



AGENDA
FINANCE AND AUDIT COMMITTEE MEETING

Wednesday, October 16, 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 - 11

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-SEP-25, at 9:00 a.m.

5. PRESENTATIONS:

6. DELEGATIONS:

7. REPORTS:

a. Nanaimo Restorative Justice Program Overview

12 - 27

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

Purpose: To present the Finance and Audit Committee with an overview and update of the Nanaimo Restorative Justice Program and to obtain Council approval for increased annual funding starting in 2025.

Presentation:

1. Andrew Ferguson, Executive Director, and Kluane Buser-Rivet and

Randi Manz, Program Managers, Nanaimo's Restorative Justice Program.

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

1. Add increasing the annual operating grant from \$50,000 to \$85,000 in 2025, for the Nanaimo Restorative Justice Program, as a decision point to the 2025 budget deliberations for Council's consideration; and,
2. Refer the report to a future Public Safety Committee Meeting.

b. Neighbourhood Association Grant Program

28 - 32

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

Purpose: To present recommended changes to the Neighbourhood Association Grant Program, including streamlining the process and increasing the annual program budget to ensure funding aligns with anticipated needs.

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

1. Add a decision point for Council consideration to the 2025 budget deliberations to increase the annual Neighbourhood Association Grant Program budget from \$10,000 to \$20,000 starting in 2025;
2. Allow annual grant totals to exceed \$1,000 per neighbourhood association; and,
3. Delegate annual grant approvals to the Director of Planning and Development for recognized neighbourhood associations when grant criteria is respected.

c. Tourism Nanaimo Funding Request

33 - 35

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

Purpose: To provide the Finance and Audit Committee with information relating to the 2024 funding of a new Tourism Nanaimo Staff position.

Recommendation: That the Finance and Audit Committee recommend that Council provide Tourism Nanaimo with an additional \$29,000 in grant funding for 2024 only to fund a new Sport Tourism Coordinator position.

d. Quarterly Budget Transfer Report

36 - 37

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

Purpose: To advise the Finance and Audit Committee of any budget transfers requiring disclosure for the period 2024-JUL-01 to 2024-SEPT-30.

- e. Quarterly Purchasing Report (Single and Sole Source, Purchases in Excess of \$250,000 and Instances of Exceptions to Trade Agreements) 38 - 46
- 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-JUL-01 to 2024-SEP-30.*
- f. Consideration of Other Grants - September 2024 Intake 47 - 74
- To be introduced by Laura Mercer, General Manager, Corporate Services.
- Purpose: To present the applications received for the September 2024 intake of the Other Grants Program for consideration at the Finance and Audit Committee.*
- Recommendation: That the Finance and Audit Committee recommend that Council:
1. Award an Other Grant under the Capital Projects category for \$4,000 to the Nanaimo Lodge No. 1052 – Loyal Order of Moose for the replacement of the HVAC system at 1359 Cranberry Avenue.
 2. Deny an Other Grant to Vancouver Island University to support the upcoming Vancouver Island Leadership Conference, but direct Staff to provide information to Vancouver Island University with regard to other potential event funding sources.
- g. Permissive Tax Exemption Cash Grant Request 75 - 77
- To be introduced by Laura Mercer, General Manager, Corporate Services.
- Purpose: To present a request for a permissive tax exemption cash grant for 2024.*
- Recommendation: That the Finance and Audit Committee recommend that Council deny a permissive tax exemption cash grant to the Connective Support Society Nanaimo for the 2024 property taxation year.
- h. 2025 Project Contingency 78 - 81
- To be introduced by Laura Mercer, General Manager, Corporate Services.
- Purpose: To request a 2025 general fund project contingency for the 2025 – 2029 Financial Plan.*
- Recommendation: That the Finance and Audit Committee recommend that Council direct staff to add a \$890,000 general fund project contingency budget for 2025 to the 2025 – 2029 Provisional Financial Plan funded from 2024

surplus.

i. Japanese Canadian Legacies Legacy Community Projects Fund

82 - 83

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

Purpose: To advise the Finance and Audit Committee that the City intends to submit a grant application requesting \$500,000 in funding from the Japanese Canadian Legacies Legacy Community Project Fund.

8. **OTHER BUSINESS:**

9. **QUESTION PERIOD:**

10. **ADJOURNMENT:**



MINUTES

FINANCE AND AUDIT COMMITTEE MEETING

Wednesday, September 25, 2024, 9:00 A.M.
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC

Members:	Mayor L. Krog, Chair Councillor S. Armstrong* Councillor H. Eastmure Councillor B. Geselbracht Councillor E. Hemmens (vacated 9:02 a.m.; returned 9:15 a.m.) Councillor P. Manly* Councillor J. Perrino Councillor I. Thorpe
Absent:	Councillor T. Brown
Staff:	D. Lindsay, Chief Administrative Officer R. Harding, General Manager, Community Services/Deputy Chief Administrative Officer B. Sims, General Manager, Engineering and Public Works W. Fulla, Director, Finance J. Holm, Director, Planning and Development D. Osborne, Director, Recreation and Culture A. Breen, Manager, Culture and Special Events T. Pan, Manager, Sustainability K. Robertson, Deputy Corporate Officer N. Vracar, Deputy Corporate Officer J. Sine, Recreation Coordinator, Cultural Services N. Sponaule, Communications Advisor L. Young, Steno, Legislative Services J. Vanderhoef, Recording Secretary

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

1. CALL THE MEETING TO ORDER:

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

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-JUL-17, at 9:00 a.m. be adopted as circulated. The motion carried unanimously.

Councillor Hemmens declared a conflict of interest as she is a member of the Loaves and Fishes Community Food Bank Board of Directors and vacated the Shaw Auditorium at 9:02 a.m.

4. DELEGATION:

1. Peter Sinclair, Loaves and Fishes Community Food Bank, re: Loaves and Fishes New Warehouse Distribution Centre Update and Request to Waive Building Permit Fees

Peter Sinclair, Executive Director, Loaves and Fishes Community Food Bank, expressed appreciation to the City for its continued support, including provision of land for the new warehouse, and provided the following updates:

- \$5.7 to \$7.2 million dollars is needed to complete construction of the new warehouse project
- Loaves and Fishes has requested \$7.2 million from the Federal Government
- If the Federal Government does not provide the funding a mortgage has been secured through Island Savings
- Loaves and Fishes is proactively requesting that the Committee recommend Council waive (or cover) the building permit fee and the service contribution agreement payment related to 1861 East Wellington Road which would significantly decrease the mortgage payments for the project

Committee and Staff discussion took place. Highlights included:

- Request for a Staff report outlining the cost implications of waiving the building permit fee and service contribution agreement payment

Jeremy Holm, Director, Planning and Development, estimated the cost of waiving the fees may be \$116,000.

