OPERATIONS]

SUBJECT ALLOCATION OF REMAINDER OF FUNDS FROM THE 2024 COMMUNITY WATERSHED RESTORATION GRANT

OVERVIEW

Purpose of Report

To review a late proposal and application for the 2024 Community Watershed Restoration Grant program.

Recommendation

That the Finance and Audit Committee recommend that Council approve the following 2024 Community Watershed Restoration Grant:

Applicant Name: John Barsby School

Project: Chase River Stewardship and Riparian Area Restoration

Amount: \$2,634

BACKGROUND

The Community Watershed Restoration Grant (the “Grant”) was initiated by Council in 2022 to support organizations, environmental non-profits, or individual residents whose goal is to carry out projects that advance City Plan’s green goals such as watershed restoration projects, urban stream and riparian restoration enhancement, natural environment protection, and climate change adaptation solutions. Since its inception, the Grant has been successful in various projects such as bank restoration on Walley Creek. Because many of the projects are being conducted on City parkland, administration of the Grant has moved from the Sustainability Section to the Parks, Recreation and Culture Department. Coordination between this Grant, the Partners in Parks Program, and Parks Operations is now more streamlined.

The intake for the 2024 grant program was launched on 2024-FEB-12 and remained open until 2024-APR-02. At the regularly scheduled meeting on 2024-MAY-15, the Finance and Audit Committee approved money for six projects to support work in both parks and on private land. Allocations totalled \$17,366 of the available \$20,000 and left \$2,634 available for worthy projects that submitted late applications.

DISCUSSION

The Chase River flows adjacent to John Barsby’s western boundary in an extension of Harewood Centennial Park. In many locations, the riparian area is very narrow (significantly less than 30m) and has a sparse canopy. Restoration of the Chase River and completion of the Harewood Centennial Park Plan are identified as strategic actions in the Integrated Action Plan.

The John Barsby School Stewardship group includes students undertaking studies in both physical and health education and outdoor education. The students are interested in stewarding and improving this neighbourhood natural resource by planting trees and ground cover within the riparian setback. As a first step, the focus for this work will be only in the area behind the Barsby “Dawg House.” But in future years, this program may request additional resources to expand restoration efforts. Equipment to provide water to the trees is also requested. The students will provide labour to install and maintain the trees.

Should Council support funding the project as recommended by Staff, the school group will be advised that funding approvals will be conditional on ensuring that City processes are followed, particularly those relating to work in potentially environmentally sensitive areas. Staff will meet with the applicants at their sites to review expectations before projects begin and monies are received. All projects must be completed within a year. A final report with visuals will be required to document successes and progress toward improving our community’s green spaces and the monitoring of City Plan goals.

OPTIONS

- That the Finance and Audit Committee recommend that Council approve the following 2024 Community Watershed Restoration Grant:
Applicant Name: John Barsby School
Project: Chase River Stewardship and Riparian Area Restoration
Amount: \$2,634
 - The advantages of this option: This work helps to support restoration priorities and build stewardship and relationships within the school community.
 - The disadvantages of this option: None identified.
 - Financial Implications: All funds for this grant program will be allocated until 2025.
2. That the Finance and Audit Committee recommend that Council not approve the following 2024 Community Watershed Restoration Grant:
Applicant Name: John Barsby School
Project: Chase River Stewardship and Riparian Area Restoration
Amount: \$2,634
- The advantages of this option: None noted.
 - The disadvantages of this option: This keen group of students would focus their education and energy on other projects.
 - Financial Implications: \$2,634 would remain in the grant program to support additional late applications.
3. That Council provide other direction.

SUMMARY POINTS

- The Community Watershed Restoration Grant supports community volunteers and organizations with up to \$20,000 annually for projects that advance Nanaimo City Plan’s policies and initiatives.
- Staff received eight applications to date this year.

- The City supports environmentally focused community organizations and partnership projects through a number of funding sources and collaborations including the Community Watershed Restoration Grant, Community Environmental Sustainability Project Grant, and Partners in Parks process and program.

ATTACHMENTS:

ATTACHMENT A: Application from John Barsby School. |

Submitted by:

Kirsty MacDonald
Acting Manager, Parks Operations |

Concurrence by:

Charlotte Davis
Manager of Parks Operations

Wendy Fulla
Director, Finance

Laura Mercer
General Manager, Corporate Services

Richard Harding
General Manager, Community Services &
Deputy CAO
|

Kirsty MacDonald

From: David Mack <dmack@sd68.bc.ca>
Sent: June 28, 2024 11:58 AM
To: Kirsty MacDonald; Dept. of Parks and Recreation
Cc: Scott Christianson; Stephen Epp
Subject: John Barsby School request for Community Watershed Restoration Grant
Attachments: CommunityWatershedGrant_application (1).pdf; Chase Map for 2024-2025 grant.docx

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Kirsty and Nanaimo Parks and Recreation,

Attached is our Grant request and a map of the proposed area. I have included our Vice Principal with the facilities portfolio, Scott Christianson and our incoming Principal, Stephen Epp in this email. If you have any questions or require clarification, please contact me.

Regards,
David Mack
PHE Learning Leader (Department Head)
John Barsby Secondary

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City of Nanaimo

Parks Recreation and Culture

Community Watershed Restoration Grant Application Form (2024)

This is an application for the City of Nanaimo's Community Watershed Restoration Grant. Before completing the application form, please refer to the *Community Watershed Grant Guidelines & Criteria*.

How to Submit your Application

Submit completed application packages by 4:00 pm on Tuesday, April 2, 2024

- **By Email:** parksandrecreation@nanaimo.ca
- **By Mail:** c/o , City of Nanaimo 455 Wallace Street, Nanaimo BC V9R5J6
- **In Person:** Bowen Park Complex drop box. Located at 500 Bowen Road, the drop box is accessible from outside and is located on the lower level of the building near the tennis courts (Pine Street Entrance). Please make sure your package is clearly marked with the applicable grant name.
- **Online** Upload a PDF of the signed application and attachments for all sections using the online submission process

Important Notes

Late applications will not be reviewed.

Applicant (or representative) should plan to attend an online information session on **Tuesday March 5th at 5PM** to answer any questions about the application process.

For more information, please contact Parks, Recreation and Culture at 250-756-5200 or parksandrecreation@nanaimo.ca

Grant Request Details

Year: 2024 Applicant: David Mack, John Barsby Secondary

Grant Amount Requested: \$ \$2650 Project Name: Chase River Stewardship

Project Focus

Please indicate which of the following City Plan goals your project addresses:

- Watershed Protection
- Urban Tree Canopy, Natural Areas and Greenways
- Climate Adaptation
- Other (please specify) _____

Organization Details

Legal Name of Organization: John Barsby Secondary, SD #68

Address: 550 Seventh Street Postal Code: V9R 3Z2

City: Nanaimo, BC

Phone Number: (250) 753-8211 Contact Person: David Mack

Position: PHE Learning Leader (Dept. Head) Email: dmack@sd68.bc.ca

Project Information

Please state the project name/title and provide a brief summary in the following space. This information may be used in public communications and on the City's website (150 words maximum).

Chase River Stewardship Project
 We will be continuing the work of removing invasive species and adding native plants along the South bank and riparian area of the Chase River where it abuts John Barsby School. At this point, the area is limited to the western section of the property between the walking bridge and the Barsby 'Dawg House'.
 Invasive species removal includes blackberries and daphne.

Does your activity take place in Nanaimo?

- Yes
- No

Have we funded this project before?

- Yes - Year: _____
- No

Community Watershed Restoration Grant Application Form (2024)

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

Yes

No

Pending Application: Funding Type: _____ Amount Requested: \$ _____

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

Funding Type: _____ Amount Granted: \$ _____

Funding Type: _____ Amount Granted: \$ _____

Signature and Declarations

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

David Mack	PHE Department Head, JBSS	June 28, 2024
Signature	Position	Date

I hereby declare that if our organization is successful in obtaining a City of Nanaimo Community Watershed Restoration Grant that we give the City of Nanaimo (or third party appointed by the City) the right to review the project/program for which the grant was obtained to ascertain whether grant monies received were used for the stated purpose(s) set out in this application.