Committee discussion continued regarding the following:

- The timeline to receive a Staff report and concerns of delaying construction of the project
- The Loaves and Fishes' request is contingent on whether or not they receive federal funding, with the organization paying the fees upfront to the City and requesting a refund if the federal funding is not provided

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to provide a report outlining the cost implications of waiving the building permit fee and service contribution agreement payment for the new Loaves and Fishes warehouse distribution centre located at 1861 East Wellington Road. The motion carried unanimously.

Councillor Hemmens returned to the Shaw Auditorium at 9:15 a.m.

5. REPORTS:

a. Term Position - Sustainability Section

Jeremy Holm, Director, Planning and Development, noted an increased workload for Staff in the Sustainability Section, and proposed reallocation of funds from existing project budgets and allocation of from the Climate Action Reserve Fund to fund a temporary full-time position.

Committee and Staff discussion took place. Highlights included:

- Potential impacts on the Building Retrofit Roadmap project as a result of funds being reallocated

Ting Pan, Manager, Sustainability, confirmed that a portion of funds will be left in the budget for the Building Retrofit Roadmap project.

Discussion continued regarding the following:

- The timeline for the temporary position and the possibility of the position being extended in the future

It was moved and seconded 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 motion carried unanimously.

b. Vancouver Island Military Museum Operating Model Alignment

Introduced by Richard Harding, General Manager, Community Services/Deputy Chief Administrative Officer.

Darcie Osborne, Director, Recreation and Culture, highlighted the following:

- Staff are looking to align the operating model of the Vancouver Island Military Museum (VIMM) with other City co-managed cultural facilities such as the Port Theatre, the Nanaimo Art Gallery and the Nanaimo Museum
- The lease to the VIMM has been extended since 2022 and Staff have been working with VIMM to develop a plan to move forward within the current staffing and budget climate

Committee discussion took place. Highlights included:

- Ensuring fairness between comparable organizations and the continued operation of VIMM
- A request that financial details be provided during budget deliberations

It was moved and seconded 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; and,
- Directing Staff to begin working to establish a Co-Management Agreement with the Vancouver Island Military Museum.

The motion carried unanimously.

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

Introduced by Richard Harding, General Manager, Community Services/Deputy Chief Administrative Officer.

It was moved and seconded 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 motion carried unanimously.

d. Culture and Event Grants - Processes Review and Recommendations

Introduced by Richard Harding, General Manager, Community Services/Deputy Chief Administrative Officer.

Presentation:

1. Jaime-Brett Sine, Recreation Coordinator, Cultural Services, provided a PowerPoint presentation. Highlights included:

- An overview of the three Culture and Events Grants available
- The last funding increase for cultural funding was allocated in 2014, and the last comprehensive review of cultural funding was also completed in 2014
- The issues identified during the grant program review such as appropriate levels of funding and identifying and reducing barriers
- The work/improvements completed so far through the review process and tasks that are ongoing
- The review found that the current funding is inadequate; however, grant applicants are satisfied with the processes and staff support
- Currently the City is meeting approximately 65%) of funding requests
- Information and statistics related to the impact of Arts, Culture and Heritage on communities

Committee and Staff discussion took place. Highlights included:

- Staff have seen some programs moving from the Project Grant fund to the Downtown Event Revitalization Funding Program
- Staff provide assistance to align organizations with suitable grant opportunities wherever possible
- Potentially using the Temporary Public Art funds to increase cultural funding

Recreation Coordinator, Cultural Services noted that the budget for temporary public art is small and there are benefits to the program as it provides opportunities for many artists to display diverse art.

Discussion continued regarding the following:

- Impacts on the City's budget and if the City would match funding levels of comparable municipalities
- The financial impact of increasing cultural grant funding versus anticipated population growth in Nanaimo
- The proposed increase would further the City's capacity to meet approximately 75% - 80% of funding requests (by the end of three years)
- A request to review comparisons to similar size and budget municipalities on Vancouver Island and a review of options related to operations, taxation increases, and the implications of a 5% increase instead of the recommended 10% to the grants over the five-year period

It was moved and seconded 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.

The motion carried unanimously.

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

Introduced by Wendy Fulla, Director, Finance.

f. Active Transportation Infrastructure Grant 2024 Intake

Introduced by Wendy Fulla, Director, Finance.

It was moved and seconded 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.

The motion carried unanimously.

6. QUESTION PERIOD:

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

7. ADJOURNMENT:

It was moved and seconded at 9:53 a.m. that the meeting adjourn. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

DATE OF MEETING | OCTOBER 16, 2024 |

AUTHORED BY | ART GROOT, DIRECTOR, POLICE SERVICES |

SUBJECT NANAIMO RESTORATIVE JUSTICE PROGRAM OVERVIEW

OVERVIEW

Purpose of Report

To present the Finance and Audit Committee with an overview and update of the Nanaimo Restorative Justice Program and to obtain Council approval for increased annual funding starting in 2025. |

Recommendation

That the Finance and Audit Committee recommend that Council:

1. Add increasing the annual operating grant from \$50,000 to \$85,000 in 2025, for the Nanaimo Restorative Justice Program, as a decision point to the 2025 budget deliberations for Council's consideration; and,
2. Refer the report to a future Public Safety Committee Meeting.

BACKGROUND

The City of Nanaimo contributes \$50,000 annually towards restorative justice services within the community and has consistently maintained that level of funding since 1998. These funds have been managed by the Connective Support Society (formerly John Howard Society) for over 25 years. Since 1998, the program has one of the highest rates of referrals in British Columbia with cases being referred from the Nanaimo RCMP, Federal and Provincial Crown Counsels, Youth Probation, local schools, community organizations and individuals.

Based on client and community feedback, the Nanaimo Restorative Justice Program benefits the community through:

1. Increasing public safety through criminal recidivism reduction in both youth and adults by addressing root causes of behaviour including trauma, substance use, intergenerational harm and mental health concerns.
2. Meeting the needs of victims of crime and offering them a voice and input into the justice process while designing Restorative Justice Agreement Terms that address repair, education and prevention.
3. Providing early intervention with youth clients (50% of the files) to support them to set a healthy foundation for the rest of their lives.
4. Providing indigenous victims and offenders a justice process that prioritizes cultural support and incorporates traditional forms of indigenous justice practices.

5. Offering meaningful opportunities for volunteerism in their community. During the last year, restorative justice volunteers spent over 300 hours mentoring youth clients and supporting Restorative Justice Dialogues. |

DISCUSSION

Over the last 25 years, 4,000 youth and adult files have been successfully completed, and Nanaimo Restorative Justice is a trusted leader in the promotion of community and Indigenous-based restorative justice practices. The program delivers services at no cost for a wide spectrum of files including assault, theft, drug trafficking, medical discrimination, break and enters, mischief, uttering threats, intimate partner violence, sexualized violence and racially motivated harm. Nanaimo Restorative Justice's mandate is to meet the justice needs of victims of crime, as well as provide wraparound support to offenders so they can take meaningful accountability, engage in repair and make positive life choices.

In the last year, Restorative Justice Nanaimo provided services to over 75 responsible parties (offenders) and 88 affected parties (victims). The program worked with over 50 families, 8 elementary and high schools and 7 community partner agencies. Over 85% of files were closed with full compliance, meaning the offender successfully completed all their Agreement Terms. Agreement Terms focused on addressing root causes of behavior, preventing future harm, educating the offender and repairing with the victim. Specifically, Restorative Justice Dialogues and Healing Circles, counseling and substance use recovery support, courses on anger management, healthy relationships and parenting, letters of apology, financial restitution, community service volunteering and employment program completion were some agreement terms included in the last year.

Interest in restorative justice has risen considerably with a 50% increase in referrals at Nanaimo Restorative Justice in the last decade. The Nanaimo RCMP have one of the highest rates of restorative justice referrals in the province. The 5-year average is 45 files per year. The RCMP are strong proponents of the restorative justice process and have included it as a key priority in their *2024-2027 Strategic Plan* and the *BC RCMP Strategic Plan 2021-2023*. These plans highlight the importance of restorative justice as an alternative justice measure and part of ongoing policing excellence. Additionally, the *City Plan: Nanaimo Reimagined* speaks to supporting "services that utilize evidence-based practices for crime prevention and reduction" and multi-sectoral initiatives that "value diversity and address neighbourhood needs" (C3.1.5 and C3.1.8).

Complexity in files has risen and an increase in both staff hours as well as specialized training is required. Complexity has increased both in terms of the type and severity of offenses being referred to Nanaimo Restorative Justice and the accessibility needs of clients due to mental health concerns; substance use and financial and employment barriers. Referrals in the last year have included serious crimes including family and intimate partner violence, sexualized violence, hate crimes and racially motivated harm, and illegal substance possession and trafficking.

There has been an increased call to make restorative justice more available to Indigenous clients and community members. Nanaimo Restorative Justice has worked extensively with local Nations (including with the Snuneymuxw Justice Committee) to meet the needs of indigenous clients. Positive feedback received from indigenous clients demonstrate that restorative justice can more closely align with the traditional justice practices from their home Nations. Many of the indigenous restorative justice clients receive cultural support throughout the restorative justice process,

including with Elders supporting Restorative Justice Dialogues, Healing Circles and Ceremonies. The work in this area is supported by the Nanaimo Indigenous Justice Centre and other local agencies like Kw'umut Lelum and Tsow Tun Le Lum.

The impact and benefits of the Nanaimo Restorative Justice Program brings to the community have been recognized and acknowledged by multiple individuals and organizations across the community and there is common interest in building this program to meet the increased need.

FINANCIAL CONSIDERATIONS

Nanaimo Restorative Justice has received \$50,000 per year from the City of Nanaimo since 1998. That amount has remained unchanged since then.

As program costs have increased and funding sources have remained limited the level of services available to the community have been decreased over the last couple of years. In response to the limited funding available Nanaimo Restorative Justice has adjusted to continue operation by:

- Terminating the Indigenous Team Lead/Case Manager staff role.
- Terminating the General Case Manager Staff role.
- Initiating a two-month program and staff break with a pause on new referrals.
- Implementing case waitlists.
- Returning some complex files that would take up too much resources.
- Decreasing the number of referrals being received from the Nanaimo RCMP.
- Adjusting resources to dedicate staffing hours to seeking grant-based funding rather than direct services.

The Nanaimo Restorative Justice team has applied for over three million dollars in unsuccessful grant applications in the last year, and many of the grants that used to fund their program during COVID-19 have now been discontinued. Restorative Justice Programs across BC continue to advocate for increased funding from provincial and federal government as well.

The Nanaimo Restorative Justice Program will also be making a funding increase request to the Regional District of Nanaimo Board, in the very near future.

The current Nanaimo Restorative Justice Program manager has provided a summary of current and proposed funding and its direct relation to program staffing. All current and proposed amounts also cover 15% administration (office rent, insurance, etc), staff mandatory employment related costs and benefits (if applicable) and \$5,600 in yearly direct program costs (office supplies, staff development, client materials, trainings for volunteers, etc.);

1. Current Funding: \$50,000
 - Provides 0.7 FTE (25 hours per week) Program Manager
2. Proposed Funding Model #1: \$85,000 for 2025 with a 2% annual increase and on a 5-year term (Service Agreement)
 - Provides 1.0 FTE (35 hours per week) Program Manager
 - Provides 0.07 FTE (2.5 hrs per week) Case Worker
3. Proposed Funding Model #2: \$100,000 for 2025 with a 2% annual increase and on a 5-year term (Service Agreement)
 - Provides 1.0 FTE (35 hours per week) Program Manager

- Provides 0.3 FTE (10.5 hours per week) Case Worker
4. Proposed Funding Model #3: \$150,000 for 2025 with a 2% annual increase and on a 5-year term (Service Agreement)
- Provides 1.0 FTE (35 hours per week) Program Manager
 - Provides 0.83 FTE (29 hours per week) Case Worker

When it was first instituted in 1998, the \$50,000 contribution from the City allowed the program to consist of one permanent full-time staff. Over twenty years later, the same contribution only allows for 0.7 of one permanent staff.

Over this time, the program's scope has changed to meet the needs of the community, with complex cases making up most of the referrals. Complex cases are defined as those that involve one or more of the following:

- A serious type of offense,
- Complex relational dynamics between participants, and/or
- Participants with intersectional, serious mental health issues, substance use/addictions, lower cognitive functioning/neurodiversity, and/or systemic barriers.

If the original \$50,000 from 1998 had seen an annual 2% increase, the 2025 funding amount from the City would be approximately \$85,000 per year, which still would not cover the cost of Nanaimo Restorative Justice's ideal funding model outlined in option three above.

The program has navigated these challenging landscapes as they have arisen with creativity and pragmatism; however, complex cases require an increased level of time, skill and support – one staff alone cannot fulfill all these requirements at current referral rates.

All the above possible increased funding models will still require the program to seek grant-based funding for the support of their current projects and priorities, including:

1. Supporting Indigenous clients (reinstating the Indigenous Team Lead/Case Manager role that they used to have prior to funding cuts and honoraria for Elders and other cultural support).
2. Offering the Youth Mentorship Project (recruiting and training volunteers, providing associated mentorship program costs).
3. Engagement with local schools (meeting School District 68's request for Restorative Justice training for principals, teachers and students, offering time sensitive in-school Restorative Justice services).