David Mack	PHE Department Head, JBSS	June 28, 2024
Signature	Position	Date

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

Community Watershed Restoration Grant Application Form(2024)

In the following box, please describe in detail the project/program for which grant funding is being sought. Be sure to provide information on all aspects of its operation including: timelines, location, zoning, staffing, target market, potential programming, relevance to City and Parks Recreation and Culture priorities, and community partnerships. Please provide information on the scalability of your project in case we are unable to grant you the full amount requested.

We, John Barsby Secondary Chase River Stewardship Group, which includes classes in Physical and Health Education and Outdoor Education, are seeking this grant to improve the Chase River riparian area abutting the school. At this time work will be confined to the area between the walking path and the Barsby 'Dawg House' on city property.

The primary request for this grant is to provide native species to be planted. At the outset we are requesting trees of various species, including alders and evergreens. As the cover increases more ground species will be requested. Labour for invasive species removal and planting of native plants will be provided by John Barsby Classes.

Watering infrastructure is also requested. This could include hoses and watering support over the summer when school is not in session for the first 2 years. Additionally, a secure box is needed for the hoses. Another option would be to use the watering crew that is already working in the adjacent space near the new turf field area. Watering during spring and early fall can be completed by John Barsby Classes.

Shovels would also be required for digging the holes.

Education support would be helpful during planning and planting to inform us on spacing and species.

Budget

Attach the following information:

- A detailed budget of the proposed project, outlining all revenues including sources and expenditures, using the attached form



COMMUNITY WATERSHED RESTORATION GRANT

PROJECT BUDGET:

PROJECT REVENUE (Please provide detailed revenue projections and indicate any revenue sources that have been confirmed)

FUNDING SOURCES	Amount \$	Confirmed (Yes/No)
Community Watershed Restoration Grant Amount Requested	\$ 2650.00	
Other Funding Sources (please list all other grants or funding received or presently being pursued for this project)		
	\$	
	\$	
	\$	
Total Funding Amounts	\$	
Project/Program Revenue (if any)		
	\$	
	\$	
Total Project/Program Revenue	\$	
Other Revenue Sources (e.g. Donations/Services in Kind)		
	\$	
	\$	
	\$	
Total Other Revenue	\$	
TOTAL ALL REVENUE	\$	

PROJECT EXPENSES

Expense Item:	Amount \$	Expenses City Funding Applied To
Trees	\$ 1000	
Watering (equipment, security, and labour	\$ 1000	
Shovels	\$ 250	
Boundary Markers	\$ 400	
	\$	
	\$	
	\$	
	\$	
TOTAL ALL EXPENSES	\$ 2650	

Area of Focus for Work in 2024-5





DATE OF MEETING SEPTEMBER 25, 2024

AUTHORED BY JAIME-BRETT SINE, RECREATION CO-ORDINATOR, CULTURAL SERVICES

SUBJECT CULTURE & EVENT GRANTS – PROCESSES REVIEW AND RECOMMENDATIONS

OVERVIEW

Purpose of Report

To provide Council with an update regarding the review of the Culture grant programs and processes, and recommend Council add a decision point for Council consideration to the 2025 budget deliberations.

Recommendation

That the Finance & Audit Committee recommend that Council add a decision point for Council consideration to the 2025 budget deliberations for:

- a) 10% annual increase for five years (2025 – 2029) in Project Grant funding; and
- b) \$0.25 per capita annual increase for three years (2025 – 2027) in Operating Grant funding.

BACKGROUND

At the 2014-MAR-20 Council meeting, Council approved an increase to Operating Grant funding from \$2.30 to \$3 per capita over a period of three years, and an increase to Project Grant funding by 10% annually for five (5) years from 2015 until 2019. In 2024, the Project Grant budget is \$44,407 and has remained unchanged since 2019. The Operating Grant budget in 2024 is \$322,020, an amount based on \$3 per capita. The funding per capita has remained unchanged since 2017.

At the 2020-OCT-05 Governance and Priorities Committee meeting the Committee directed Council to endorse a review of the three grant funding programs administered by Culture & Events (Operating Grants, Project Grants, and Downtown Event Revitalization Grants) supporting arts and culture organizations, including research on best practices and dialogue with community stakeholders, and return with recommendations to improve and evolve processes to continue to meet the needs of the Nanaimo cultural community.

Culture and Special Events staff began the review in 2023, expanding its scope to include additional grant streams within the department of Parks, Recreation & Culture (PRC) in an effort to more effectively streamline processes across grant programs and ensure better consistency and inter-departmental communication. The intent of the review was to bring the programs in greater alignment with the City Plan, to achieve better clarity, transparency, accountability and effectiveness of programs, to raise the capacity for impact of the programs, and to improve the ability of the City to demonstrate the impact of its support through grants programs and overall value of the City's investment to the public.

The last comprehensive review of Culture funding was undertaken in 2014, shortly after the approval of A Cultural Plan for a Creative Nanaimo 2014-2020 and in conjunction with the creation of a Culture & Heritage department. At that time, the City engaged a consultant who brought expertise on public sector arts funding to the project. The report, which included examination of municipal funding for arts and culture in other jurisdictions within British Columbia, made a number of detailed recommendations on program design and process. Many of the recommendations were adopted and implemented, including: implementing a weighted point system for assessment criteria in each funding program and using the priority ranking to determine funding decreases and increases; focusing operating support on organizations with year-long public programming; reinforcing application process requirements including the ineligibility of incomplete applications and/or applicants with unapproved or outstanding final reports.

DISCUSSION

Staff conducted a thorough review of PRC grant streams in 2023/24 including research on best practices related to municipal funding in culture, comparative analysis of municipal funding across British Columbia, and dialogue with community partners and grant recipients. The review examined but was not limited to topics such as how other public funders have shifted their models to address issues of equity, accessibility and diversity, reporting requirements, peer-assessment processes, and appropriate levels of funding. Conclusions from this analysis included identifying a trend by municipalities towards peer-to-peer assessment in the grants allocations process, observing a variety of online models and tools being employed by organizations to manage grant programs, and recognizing the inadequacy of funding allocated to our Culture Operating and Project grants when compared to similar municipalities and grant programs.

A dialogue with community partners supported by the City's Culture & Events grant programs was also sought in an effort to evolve processes in ways that continue to meet the needs of the Nanaimo cultural community. A survey (Attachment A) seeking feedback on cultural grants asked community partners if they considered funding adequate/ if it met their organizations' needs, if they felt the application and assessment process was transparent/ fair, if they had experienced challenges and/or barriers in the application process, what they felt were the strengths of the grant programs and processes, and if they had other feedback they would like to provide. 16 organizations responded, supplying valuable feedback. Respondents reported being satisfied with the grants application process and staff support, with additional comments asking to keep processes the same or suggesting minor changes. The majority of organizations receiving Culture & Events grants reported that while grateful for the support, they do not feel funding is adequate, citing rising operational costs. One such response notes, "This funding was vital to our organization, but given the significant downturn in audiences post COVID, none of our funding partners are meeting our current needs," and another, "Operating funding is not yet adequate, although our organization is very grateful to receive it."

Operating and Project grants have seen increasing annual shortfall with funding requests greatly exceeding funds available. In 2024, Operating Grants funded 21 organizations and recorded a shortfall of \$108,686 (requests vs. funds available). Project Grants funded 15 organizations and recorded a shortfall of \$34,916 (requests vs. funds available) (Attachment B). Both grant streams are oversubscribed and due to the enormity of demand, almost all applicants saw a reduction in funding, greatly impacting operational and programming functions, as reported in community partner feedback. Staff noted that as the annual demand on these

grant streams continues to increase, the allocation of funds is not an accurate representation of the strength of an application, nor the value of an organization or their services/programming, but a reflection of disproportionate demand.