OPTIONS

1. That the Finance and Audit Committee recommend that Council:
 1. Add increasing the annual operating grant from \$50,000 to \$85,000 in 2025, for the Nanaimo Restorative Justice Program, as a decision point to the 2025 budget deliberations for Council's consideration; and,
 2. Refer the report to a future Public Safety Committee Meeting.

- The advantages of this option: Increased funding support for Nanaimo Restorative Justice would allow for ongoing direct restorative justice programming and services within in the community and support Community Safety and Security Policies in the City Plan.
 - The disadvantages of this option: Increased costs to offer restorative justice programming inhibits the amount of direct programming available and without additional financial support the community will see a continual decline in direct programming and services. Without this program there could be an increase in crime.
 - Financial Implications: Decision slide will include alternative funding models for Council's consideration. Any increase to the annual operating grant would be funded from property taxation.
2. That the Finance and Audit Committee recommend that Council provide alternative direction.

SUMMARY POINTS

- Nanaimo Restorative Justice has received \$50,000 per year from the City of Nanaimo with no increase in funding since 1998.
- Complexity in files has risen and an increase in both staff hours as well as specialized training is required to continue programming and services at a level that meets community need.
- Funding increase will allow for additional staff resources to expand services within the Nanaimo Restorative Justice program.
- Restorative justice is strongly supported by the RCMP as a key priority for alternative justice and policing excellence.
- Nanaimo RCMP are the highest referral agency to the program.

Submitted by:

Art Groot
Director, Police Services

Concurrence by:

Andrew Burton
Superintendent, Nanaimo RCMP & OIC

Richard Harding
General Manager, Community Services &
Deputy CAO

Wendy Fulla
Director, Finance

Laura Mercer
General Manager, Corporate Services

Dale Lindsay
CAO

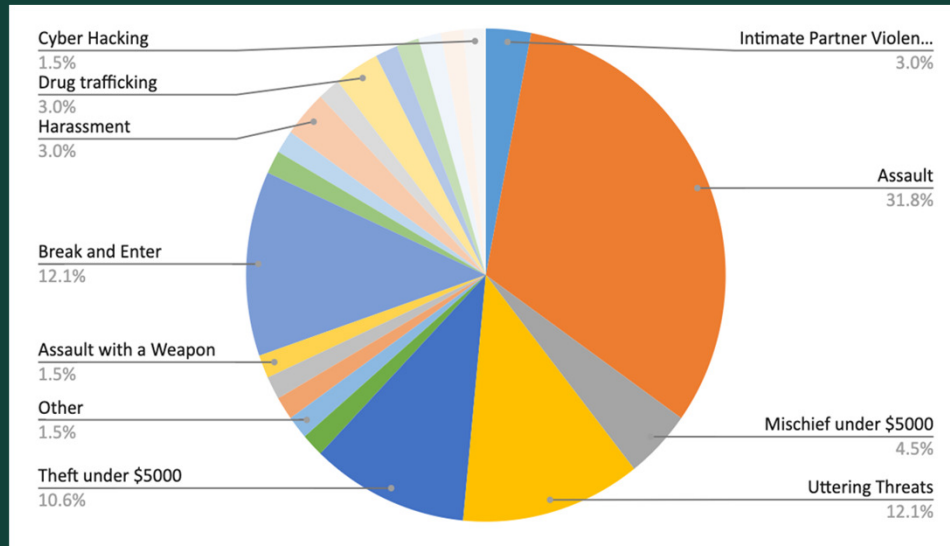


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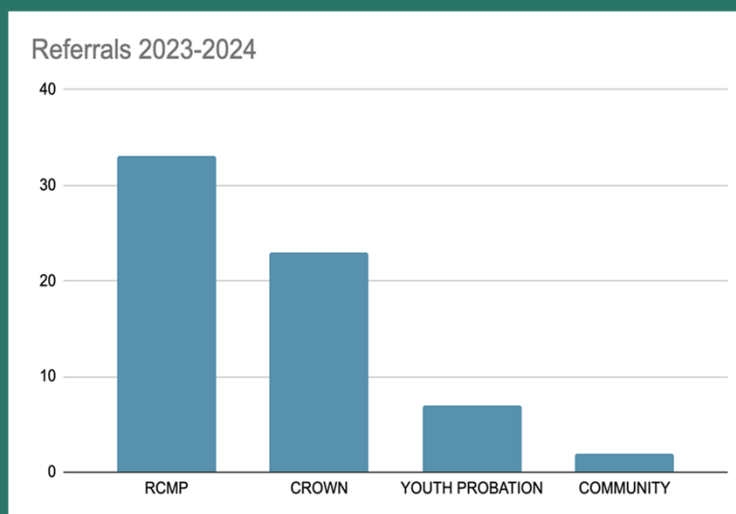
Offences Referred to Restorative Justice



3

3

Referrals for 2023-2024



4

4

Impact Study

Before



After



5

Restorative Justice Strengths

- Early intervention for youth
- Increase in public safety
- Victim satisfaction and healing
- Reduced costs for City and community
- Culturally-informed justice
- Tailored processes
- Addressing root causes

6

6

Sample Agreements

Adult:

- Treatment Centre
- Counselling (10 sessions)
- Community Service (50 hrs)
- Apology letter
- Parenting Skills Program
- Employment Program
- Good Faith commitments to family and recovery

Youth:

- Restorative Dialogue
- Youth Mentorship Sessions
- Community Service (4 hrs)
- Referral to Y-STAR Nanaimo
- Managing Anger and Stress educational sessions
- Good Faith commitment to school

REPAIR + PREVENTION + EDUCATION

7

7

Impacts of Low Funding

- Staff Reduction
- Program Break
- Waitlist
- Reduced Complex Files
- Decrease in Referrals
- Low Capacity

8

8

Community Needs

- Operational Capacity
- Complex Files
- School Engagement
- Youth Mentorship Project
- Increased Indigenous Support
- Diversity Advocacy

9

9

Funding Models

Request: That Council invests in the Nanaimo Restorative Justice Program to meet the justice needs of City of Nanaimo citizens

Current Funding: \$50,000

0.7 FTE (25 hours per week) Program Manager

Proposed Funding Model #1: \$85,000

1.0 FTE (35 hours per week) Program Manager

Proposed Funding Model #2: \$100,000

1.0 FTE (35 hours per week) Program Manager

0.3 FTE (10.5 hours per week) Case Worker

Proposed Funding Model #3: \$150,000

1.0 FTE (35 hours per week) Program Manager

0.83 FTE (29 hours per week) Program Manager

10

10

Supporters Include:

- RCMP Nanaimo Detachment
- RCMP Vancouver Island Indigenous Policing Advisory
- BC First Nations Justice Council
- School District 68
- Crown Counsel, Public Prosecution Service of Canada
- Central Vancouver Island Multicultural Society (CVIMS)
- Tsow-Tun Le Lum Society
- Kw'umut Lelum
- Snuneymuxw Justice Committee
- Nanaimo Family Life Association
- Restorative Justice Victoria
- Comox Valley Community Justice Centre

11

11

Letters of Support

The collage displays seven letters of support, each from a different organization. The letters are arranged in two rows. The top row contains five letters, and the bottom row contains two. Each letter is a formal document with a header, body text, and a signature. The organizations represented are:

- BC First Nations Justice Council
- RCMP
- Crown Counsel, Public Prosecution Service of Canada
- Central Vancouver Island Multicultural Society (CVIMS)
- Tsow-Tun Le Lum Society
- Kw'umut Lelum
- Snuneymuxw Justice Committee
- Nanaimo Family Life Association
- Restorative Justice Victoria
- Comox Valley Community Justice Centre

Inspector Eric Rochette
Operations Officer RCMP

Sgt Michael Carey
Indigenous Policing Advisor RCMP

Kirstin Funke Robinson
Director of Instruction, Learning and Inclusion (SD68)

Chantelle Coulson & Gillian Angrove
Crown Counsel, Public Prosecution Service of Canada

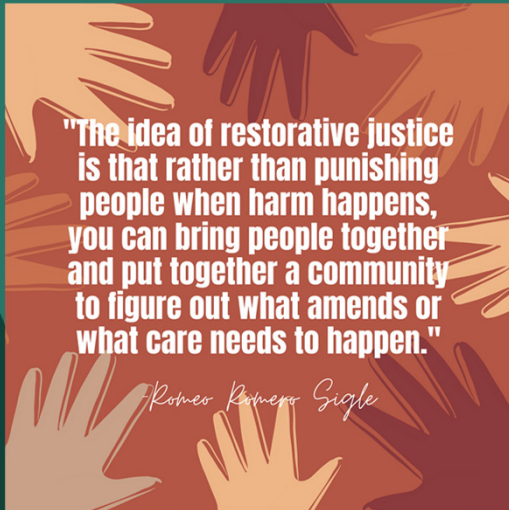
Kirsten Barnes, B.A., B.Ed., J.D.,
Clinical Legal Director BC First Nations Justice Council

Mikaela Torres
Executive Director, CVIMS

Rob Graves, Staff Sergeant
Plain Clothes Commander, RCMP

12

Questions & Comments



Kluane Buser-Rivet
Restorative Justice Program Manager

kluane.br@connective.ca
(250) 668-5759



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APPENDIX

Letters of Support 1-7



Security Classification/Designation
Non-sensitive

RCMP Nanaimo
303 Pridoux Street
Nanaimo, BC
V9R 2N3

Your File

Kluane Buser-Rivet
Program Manager
Restorative Justice
Nanaimo, BC

Our File

October 2, 2024

To whom it may concern

Nanaimo Restorative Justice Program
Funding Request

The Nanaimo RCMP acknowledges the importance of supporting a strong Restorative Justice Program. We recognize the significant contributions made by the program over the years.

Nanaimo Restorative Justice Program has provided restorative justice programming here for over 25 years. It plays a valuable role in the community, providing a constructive alternatives to court based processes for those who have been harmed by incidents as well as those who are accountable for the harm. Their agency referrals for almost all types of offences and even prolific offenders can be referred if appropriate.

The Nanaimo Restorative Justice Program works closely with the Nanaimo RCMP detachment through our liaison officer, Cpl. Jana ROSE and with the officers who make referrals to their restorative justice program. Joint referrals by the RCMP and school administrators are an important part of their caseload.

We would like to see funding for the program increased to support their efforts in creating a safer community.

Sincerely,

A handwritten signature in blue ink, reading "Eric Rochette".

Inspector Eric ROCHETTE
Operations Officer
Nanaimo RCMP Detachment

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Canada

CONNECTIVE

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**NANAIMO LADYSMITH
PUBLIC SCHOOLS**

September 24, 2024

City of Nanaimo
455 Wallace Street
Nanaimo, BC
V9R 5J6

Dear City of Nanaimo Council Members,

I am writing on behalf on Nanaimo Ladysmith Public Schools to express our strong support for the increased funding of Restorative Justice initiatives through Connective Society. Within our schools, we have witnessed firsthand the positive impact that restorative practices can have on our youth, families, and the broader community.

Restorative Justice is an approach that emphasizes healing and understanding rather than punishment. It creates opportunities for students to engage in dialogue, reflect on their actions, and take responsibility in a supportive environment. By focusing on restoration rather than retribution, we can foster a culture of empathy and accountability, helping students develop essential life skills that will benefit them long after they leave school.

Connective Society has a proven track record of successfully implementing restorative practices in our schools. Their trained facilitators provide invaluable support to our staff, helping to mediate conflicts and promote healthier relationships among students. This approach not only addresses the immediate issues at hand but also cultivates a more positive school climate, leading to decreased incidents of bullying and improved academic performance.

Furthermore, funding for these initiatives aligns with the City of Nanaimo's commitment to fostering safe and inclusive communities, which we are also engaged with through both the Youth Resiliency Strategy and the Nanaimo Acute Response Team. By investing in Restorative Justice supports through Connective Society, we are further growing critical community partnerships, and investing in the future of our youth and the overall well-being of our community. It is an opportunity to build resilience, promote understanding, and ultimately reduce the cycle of conflict and harm.

I urge the City of Nanaimo to consider the profound benefits of supporting Restorative Justice initiatives through Connective Society. Together, we can create a more compassionate and just community for all.

Thank you for your consideration.

Sincerely,
Kirstin Funke Robinson
Kirstin Funke Robinson
Director of Instruction, Learning and Inclusion
Department of Learning Services, Nanaimo Ladysmith Public Schools

395 Waterish Avenue, Nanaimo, BC V9R 3K6 | Phone 250 741 5335 | Fax 250 741 5334 | info@clsb.bc.ca | www.cslb.bc.ca

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**Royal Canadian
Mounted Police**

**Gendarmerie royale
du Canada**

Security Classification
Classification/Classification

Your File - Votre référence

Our File - Notre référence

July 10, 2024

To Whom It May Concern:

Re: Nanaimo Connective Society – Restorative Justice Program

The Nanaimo RCMP Detachment fully endorses the Nanaimo Connective Society as the successful coordinator of the Nanaimo Restorative Justice Program. The Nanaimo RCMP Detachment supports the funding proposal by Connective to continue to provide restorative responses and quality supports to victims of crime, the offenders, and the community.

The Nanaimo Connective Society has been an excellent resource to the Nanaimo RCMP for the past three years and many years prior while under the former name of the Nanaimo Region John Howard Society. The Nanaimo RCMP have referred many files over the years ranging in complexity. Many schools and corporations in the community have also seen the successes for both holding the offender accountable and allowing the victim of the crime to be heard and gaining the support that is needed.

The Nanaimo RCMP has observed the struggle Connective has had this past year and is hopeful the program will gain the support and resources which is required to improve access to justice and services for all victims of crime, through Restorative Justice as well as an early intervention/crime prevention strategy to offenders.

The Restorative Justice Program has been recognized nationally and internationally for its value as a best practice. The continuance of the partnership between the Nanaimo RCMP and Connective Nanaimo will enhance our efforts in maintaining a safe and healthy community.

Regards,

Rob Graves, Staff Sergeant
Plain Clothes Commander
Nanaimo RCMP Detachment

Canada

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BC FIRST NATIONS
JUSTICE COUNCIL

August 9, 2024

Victims Fund Manager
Programs Branch
Department of Justice
284 Wellington Street, 6th Floor
Ottawa, Ontario
K1A 0H6

To whom it may concern:

Re: Connective Restorative Justice Nanaimo application to the Victim's Fund

I write in support of Connective's application for the Victims Fund. Based on my experience with BCFNJC and my knowledge of the challenges that Indigenous people are navigating, I can confirm that this proposal helps to address an important need in communities in BC.

The BC First Nations Justice Council is an Indigenous-led organization that gets its mandate from the 204 First Nations in BC. We are advancing the First Nations Justice Strategy, working through our Indigenous Justice Centres to improve the experiences of Indigenous people in the colonial justice system while at the same time working with First Nations' leadership to transform justice and support the assertion of sovereignty over law. This work includes providing legal representation for people facing criminal and child protection matters, writing Gladue reports, as well as transformation of Community Justice, Diversion and Policing systems. BCFNJC's Indigenous Justice Centres, located in communities across the province, are places where people can access information, culturally relevant supports, representation and referrals on justice issues. IJC's also support communities and individuals to access ancillary justice services and make active, warm referrals to other service providers to help with other areas of law. Our IJC's depend on strong relationships with programs like Connective's Restorative Justice Program.

In our work we continue to see the need for more programming designed to meet the specific needs of Indigenous individuals, families and communities affected by historic and current colonial systems. These needs are particularly critical and complex for Indigenous women, girls and 2SLGBTQI+ people. Restorative Justice services like those offered by Connective are an important part of creating a range of services and supports to address the impacts of systemic racism and colonialism. Connective is a specific example of the kind of services and supports that are needed in communities across the province.

BCFNJC staff look forward to collaboration with the Connective through the Victim's Fund to strengthen the network of people working together to provide services to Indigenous peoples and to support self-determination over justice at the individual and the community level.

BC First Nations Justice Council
303-1979 Old Okanagan Hwy, Westbank, BC V4T 3A4 Office: 778-940-1520
bcfnjc.com

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Royal Canadian Mounted Police
Gendarmerie royale du Canada

Sgt Michael Carey
Indigenous Policing Advisory
Island District RCMP
2881 Nanaimo St, Victoria, B.C.

2024-10-04

Nanaimo City Council

Restorative Justice Program Funding

This letter is in support of Connective Support Society's request for an increase in financial funding for the Restorative Justice Program. As the RCMP Indigenous Policing Services Advisory for Vancouver Island and a former Nanaimo RCMP Indigenous Policing member, I have direct experience in the highly valuable contributions and impact of this program with both the Shuneymumux and Shaw-naw-as First Nation communities. Restorative justice reduces the recidivism rates of offenders, and provides a culturally-appropriate, meaningful, and holistic outcome for the families and community impacted by crime. This results in creating a healthier and safer Nanaimo community which additional funding would further support.

Please accept this letter of support to increase restorative justice funding and if you wish to discuss this further, please don't hesitate to contact me directly.

Thank you


Sgt Michael Carey
Indigenous Policing Services
Island District RCMP
(250) 300-6172

Security Classification/Designation
Non-sensitive

Your File

Our File

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CONNECTIVE

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DATE OF MEETING October 16, 2024

AUTHORED BY CHRIS SHOLBERG, COMMUNITY/HERITAGE PLANNER

SUBJECT NEIGHBOURHOOD ASSOCIATION GRANT PROGRAM

OVERVIEW

Purpose of Report

To present recommended changes to the Neighbourhood Association Grant program, including streamlining the process and increasing the annual program budget to ensure funding aligns with anticipated needs.

Recommendation

That the Finance and Audit Committee recommend that Council:

1. add a decision point for Council consideration to the 2025 budget deliberations to increase the annual neighbourhood association grant program budget from \$10,000 to \$20,000 starting in 2025;
2. allow annual grant totals to exceed \$1,000 per neighbourhood association; and,
3. delegate annual grant approvals to the Director of Planning and Development for recognized neighbourhood associations when grant criteria is respected.

BACKGROUND

City Plan encourages supporting neighbourhood associations, and at its regular meeting held 2022-DEC-19, Council endorsed the creation of a Neighbourhood Association Grant Program with an annual program budget of \$10,000. At the 2023-DEC-18 meeting, Council approved \$10,755 to be allocated to the neighbourhood association grant program to allow several associations to receive the full \$1,000 for 2024. The purpose of the grant program is to provide funds that will assist with strengthening the organizational capacity of neighbourhood associations, increasing the frequency of community events, and building community identity and cohesion.

Recognized neighbourhood associations may use grant funds to cover costs related to operational needs (such as liability insurance, printing, online meeting platforms, organizational software, website development), and/or community events (such as space rental, equipment rental, food, supplies, and entertainment). The grant funds must be spent prior to the end of the year, and a brief, itemized report outlining how the money was spent (with copies of associated receipts/invoices) is required to be submitted to the City of Nanaimo. Applications for new funding will not be considered without receipt of a report outlining how previous funding was spent.

DISCUSSION

Given the growing popularity of the Neighbourhood Association Grant program, Staff are recommending updates to streamline the process and to increase the annual program budget.

Staff recommend an increase to the annual program budget from \$10,000 to \$20,000 to ensure funding aligns with anticipated needs starting in 2025. In 2023, nine neighbourhood associations received grant funding totaling \$8,662.47, and in 2024, eleven neighbourhood associations received grant funding totaling \$10,755. Currently there are 16 recognized neighbourhood associations in Nanaimo. Two new neighbourhood associations have formed since December 2022, and there is growing interest for more neighbourhood associations.

In 2023 and 2024, the maximum amount distributed to a neighbourhood association was \$1,000 annually. A 2024 priority request from the Departure Bay Neighbourhood Association is to:

“Increase the neighbourhood association grant program individual grant totals beyond \$1,000.00 per association and explore opportunities to extend City insurance to neighbourhood associations and their events to reduce those costs to grant expenditures.”