Culture Operating and Project grants are essential in supporting the activities of the professional arts, culture and heritage organizations that play a significant role in contributing to the cultural profile and economic vitality of Nanaimo (Nanaimo Integrated Action Plan: C4.5.9). Financial support of these organizations aligns with strategic priorities related to a Healthy Nanaimo, an Empowered Nanaimo, and a Prosperous Nanaimo (City Plan: Nanaimo Reimagined). Each year, the demand for both the Operating and Project grant streams greatly exceeds funding available, reflecting a thriving cultural community and increasing financial need. Based on comparative analysis and research, including feedback from community partners, current funds available through Operating and Project grant streams are inadequate. Having remained unchanged for 4+ years and when comparatively reviewed within a broader scope of similar BC municipalities and grant programs, Operating and Project grant streams are underfunded, resulting in rising annual shortfalls that Nanaimo’s arts and culture organizations have reported negatively impacts programming and operations. There is desire for continued success and growth of the cultural community which is reflected through the City’s commitment to the cultural, social and economic vitality of Nanaimo.

FINANCIAL CONSIDERATIONS

The first table below shows the funding for the two grant streams in the 2025 – 2029 Draft Financial based on the current funding strategy. The second table shows the revised 2025 – 2029 Provisional Financial Plan if the recommendation is approved. The recommendation would increase the per capita operating grant from \$3.00 in 2024 to \$3.75 by 2027. Any increase in funding levels would be funded from property taxation.

2025 - 2029 Draft Financial Plan - Current

	2025	2026	2027	2028	2029
Operating Grants	\$ 336,849	\$ 343,023	\$ 349,311	\$ 355,713	\$ 362,232
Project Grants	\$ 44,407	\$ 44,407	\$ 44,407	\$ 44,407	\$ 44,407
	\$ 381,256	\$ 387,430	\$ 393,718	\$ 400,120	\$ 406,639

2025 -2029 Provisional Financial Plan - Proposed

	2025	2026	2027	2028	2029
Operating Grants	\$ 364,920	\$ 400,194	\$ 436,639	\$ 444,641	\$ 452,790
Project Grants	\$ 48,848	\$ 53,733	\$ 59,106	\$ 65,017	\$ 71,519
	\$ 413,768	\$ 453,927	\$ 495,745	\$ 509,658	\$ 524,309

Proposed Increase \$ 32,512 \$ 66,497 \$ 102,027 \$ 109,538 \$ 117,670

OPTIONS

1. That the Finance & Audit Committee recommend that Council add a decision point for Council Consideration to the 2025 budget deliberations for:
 - a) 10% annual increase for five years (2025 – 2029) in Project Grant funding; and

- b) \$0.25 per capita annual increase for three years (2025 – 2027) in Operating Grant funding.
- The advantages of this option are that an increase in Project and Operating grant funding would bring culture grants into closer alignment with municipal standards. An increase in funding aligns with the goals of *City Plan: Nanaimo Reimagined* with strategic priorities related to a Healthy Nanaimo, an Empowered Nanaimo, and a Prosperous Nanaimo.
 - The disadvantage of this option: None
 - Financial Implications: The proposed increase would be funded from property taxation.
2. That the Finance & Audit Committee recommend that Council add a decision point for Council Consideration to the 2025 budget deliberations for:
- a) a one-time 10% increase in Project Grant funding; and
- b) a one-time \$0.50 per capita in Operating Grant funding.
- The advantages of this option are that an increase in Project and Operating grant funding brings culture grants into closer alignment with municipal standards. An increase in funding aligns with the goals of *City Plan: Nanaimo Reimagined* with strategic priorities related to a Healthy Nanaimo, an Empowered Nanaimo, and a Prosperous Nanaimo.
 - The disadvantages of this option are that due to annual growth in demand and increasing financial need, a one-time funding increase is a short-term solution and the same inadequacy in funding will arise in future years. A short-term funding increase does not support organizations long-term growth or sustainability.
 - Financial Implications: The proposed increase would be funded from property taxation.
3. That the Finance & Audit Committee recommend that Council not add a decision point for Council Consideration to the 2025 budget deliberations for:
- a) 10% annual increase for five years (2025 – 2029) in Project Grant funding; and
- b) \$0.25 per capita annual increase for three years (2025 – 2027) in Operating Grant funding
- The advantage of this option is that there would be no increase to property taxes beyond planned increases.
 - The disadvantages of this option are that the operations and programming of organizations will be negatively impacted by inadequate funding. The current level of funding does not support cultural growth or sustainability.
 - Financial Implications are dependent on the committee's recommendation.
4. That the Finance & Audit Committee recommend that Council provide alternate funding recommendations.
- The advantages of this option are that the Finance and Audit Committee come up with an alternate solution to support Culture Project and Operating Grant funding.
 - The disadvantages of this option is that it would result in a delay in grant allocation processes and impact organizations' operations, projects and events in 2025, as well as their ability to serve the community.
 - Financial Implications are the resulting impact on individual organizations and the services they provide to the community.

SUMMARY POINTS

- In 2024, the Project Grant budget is \$44,407 and has remained unchanged since 2019. The Operating Grant budget in 2024 is \$322,020, an amount based on \$3 per capita, which has remained unchanged since 2017.
- In 2024, Operating Grants funded 21 organizations and recorded a shortfall of \$108,686 (requests vs. funds available). Project Grants funded 15 organizations and recorded a shortfall of \$34,916 (requests vs. funds available).
- Staff conducted a thorough review of PRC grant streams in 2023/24 including research on best practices related to municipal funding in culture, comparative analysis of municipal funding across British Columbia, and dialogue with community partners and grant recipients.
- Based on comparative analysis and research, including feedback from community partners, current funds available through Operating and Project grant streams are inadequate. Having remained unchanged for 4+ years and when comparatively reviewed within a broader scope of similar BC municipalities and grant programs, Operating and Project grant streams are underfunded, resulting in rising annual shortfalls that Nanaimo's arts and culture organizations have reported negatively impacts programming and operations.

ATTACHMENTS:

- ATTACHMENT A:** Grant Review Survey Questions
ATTACHMENT B: 2024 Culture & Events Grant Recipients |

Submitted by:

Jaime-Brett Sine,
Recreation Co-ordinator, Cultural Services

Adrienne Mercer Breen
Manager, Culture & Special Events

Concurrence by:

Darcie Osborne
Director, Recreation & Culture

Wendy Fulla
Director, Finance

Laura Mercer
General Manager, Corporate Services

Richard Harding
General Manager Community Services &
Deputy CAO

Dale Lindsay
CAO

**ATTACHMENT A
CULTURE AND EVENT GRANT
PROCESSES REVIEW AND RECOMMENDATIONS**

Grant Review – Survey questions

General

1. Have you received grant funding from the City of Nanaimo?
 - Applied & received
 - Applied & denied
 - Not applied at all

(Note: You may use the space provided to indicate changes in receipt of grant funds and/ or applications based on year)

2. If you've received funding, please list the type of grant(s) received (Note: You may list grants received over the course of years applying):

3. Was the funding adequate/ did it meet your needs?
 - Please elaborate (i.e. if funding is not adequate, what have been the consequences):

Application Process

1. Do you feel the application and assessment process is transparent/ fair?
 - Please elaborate:

2. Have you experienced challenges/ barriers in the application process? (Please explain)

3. What do you like about the application process/ what would you keep the same? (Answer only if applicable)

Other Feedback (*i.e. gaps in available funding; other experiences with other municipalities; changes you'd like to see/ recommendations*)