By increasing the total program budget to \$20,000, the amount distributed annually to each recognized neighbourhood association can be increased. The intent of the neighbourhood association grant is to cover expenses such as event insurance.

In addition, Staff recommend streamlining the neighbourhood association grant process by delegating approval to the Director of Planning and Development. Currently, the process is to obtain Council approval with a Staff report at the December Finance and Audit Committee meeting each year. With the proposed new approach, the neighbourhood association would still submit a grant application, each grant application would still be evaluated by Staff to ensure compliance with the grant criteria, however, an annual report to Council would not be required.

To date, the neighbourhood association grant funds have been used for costs related to flyer and newsletter printing, meeting/event room rentals, outreach equipment rental/purchase (e.g. tents, banners, tables), food and refreshments, Zoom licence accounts, website administration, social media fees, liability insurance, postage, audio/video equipment rental/purchase, administrative costs, and event materials. A number of the associations thanked the City for grant funding provided in 2023, noting that this funding was instrumental in allowing them to grow their capacity as organizations and to deliver events and outreach to their neighbourhoods that would not have been possible without the funding.

OPTIONS

1. That the Finance and Audit Committee recommend that Council:

1. add a decision point for Council consideration to the 2025 budget deliberations to increase the annual neighbourhood association grant program budget from \$10,000 to \$20,000 starting in 2025;
 2. allow annual grant totals to exceed \$1,000 per neighbourhood association; and,
 3. delegate annual grant approvals to the Director of Planning and Development for recognized neighbourhood associations when grant criteria is respected.
- Advantages: This option will streamline the process, achieve a neighbourhood association priority request, and ensure sufficient funding capacity to meet anticipated future neighbourhood association grant needs (starting in 2025).

- Financial Implications: Funding for the grant program increase will be from property taxation.
2. That the Finance and Audit Committee recommend no changes to the Neighbourhood Association Grant program.
- Advantages: No change required to the existing grant program budget and process.
 - Disadvantages: If the total 2025 grant program budget is \$10,000, and if all 16 recognized neighbourhood associations apply for a grant, each neighbourhood association would only receive \$625 in 2025. In 2023 and 2024 they were eligible to receive \$1,000 annually.
 - Financial Implications: None identified. |

SUMMARY POINTS

- The purpose of the neighbourhood association grant program is to assist recognized neighbourhood associations with costs for operational needs and community events.
- Staff recommend that the total annual budget for the grant program be increased from \$10,000 to \$20,000 to ensure funding capacity aligns with projected needs over the coming years.
- A 2024 priority request from the Departure Bay Neighbourhood Association is to increase the annual amount allocated to each neighbourhood association.
- Staff recommend delegating annual neighbourhood association grant approvals to the Director of Planning and Development for recognized neighbourhood associations when grant criteria is respected.

ATTACHMENTS:

ATTACHMENT A – Guidelines and Criteria

Submitted by:

Lisa Brinkman
Manager, Community Planning |

Concurrence by:

Wendy Fulla
Director, Finance

Jeremy Holm
Director, Planning & Development |

ATTACHMENT A



City of Nanaimo Neighbourhood Association Grant Program 2024 Guidelines & Criteria

2024 Deadline:

Tuesday, November 14, 2023 at 12 pm

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

Purpose

The purpose of the Neighbourhood Association Grant Program is to assist recognized neighbourhood associations with costs for operational needs and community events. Recognized neighbourhood associations are those that maintain the required organizational criteria as specified in the City's Neighbourhood Association Supports Policy.

Eligibility Criteria

In order to be eligible for funds, an applicant must be a recognized neighbourhood association and located within the boundaries of the City of Nanaimo. Neighbourhood associations may not be eligible for Neighbourhood Grant funding if they have received other funding assistance through the City of Nanaimo within the same grant year period.

Annual Program Funding

The total amount of program funding available for 2024 is \$10,000.

Maximum Grant Amounts

Eligible neighbourhood associations may apply for grants up to a maximum of \$1,000 per year.

City Plan

The policies in City Plan encourage supporting existing and new neighbourhood associations. The Neighbourhood Association Grant Program is intended to:

- Strengthen the organizational capacity of existing and newly created neighbourhood associations.
- Increase the frequency of community events in neighbourhoods to help build community identity and cohesion.

Eligible Expenses

Grant funding may be used to cover costs related to a neighbourhood association's operational needs (such as liability insurance, printing, online meeting platforms, organizational software, website development), and/or community events (such as space rental, equipment rental, food, supplies and entertainment).

Grant Review Process

Applications outlining how grant funding will be used by a neighbourhood association will be received and reviewed by the City's Community Planning Section and Finance Department, and recommendations will be forwarded to the Finance and Audit Committee and then to Nanaimo City Council for approval.

Once disbursed, funding must be spent prior to the end of the year and a brief, itemized report provided outlining how the money was spent (with copies of associated receipts/invoices). Applications for new funding will not be considered without receipt of a report outlining how previous funding was spent.

DATE OF MEETING | OCTOBER 16, 2024 |

AUTHORED BY | LAURA MERCER, GENERAL MANAGER, CORPORATE SERVICES |

SUBJECT TOURISM NANAIMO FUNDING REQUEST

OVERVIEW

Purpose of Report

To provide the Finance and Audit Committee with information relating to the 2024 funding of a new Tourism Nanaimo Staff position. |

Recommendation

That the Committee recommend that Council provide Tourism Nanaimo with an additional \$29,000 in grant funding for 2024 only to fund a new Sport Tourism Coordinator position.

BACKGROUND

Tourism Nanaimo is a multi-stakeholder, not-for-profit society with a membership and board of Directors that are representative of all key groups in Nanaimo's tourism industry. Tourism Nanaimo is the primary tourism agency in Nanaimo, recognized by the City, Destination BC, Destination Canada, tourism operators and stakeholders as the community's Destination Marketing and Management Organization (DMO).

In July 2024, the Province renewed the Municipal Regional District Tax (MRDT) program with the City of Nanaimo for another five (5) years. With this renewal, the City changed administrators to Tourism Nanaimo. Previously the administrator had been the Nanaimo Hospitality Association (NHA). In the City's view, Tourism Nanaimo, as the DMO, should be responsible for administering all General MRDT revenues.

In the past Tourism Nanaimo received a negotiated portion of the General MRDT revenues each year from the NHA to support destination sales and marketing initiatives. As the administrator they will now receive all of the general MRDT funds and will be responsible for achieving all of the goals set out in the MRDT's Five-Year Strategic Business Plan that was submitted to and approved by the Province.

Sports Tourism has been a focus of the City and in the use of the MRDT funds. Included in the MRDT 2025-2029 Five-Year Strategic Business Plan, Sports Tourism in Nanaimo is listed under Strategic Pillar #1 Build Out the Real Nanaimo. The Goal of "Transforming Nanaimo into a leading accessible Tourism destination and a premier hub for sports tourism by 2030" is specifically listed in the plan. As Tourism Nanaimo will be the administrator of this Plan, they will be responsible for bringing this to fruition.