**ATTACHMENT B
CULTURE AND EVENT GRANT PROCESSES REVIEW AND RECOMMENDATIONS**

**2024 CITY OF NANAIMO GRANT RECIPIENTS
(CULTURE OPERATING and PROJECT)**

GROUP NAME	TYPE	AMOUNT	DETAIL
8758999 Canada Society dba Artists' Collective Theatre (ACT Theatre)	Operating	\$9,000.00	Operating Funds
A Cappella Plus Choral Society	Operating – 1YR	\$2,000.00	Operating Funds
Crimson Coast Dance Society	Operating – 3YR	\$30,732.00	Operating Funds
	Project	\$4,000.00	DanceABLE
Island Bel Canto Singers Society	Operating – 1YR	\$2,538.00	Operating Funds
L'Association des francophones de Nanaimo	Operating – 1YR	\$9,500.00	Operating Funds
Literacy Central Vancouver Island	Project	\$640.66	Local Author's Evening Workshops
Loyal Nanaimo Bathtub Society	Operating – 1YR	\$5,000.00	Operating Funds
Malaspina Choir Society	Operating – 1YR	\$3,000.00	Operating Funds
Mid Island Community Bands Society	Operating – 1YR	\$1,250.00	Operating Funds
Mid Island Metis Nation Association	Operating – 1YR	\$9,500.00	Operating Funds
Nanaimo African Heritage Society	Operating – 1YR	\$8,000.00	Operating Funds
	Project	\$6,000.00	Black History Month & Children's Event
Nanaimo Arts Council	Operating – 1YR	\$15,000.00	Operating Funds
Nanaimo Ballroom Dance Society	Project	\$6,000.00	Island Fantasy Ball Showcase and Competition
Nanaimo Chamber Orchestra	Project	\$2,300.00	Orchestra Program Season
Nanaimo Chapter of the SPEBSQSA (Tidesmen)	Operating – 1YR	\$3,000.00	Operating Funds
Nanaimo Concert Band Society	Operating – 1YR	\$2,000.00	Operating Funds
Nanaimo Conservatory of Music	Operating – 3YR	\$20,000.00	Operating Funds
	Project	\$1,800.00	Island Notes Chamber Music Festival
Nanaimo Festival Heritage Theatre Society (TheatreOne)	Operating – 3YR	\$49,000.00	Operating Funds
Nanaimo Fiddle Society	Operating – 1YR	\$7,500.00	Operating Funds
	Project	\$3,000.00	West Coast Youth Fiddle Summit
Nanaimo International Jazz Festival Association	Operating – 1YR	\$8,000.00	Operating Funds
Nanaimo Sings! Choral Festival Society	Project	\$1,500.00	Singing With Your Ears
Nanaimo Ukulele Festival Society	Project	\$1,000.00	Nanaimo Ukulele Festival
One in Spirit Healing Arts Society	Project	\$1,864.34	Multicultural Festival
Pacific Coast Stage Company	Operating – 3YR	\$16,500.00	Operating Funds
	Project	\$3,000.00	The Flame Youth Storytelling Event
Reconciliation Theatre	Project	\$2,537.00	Writers Workshop
Vancouver Island Short Film Festival Society	Operating – 1YR	\$5,500.00	Operating Funds
	Project	\$1,265.00	Youth Showcase
Vancouver Island Symphony	Operating – 3YR	\$100,000.00	Operating Funds
Western Edge Theatre	Operating – 3YR	\$20,000.00	Operating Funds
	Project	\$3,000.00	New Waves Festival
Wordstorm Society of the Arts	Project	\$1,500.00	Resource Development



1



2

CITY OF NANAIMO
THE GASTRO COUNTRY

Culture & Events Grants

- Operating – 1 year and 3 year - **\$322,020**
- Project - **\$44,407**
- Downtown Event Revitalization Fund - **\$250,000**
(In December 2023, Council added an additional \$100,000 to the 2024 provisional budget for DERF increasing the funding available from \$150,000 to \$250,000)

Funding Requests in 2024:

- Total: **\$823,853**
- Shortfall: **\$207,426**

3

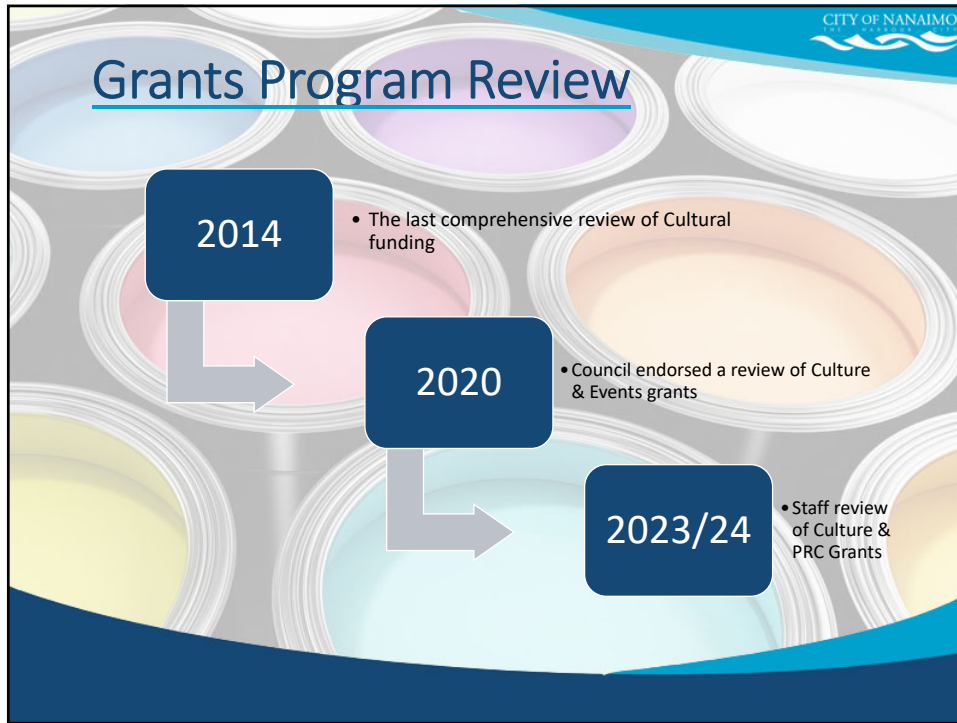
CITY OF NANAIMO
THE GASTRO COUNTRY

Last Funding Increase

In 2014, **Operating Grant** funding was increased from \$2.30 to \$3.00 per capita over a period of 3 years.

In 2014, **Project Grant** funding was increased by 10% annually for 5 years from 2015 – 2019.

4



5

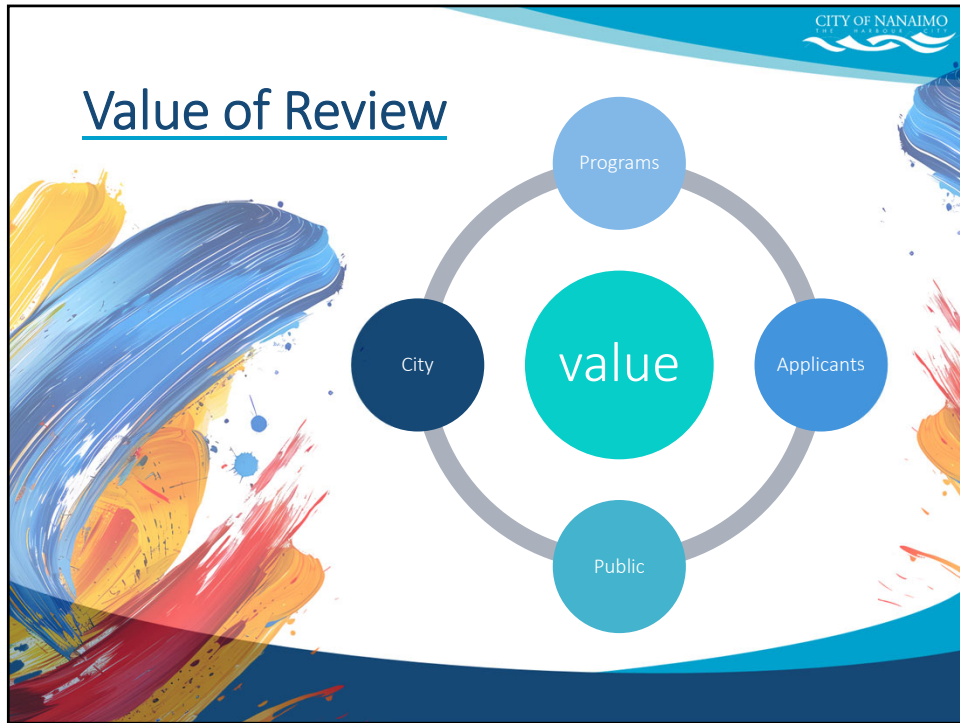
Grant Program Review

An in-depth grant program review by Staff looked closely at the following issues:

- Equity, accessibility and diversity
- Appropriate levels of funding
- Online systems for applications
- Eligibility and reporting requirements, assessment criteria and budget requirements
- Allocations involving peer-assessment
- Identifying and reducing barriers



6



7

The slide, titled "Completed", features a blue stamp with the word "COMPLETED" in white, tilted at an angle in the top right corner. Below the title is a bulleted list of five items:

- Standardization of program templates
- Formalize processes, such as: appeals process, reports process, incomplete applications, and so on
- Improve interdepartmental communication and consistency among grants
- Dialogue with community partners
- Provide an online submission option for all grants

At the bottom of the slide, there is a row of ten hand-drawn checkmarks in various styles and orientations.

8

CITY OF NANAIMO
THE GASTRO CITY

Ongoing

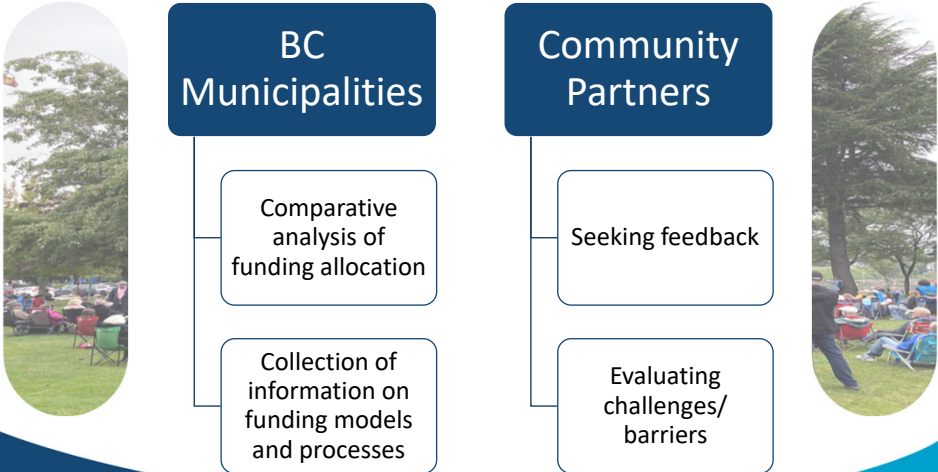
- Continued research into online grant platforms
- Establish a marketing/ communications strategy for PRC grants
- Transition grant assessment process to reflect feedback gathered on peer-to-peer evaluation
- Apply standardized templates to all PRC grants



9

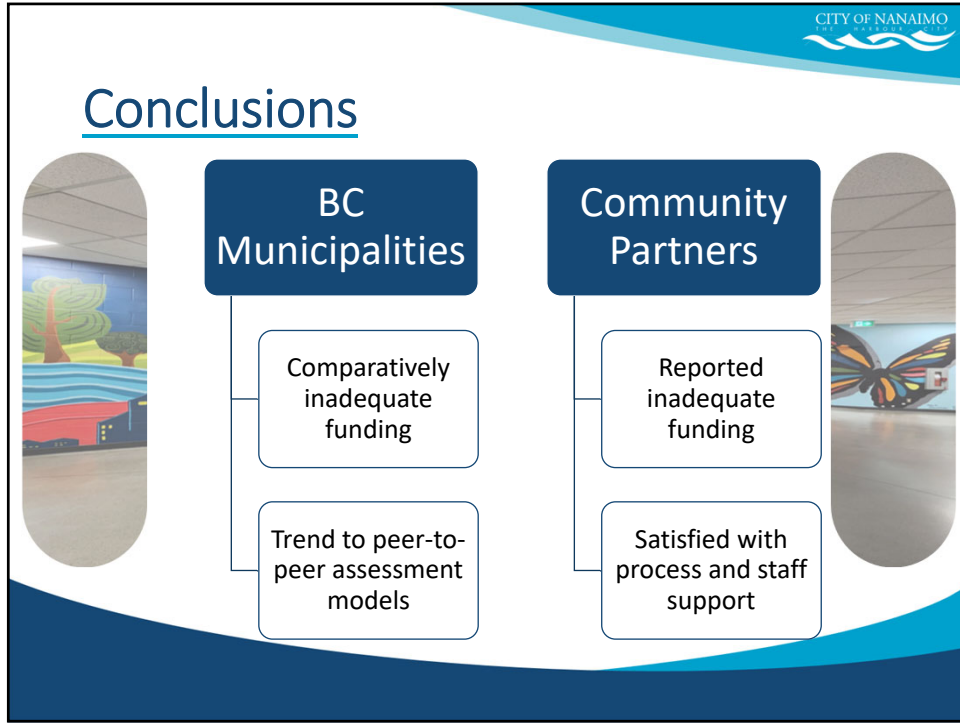
CITY OF NANAIMO
THE GASTRO CITY

Method

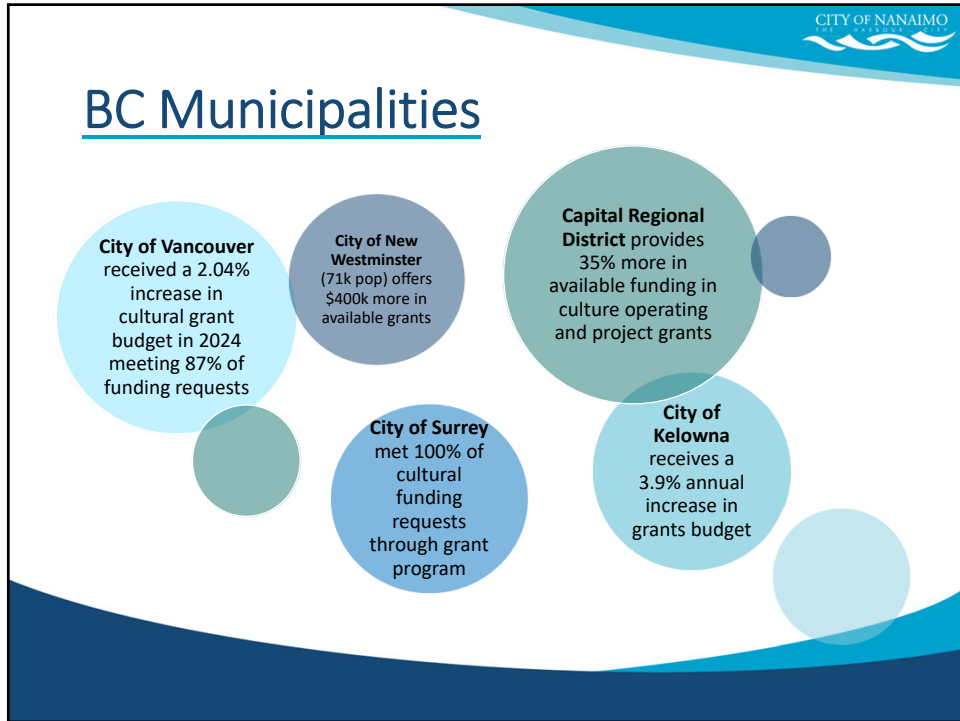


BC Municipalities	Community Partners
Comparative analysis of funding allocation	Seeking feedback
Collection of information on funding models and processes	Evaluating challenges/ barriers

10



11



12

CITY OF NANAIMO
THE GASTRO-CITY

Community Partners

*“Operating funding is **not yet adequate**, although our organization is very grateful to receive it.”*

*“It was **not adequate**, but it did help us to cover our costs. Better than a smack in the belly with a wet fish.”*

“The funds were less than our programs need to operate so the board has been considering reducing programming.”

*“...a **higher level of funding** would ease things and be appreciated.”*

“This funding was vital to our organization, but given the significant downturn in audiences post COVID, none of our funding partners are meeting our current needs.”

*“Funding for operation has seen a dramatic cut and **doesn’t meet the needs** of the Association anymore.”*

13

CITY OF NANAIMO
THE GASTRO-CITY

Understanding Impact

96% of Canadians view arts, culture, and heritage organizations as essential spaces.

Arts and culture are vital to Nanaimo’s identity, quality of life, economic prosperity, social cohesion, and sustainability. Our cultural landscape gives our city life, defining us as a community – making our city unique, distinctive, and vibrant.

Greater Investment in Arts, Culture, and Heritage Creates More Jobs

BRITISH COLUMBIA ARTS CULTURE HERITAGE COALITION

26 %

BC is the national leader in creating new culture sector jobs, growing 26% faster than the national average

Source: Hill Strategies, 2023

\$8.6 billion

BC’s cultural economy totalled \$8.6 billion in 2021. This means BC’s arts, culture, and heritage sector is bigger than the Forestry sector and also bigger than the Hotel sector.

Culture is recognized as a significant contributor to the city’s quality of life, and residents of all ages, abilities, and backgrounds can participate, express themselves, and find belonging.

City Plan C4.5

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CITY OF NANAIMO
THE QUALITY CONNECTION

Cultural Ecology

The cultural sector attracts talent across all industries, and contributes to some of the fastest growing parts of the economy.

Workers in the arts, culture, and heritage compared with other industries, Canada, May 2021

Industry	Number of Workers
Retail trade	2,149,600
Accommodation and food services	1,085,300
Transportation and warehousing	981,000
Culture	834,900
Hospitals	781,200
Wholesale trade	610,300
Farms	339,200
Real estate	304,100

- BC's cultural economy totaled \$8.6 billion in 2021.
- One in every five Canadian artists (20%) resides in B.C.
- With 154,800 culture workers, B.C. has the highest proportion of culture workers in Canada.
- There were 115,964 culture jobs in British Columbia in 2021.

Note: The statistics represent the occupations in which individuals worked the most hours in early May, 2021. Sources: Statistics Canada, Table 98-10-0449-01, Occupation unit group by labour force status, highest level of education, age and gender; and Table 98-10-0448-01, Industry groups by class of worker including job permanency, labour force status, age and gender.

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CITY OF NANAIMO
THE QUALITY CONNECTION

... and Cultural Economy

The cultural sector is critical to economic prosperity. Research on art & culture's economic impact in Canada and BC revealed that cultural economic production outperforms many other industries.

Since 2017, the BC Government has made significant investments in the cultural sector and now BC is the national leader in creating new culture sector jobs, growing 26% faster than the national average.

Sector	Economic Impact
Agriculture, Fishing, Forestry & Hunting	\$5.8B
Utilities	\$6.3B
Culture	\$7.9B
Accommodation & Food	\$8B
Mining, Oil & Gas	\$8.2B

Music Industry

Metric	Value
Direct Economic Impact	\$690M
Direct Music Jobs	7,945
Indirect Jobs	6,595

Data: Hills Strategies 2019

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Key Recommendations

Add a decision point for Council Consideration to the 2025 budget deliberations for:

- 10% annual increase for 5 years (2025 – 2029) in Project grant funding
- a \$0.25-per capita annual increase for 3 years (2025 – 2027) in Operating grant funding

Recognizes arts and culture are vital to Nanaimo's identity, quality of life, economic prosperity, social cohesion, and sustainability.

Brings Culture grant funding into closer alignment with municipal standards

Provides arts and culture organizations with funding that better supports organizational goals

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Questions?



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DATE OF MEETING SEPTEMBER 25, 2024

AUTHORED BY JANE RUSHTON, MANAGER, SUPPLY CHAIN MANAGEMENT

SUBJECT QUARTERLY PURCHASING REPORT (SINGLE AND SOLE SOURCE, PURCHASES IN EXCESS OF \$250,000 AND INSTANCES OF EXCEPTIONS TO TRADE AGREEMENTS)

OVERVIEW

Purpose of Report:

To provide information in compliance with the City’s Procurement Policy (COU-209) regarding single and sole source purchases, awards in excess of \$250,000 and reporting of instances of exceptions to Trade Agreements for the period 2024-APR-01 to 2024-JUN-30.

DISCUSSION

The City’s Procurement Policy (COU-209) requires:

17 Reporting

17.1 On a quarterly basis, Council will be provided with an information report summarizing the following:

- 17.1.1 Sole source and single source purchases between \$25,000 and \$250,000;
- 17.1.2 Award of all purchases in excess of \$250,000; and,
- 17.1.3 Instances of Exceptions to Trade Agreements.

This report outlines results of the above processes for information. Further details are summarized in Attachments A, B and C to this report.

Sole Source Purchases

“**Sole Source Purchase**” means a non-competitive acquisition whereby the purchases for goods and or services are directed to one source where there is only one available Vendor or Contractor of that good and or service that meets the needs or requirements of the City. Sole source purchases go through an internal control review process and sign off covering justification, review of decision and costs.

Single Source Purchases

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

Due to staffing constraints, the City is not able at this time to undertake internal audits or reviews to determine policy compliance deviations. However, internal controls are in place to flag non-compliance using current Staff, and if it is determined that the associated risks are significant additional resources will be requested from Council. |

SUMMARY POINTS

- The City undertook twenty-nine (29) Single and Sole Source purchases in CAD for \$1,190,543.20 plus two (2) Single Source purchases in USD for \$39,730.46 subject to Procurement Policy (COU-209) reporting for a total amount of \$1,230,273.66 including PST for the period ending 2024-JUN-30.
- The City undertook seven (7) purchases in excess of \$250,000 subject to Procurement Policy (COU-209) reporting for a total amount of \$11,176,339.56 including PST for the period ending 2024-JUN-30.
- The City undertook one (1) Instance of Exceptions to Trade Agreements subject to Procurement Policy (COU-209) reporting for a total amount of \$82,052.10 for the period ending 2024-JUN-30. |
- The City's Procurement Policy requires Staff to provide this information to Council on a quarterly basis.

ATTACHMENTS

Attachment A1 – CAD Sole Source and Single Source Purchases >\$25,000<=\$250,000
Attachment A2 – USD Sole Source and Single Source Purchases >\$25,000<=\$250,000
Attachment B – Purchases Greater than \$250,000 Summary
Attachment C – Instances of Exceptions to Trade Agreements

Submitted by:

Jane Rushton
Manager, Supply Chain Management

Concurrence by:

Wendy Fulla
Director, Finance

Jeremy Holm
Director, Planning & Development

Kerry Ing
Director, IT/CIO

David LaBerge
Director, Public Safety

Poul Rosen,
Director, Engineering

John Elliot
Director, Public Works

Darcie Osborne
Director, Recreation & Culture

Mike Bryson
A/Director, Facility & Parks Operations

Art Groot
Director, Administrative Police Services

Sheila Gurrie
Director, Legislative Services

Tim Doyle
Fire Chief, Nanaimo Fire Rescue

Bill Sims
General Manager, Engineering & Public
Works

Richard Harding
Community Services & Deputy CAO

Laura Mercer
General Manager, Corporate Services

Dale Lindsay
Chief Administrative Officer

|

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Reason/Comment
3683	Corporate Services Corporate & Business Development	Future Fit Cities Inc.	Doughnut economies accelerator roadmap services.	\$25,000.00	One with which staff have specialized training and/or expertise.
3247	Community Services Parks, Recreation & Culture	Sportsystems Canada	Supply only of aluminum bleachers (2024).	\$15,590.00	To ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative. Accumulated spend exceeds \$25K.
3694	Corporate & Business Development	Colliers Project Leaders Inc.	Facility Asset Management Strategy professional consulting services.	\$58,600.00	One with which staff have specialized training and/or expertise.
2194	Engineering & Public Works Water Resources	Aquatic Informatics Inc.	Renewed subscription of WaterTrax (water quality data management software).	\$23,410.74	To ensure compatibility with no acceptable alternative. Accumulated spend exceeds \$25K.
3706	Corporate Services Information Technology	9397108 Canada Inc.	Cyber Security Leadership Services.	\$50,000.00	One with which staff have specialized training and/or expertise.
3703	Corporate Services Information Technology	Increment One Consulting Ltd.	Agile & Team Alignment engagement services.	\$55,000.00	One with which staff have specialized training and/or expertise.

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Reason/Comment
3712	Engineering & Public Works Roads & Traffic Services	SCS Manufacturing Inc.	Supply and deliver two hook lift bins for installation on the Clean Team trucks.	\$36,884.10	To ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative.
3713	Engineering & Public Works Fleet Operations	Rollins Machinery Ltd.	Sanitation Truck Repair.	\$74,407.73	One with which staff have specialized training and/or expertise.
3720	Planning & Development Community Planning	Urban Systems Ltd.	Amenity Cost Charge Bylaw Consulting Services.	\$59,000.00	One with which staff have specialized training and/or expertise.
3726	Community Services Recreation & Culture	Hi-Pro Sporting Goods Ltd.	Supply and deliver ice paint.	\$5,595.33	Maintain specialized products by the manufacturer or representative. Accumulated spend exceeds \$25K.
3730	Community Services Nanaimo Fire Rescue	Brogan Fire & Safety	Supply and deliver Personal Protective Equipment (PPE) for Nanaimo Fire Rescue for 2023 and 2024.	\$72,254.17	To ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative.

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Reason/Comment
3731	Engineering & Public Works Utilities Section	Beaver Electric Machinery	Supply and deliver one Flygt Submersible Pump.	\$37,680.05	To ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative. Where it can be demonstrated the product or service is available only through one authorized manufacturer, distributor, dealer, or, service provider.
3344	Engineering & Public Works Engineering	Urban Systems Ltd.	Development Cost Charges (DCC) review, update processes and provide overall advisory services for Phase 1.	\$24,500.00 (added to the previously reported \$30,000.00)	One with which staff have specialized training and/or expertise.
3577	Engineering & Public Works	Vancouver Island University	Year 2 of the Ecological Accounting Process project under the Research Services contract.	\$30,000.00 added to Year 1 amount of \$30,000.00	Trade Agreement exemption of purchases made from a public body or a non-profit organization.
3738	Community Services Facility Parks Operations	Aquaparian Environmental Consulting Ltd.	Swimming Beach Inspections for 2024.	\$3,800.00	One with which staff have specialized training and/or expertise. Accumulated spend exceeds \$25K.
3739	Corporate Services Corporate & Business Development	Bennett Land Surveying Ltd.	City Water Main Statutory Right of Way (SRW) Survey Work	\$37,500.00	One with which staff have specialized training and/or expertise.

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Reason/Comment
2435	Engineering & Public Works Water Resources	SFC Energy Ltd/Schneider Electric	One (1) Year Geo SCADA Annual Service and Support.	\$13,742.06	To ensure compatibility with existing equipment. Where it can be demonstrated the product is available only through one authorized distributor. Accumulated spend exceeds \$25K.
3742	Engineering & Public Works Public Works	BOXX Modular LP	Purchase one (1) Used First Aid Trailer for the Public Works Yard	\$30,495.00	Purchase of used equipment.
3736	Community Services Parks, Recreation and Culture	No Slip Flooring Solutions Inc.	Supply and application of a non-slip tile treatment in the Nanaimo Aquatic Center.	\$22,936.88	Where there is an absence of competition, and no acceptable alternative or substitute exists. Where it can be demonstrated the product or service is available only through one authorized manufacturer, distributor, dealer, or service provider. Accumulated spend exceeds \$25K.
3622	Corporate Services, Corporate & Business Development	Neilson Strategies Inc.	Municipal Regional District Tax (MRDT) Renewal professional consulting services.	\$23,200.00 increase to previously reported \$50,800.00	One with which staff have specialized training and/or expertise. Where there is demonstrated value to continue consultant services into the next project phase.

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Reason/Comment
3748	Community Services Parks, Recreation and Culture	Whitewater West Industries Ltd.	Wave Fan and Duct Transition supply only	\$26,228.75	To ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative.
3749	Community Services Nanaimo Fire Rescue	Capex Project Advisory Services Inc.	Project Management services for the implementation of required renovations at Fire Stations 2, 3 and 4 and Fire Training Centre due to the increase in staffing at NFR.	\$47,500.00	One with which staff have specialized training and/or expertise.
3575	Engineering & Public Works Public Works	BOXX Modular LP	Purchase one (1) Used 24 x 30 Office Trailer for the Public Works Yard.	\$99,408.35	Purchase of used equipment.
3755	Engineering & Public Works Public Works	CMF Construction Ltd.	Construction Management services to install the Public Works Office Trailer.	\$60,215.00	One with which staff have specialized training and/or expertise.
3762	Engineering & Public Works Engineering Projects	Milestone Equipment Contracting Inc.	Complete a complex foreshore tie-in to the RDN's interceptor.	\$130,561.83	One with which staff have specialized training and/or expertise.
3501	Engineering	Urban Systems Ltd.	Development Cost Charge (DCC) bylaw update consultant services and creation of a DCC eligible sanitary projects and associated costs list for Phase 2.	\$7,500.00 increase to previously reported \$55,400.00	One with which staff have specialized training and/or expertise.

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Reason/Comment
3771	Corporate Services Information Technology	Charter Telecom Inc.	Software Maintenance licenses to support the City owned equipment in VICC for 2023 and 2024.	\$50,679.71	To ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative.
3740	Engineering & Public Works Wastewater Collection	GRT Environmental Services (Canada) Ltd.	Catch Basin (“CB”) and Street Sweepings (“SS”) Soil Disposal Services.	\$34,000.00	One with which staff have specialized training and/or expertise.
3750	Engineering & Public Works Engineering Projects	Herold Engineering Limited	Q’unq’inuqwstuxw Stadium Improvements.	\$34,853.50	One with which staff have specialized training and/or expertise.

= \$1,190,543.20

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Reason/Comment
3711	Community Services Nanaimo Fire Rescue	C.W. Nielsen Manufacturing Corp	Supply and deliver customer made rank badges and promotional badges for NFR.	\$7,999.80 USD	To ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative. Accumulated spend exceeds \$25K.
2425	Corporate Services Information Technology	Ivanti, Inc.	Continuation of the City's Helpdesk Software solution for an additional two year term.	\$31,730.66 USD	One with which staff have specialized training and/or expertise.

= \$39,730.46

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Comment
3560-C1616	Community Services Nanaimo Fire Rescue	Copcan Civil LP	Sprung Building Project	\$420,000.00	Three compliant submissions were received
3633-C1477	Engineering & Public Works Engineering	Hazelwood Construction Services Inc	Princess Street Area Utility Upgrades	\$1,578,133.56	Five compliant submissions were received
3546-C1595	Engineering & Public Works Engineering	Windley Contracting Ltd	Commercial Street Improvements – Wharf to Church Streets	\$4,078,140.00	Three compliant submissions were received
3530	Engineering & Public Works Engineering	Chandos Construction LP	Construction Management Services for 7 th Street Pump station Phase 2.	\$770,060.00	Two compliant submissions evaluated in accordance with the published evaluation criteria for best value award.
3628-C1636	Engineering & Public Works Facility Asset Planning	Flynn Canada Ltd	Port Theatre Roof Replacement	\$1,056,033.00	Five compliant submissions were received
3585	Parks Recreation & Culture Parks	Milner Group Ventures Inc	BMX Civil Works	\$1,173,973.00	Two compliant submissions were received.
3627	Engineering & Public Works Engineering	MKM Projects Ltd	Construction Management Services for Westwood Lake Park Improvements	\$2,100,000.00	Five compliant submissions were received.

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Reason/Comment
3369	Parks Recreation & Culture Facility Asset Planning	Read Jones Christoffersen Ltd	Professional Design Engineering Services and Contract Administration for the Port Theatre Roofing project.	\$82,052.10	Scope of the project grew beyond initial expectations of this single source agreement.

DATE OF MEETING SEPTEMBER 25, 2024

AUTHORED BY JAMIE SLATER, MANAGER, FINANCIAL SERVICES & SPECIAL PROJECTS

SUBJECT ACTIVE TRANSPORTATION INFRASTRUCTURE GRANT 2024 INTAKE

OVERVIEW

Purpose of Report

To provide the Finance and Audit Committee with information on potential projects for the Active Transportation Infrastructure Grant 2024 intake and obtain a Council resolution supporting applications for two projects.

Recommendation

That the Finance and Audit Committee recommend that Council direct staff to submit two applications under the 2024 intake of the Active Transportation Infrastructure Grant Program as follows:

- 1) Submit an application for ‘Crosswalk Upgrades that Improve Active Transportation’, with confirmation that the municipal share of funding of \$487,289 is available and supported, confirmation that the project is a municipal priority, and that the project is “shovel ready” and intended to be complete within the required timeline.
- 2) Submit an application for “Third Street Active Transportation Improvements”, with confirmation that the municipal share of funding of \$459,000 is available and supported, confirmation that the project is a municipal priority, and that the project is “shovel ready” and intended to be complete within the required timeline.

BACKGROUND

The focus of the Active Transportation Infrastructure Grant program is to build a cleaner and greener future for British Columbians by investing in infrastructure that supports safe, human-powered modes of active transportation for daily commuting to school, recreation, work, socializing and errands. This includes; walking, cycling, using a wheelchair or other mobility device, rolling and other modes that are winter focused or water based.

This program offers funding up to 50% of eligible project costs to a maximum of \$500,000. For the purposes of this grant program, Community Works funding is considered to be part of a local government’s general revenue and not third party funding, so Community Works funding can be used as a municipal contribution to the project.

Two applications may be submitted and the application deadline is 2024-OCT-31. A Council resolution is required authorizing the project and confirming that the City’s funding share is secured.

Projects with a cost under \$1 million must be completed by March 2026, and projects over \$1 million complete by March 2027.

Eligible projects include:

1. Active Transportation Infrastructure
2. End-of-trip facilities and amenities (must complement the current active transportation infrastructure).

To be eligible proposed projects must be part of an Active Transportation Network Plan, Cycling Network Plan, Active Transportation Policy or referenced in an Official Community Plan.

Preferred project criteria include:

1. Improved community connectivity (network continuity, connections to destinations, linages/multi-modal integration, etc.).
2. Improved safety (intersection improvements, lighting, separation from motor vehicles etc.).
3. Improved economic activity (local resources, tourism enhancements).
4. Improved physical and mental health, improved air quality, and reduced greenhouse gases (encourages active transportation, incorporation environmental innovation and best practices).

DISCUSSION

Staff propose two projects for consideration that could fulfill the eligibility requirements of the grant program.

1) Crosswalk Upgrades that Improve Active Transportation Routes

Staff have listed a bundle of seven projects for consideration under the current funding stream. These projects are similar in nature and are improvements to active transportation connections within or to urban centers. The locations are listed below:

Description	2024 Approved Budget
1 Townsite @ Holly: Bump-outs and rectangular rapid flashing beacon (RRFB) for multi-use path	\$ 143,148.00
2 Wallace @ Wentworth – Pedestrian crossing improvements	\$ 50,000.00
3 Albert @ Selby – Pedestrian crossing improvements	\$ 241,250.00
4 Albert @ Dunsmuir - Pedestrian crossing improvements	\$ 241,250.00
5 Dufferin @ Grant - Raised pedestrian crossing	\$ 100,000.00
6 Dover @ Applecross – Rectangular rapid flashing beacon (RRFB) for existing crosswalk	\$ 80,730.00
7 400 Block Campbell St – Raised school crossing	\$ 118,200.00
Total	\$ 974,578.00

It has been confirmed with the Province of BC that under the grant program, the City of Nanaimo is allowed to apply for a variety of “like” upgrades as part of a bundled project.

Further details on the proposed project bundle are outlined below:

Townsite @ Holly:

- This crosswalk connects the E&N Trail across Townsite Road and is part of a primary active transportation corridor identified in the City Plan. It has a wide crossing distance, active transportation connectivity, and a 50 km/h speed limit. Based on these factors, a rectangular rapid flashing beacon along with curb bump-outs has been recommended and supported by Council.

Wallace @ Wentworth:

- Installation of a raised crosswalk will help to manage vehicle speeds and curb extensions will shorten pedestrian crossing distances.

Albert @ Selby:

- Intersection improvements to support increased bicycle and pedestrian connectivity as outlined in the pedestrian unallocated report of 2024-MAY-14.

Albert @ Dunsmuir:

- Intersection improvements to support increased bicycle and pedestrian connectivity as outlined in the pedestrian unallocated report of 2024-MAY-14.

Dufferin @ Grant:

- The addition of a raised crosswalk and a curb return on the north side of Dufferin Crescent at Grant Avenue will provide safety improvements. The crossing is currently an uncontrolled pedestrian crossing on a Mobility Collector within the Hospital Secondary Urban Centre. Adding a raised crosswalk is anticipated to reduce 85th percentile speeds leading to safer roadways and better pedestrian experiences.

Dover @ Applecross:

- This intersection is currently an uncontrolled pedestrian crossing on a Mobility Collector within 200m of the Woodgrove Secondary Urban Centre. Adding rectangular rapid flashing beacons will increase driver awareness of pedestrians and improve pedestrian comfort when using this crossing, which will serve to encourage more people to walk within the area.

400 Block Campbell Street

- This is currently an uncontrolled pedestrian crossing on a Mobility Local at the edge of the Downtown Primary Urban Centre. Adding a raised crosswalk is anticipated to reduce travel speeds, provide safer roadways, and better pedestrian experiences.

2) Third Street Active Transportation Improvements

Active transportation improvements planned along Third Street include the widening of the road to allow for cycling lanes and a sidewalk. This will improve community connectivity and safety by providing separation from motor vehicles and allowing for better pedestrian experiences which will in turn increase utilization. In order to widen the road on Third Street, there are two

main project components that need to be completed and are included in 2025 of the 2025 – 2029 Draft Financial Plan, as follows:

- 1) Construction of a retaining wall on Third Street (from Watfield Ave to Pine Street) - \$279,000
- 2) Infill of the existing drainage infrastructure on Third Street (from Howard Ave to Georgia Street) to allow for the sidewalk to be constructed - \$639,000

These two project components totalling \$918,000 are crucial pieces to be able to successfully improve active transportation infrastructure by widening the road along Third Street.

FINANCIAL CONSIDERATIONS

Crosswalk Upgrades that Improve Active Transportation Routes

The total project costs of \$974,578 were all included in the approved 2024-2028 Financial Plan, with funding from the Community Works Fund Reserve and the Strategic Infrastructure Reserve Fund. A successful grant application would provide funding for up to \$487,289 of project costs, reducing the required funding from reserves which could then be allocated to other projects.

Third Street Active Transportation Improvements

The total project costs of \$918,000 are included in the 2025 – 2029 Draft Financial Plan, with funding from the General Asset Management Reserve Fund and property taxation. A successful grant application would provide funding for up to \$459,000 of project costs, reducing the required funding from reserves and property taxation which could then be allocated to other projects.

OPTIONS

1. [That the Finance and Audit Committee recommend that Council direct staff to submit two applications under the 2024 intake of the Active Transportation Infrastructure Grant Program as follows:
 1. Submit an application for ‘Crosswalk Upgrades that Improve Active Transportation’, with confirmation that the municipal share of funding of \$487,289 is available and supported, confirmation that the project is a municipal priority, and that the project is “shovel ready” and intended to be complete within the required timeline.
 2. Submit an application for “Third Street Active Transportation Improvements’, with confirmation that the municipal share of funding of \$459,000 is available and supported, confirmation that the project is a municipal priority, and that the project is “shovel ready” and intended to be complete within the required timeline.

Advantages of this option:

- The two projects selected meet the eligibility criteria and are projects that were already included in either the approved 2024-2028 Financial Plan or the 2025-2029 Draft Financial Plan
- If the grant application is successful, more funding can be redirected towards additional projects and will reduce the strain on existing reserve funds.

Disadvantages of this option:

- There are no disadvantages noted. If the City’s grant application is successful, additional funds will be available for these projects and the funding that was previously committed could be utilized in other ways.

Financial Implications:

The 2025-2029 Financial Plan would be amended to include the grant funding if the application is successful.

2. That the Finance and Audit Committee provide alternative direction for projects to be submitted as an application to the Active Transportation Infrastructure Grant Program. |

SUMMARY POINTS

- The Active Transportation Infrastructure Grant Program provides 50% funding up to \$500,000 for eligible project costs
- The City may submit two applications, and applications are due by 2024-OCT-31
- Staff propose two projects for consideration that meet the eligibility criteria for the grant program, are “shovel ready,” and can meet the March 2026 construction deadline for project completion

Submitted by:

Jamie Slater
Manager, Financial Services & Special Projects
|

Concurrence by:

Jamie Rose
Manager, Transportation Engineering Design

Wendy Fulla
Director, Finance

Bill Sims
General Manager, Engineering & Public Works

Laura Mercer
General Manager, Corporate Services
|