Currently there are seven (7) Staff positions within Tourism Nanaimo.

- Executive Director
- Marketing Director
- Social Media Manager
- Business Development Manager
- Operations Officer
- Visitor Services (2)

DISCUSSION

At the regular council meeting on 2022-APR-25, Council granted in-principle approval for the Sport Tourism Strategy, marking a pivotal moment in its advancement. A critical and immediate step in driving this strategy forward is the creation and hiring of a Sport and Event Coordinator. This position is essential for attracting larger sporting events to Nanaimo and fostering stronger collaboration between local sports organizations, City staff, and key departments. The coordinator will be tasked with executing key strategic recommendations, including:

- Developing a "Sport Tourism Event Playbook" for bid responses
- Creating a marketing strategy aligned with event targets
- Compiling a Sport Tourism Event Catalogue (both print and online)
- Identifying essential sport and event requirements
- Designing a "Sport Tourism Product Development" program

These efforts, along with a comprehensive inventory of city infrastructure and future improvement plans, will ensure that accurate, up-to-date information is available for event bids, avoiding scheduling conflicts with planned maintenance.

Additionally, the role involves building a robust database of local clubs, contacts, and events to identify upcoming provincial and national opportunities for Nanaimo. These foundational tasks require urgent attention to position Tourism Nanaimo, in partnership with the City, to capitalize on future sports business and event opportunities once the 55+ Games conclude.

The Sport Tourism Strategy is also fully aligned with the City Plan / Integrated Action Plan #96 – A Healthy Nanaimo, prioritizing the implementation of sport tourism initiatives. This role is not only necessary but vital to Nanaimo's success in the competitive world of sport tourism. Currently Tourism Nanaimo does not have funding available to add this position until 2025. |

FINANCIAL CONSIDERATIONS

The estimated cost of adding this position in 2024 is approximately \$29,000. Tourism Nanaimo falls under the Corporate and Business Development department and it is anticipated that there will be surplus funds in this section to cover an additional cost.

Wages & Benefits	\$ 27,000
One-time Expenses	<u>\$ 2,000</u>

Total Estimated cost	<u>\$ 29,000</u>
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OPTIONS

1. That the Finance and Audit Committee recommend that Council provide the Tourism Nanaimo with an additional \$29,000 in grant funding for 2024 only to fund a new Sport Tourism Coordinator position.
 - The advantages of this option: Tourism Nanaimo will have an opportunity to get a head start on working towards the Five-Year Strategic Business Plan initiatives.
 - The disadvantages of this option: Any surplus from staff vacancies in the Corporate and Business Development section will not be available to fund other initiatives.
 - Financial Implications: Funding can be found from surplus in the Corporate and Business Development department due to staff vacancies.
2. That the Finance and Audit Committee recommend that Council deny the request for additional 2024 funding to Tourism Nanaimo for a new Sport and Event Coordinator position.
 - The advantages of this option: No additional funding will be needed.
 - The disadvantages of this option: Tourism Nanaimo will miss an opportunity to get a head start on working towards the Five-Year Strategic Business Plan initiatives.
 - Financial Implications: Any surplus from staff vacancies in the Corporate and Business Development section will be allocated to reserves at year end.
3. That the Finance and Audit Committee recommend that Council provide alternative direction.

SUMMARY POINTS

- Effective 2025-JAN-01, Tourism Nanaimo will be the administrator of the Municipal Regional District Tax program.
- Sports Tourism is sited as a key Goal in the MRDT 2025-2029 Five-Year Strategic Business Plan.
- As Tourism Nanaimo will be the administrator of the MRDT program effective 2025-JAN-01, they will need a staff person to achieve this goal.
- To get a head start on filling the position, Tourism Nanaimo is asking for additional funding in 2024.

Submitted by:

Laura Mercer
General Manager, Corporate Services

Concurrence by:

Wendy Fulla
Director, Finance

Darcie Osborne
Director, Recreation and Culture

Richard Harding
General Manager, Community Services

DATE OF MEETING OCTOBER 16, 2024

AUTHORED BY COLIN DAL-SANTO, PROJECT ACCOUNTANT

SUBJECT QUARTERLY BUDGET TRANSFER REPORT

OVERVIEW

Purpose of Report:

To advise the Finance and Audit Committee of any budget transfers requiring disclosure for the period 2024-JUL-01 to 2024-SEPT-30.

BACKGROUND

The City's budget transfer policy requires disclosure of budget transfers that result in a new project over \$75,000 and at the discretion of the Director, Finance disclosure of budget transfers over \$100,000 or budget transfers that result in the delay or cancellation of a project.

This report covers Q3 of 2024. |

DISCUSSION

Beban Park Tennis Courts

The Beban Park Tennis court resurfacing project was cancelled in order to allow for more play time on the courts in their present configuration alongside the new pickleball courts that will be opening there in October. The courts are presently lined as three dedicated tennis courts, two dedicated pickleball courts and two multi use tennis/pickleball courts. A resurfacing project could reconfigure this. A small survey was conducted in advance of the planned resurfacing to gauge the needs of the Beban Park court user community. The results were not conclusive and fairly polarised. It was decided to cancel the project and bring it back in the future once staff have been able to determine what the true demand is and therefor to be able to bring forth a resurfacing project that more accurately represents the needs of the community. The funds will be used to renew the closed Beaufort courts which are planned to be reopened this fall/winter as youth focused courts. Fund were also used to purchase a drinking fountain at the new Pickleball courts.

Traffic Signal Accessibility Improvement

This project was for accessibility enhancements at the intersection of Uplands and Turner that were partially completed. Estimates for the remainder of the work came in substantially higher than expected and it was discovered that the signal hardware was approaching end of life and would need a large-scale upgrade in the near future. Based on this information it was concluded it would be best to cancel the remaining work and incorporate it into the larger overall intersection re-build in the future. This larger project is now envisioned to be in the 2025-2034 Project Plan.

Fleet Unit #246

Fleet unit #246 (GMC Canyon) was determined not to be required anymore for staff. The replacement of this fleet unit was cancelled and the funds were used to cover overages on other fleet replacement vehicles.

Victoria Road Sinkhole Repairs

In the Q1 and Q2 budget transfer report it was noted that additional funds would be required to complete the Victoria Road Sinkhole project; however, the figure was unknown at the time. With the project now complete, a final budget transfer of \$92,109 was done to cover the last costs. This brings the total budget to \$322,109 for the assessment and repairs for the Victoria Road Sinkhole. |

FINANCIAL CONSIDERATIONS

The additional funding for the above projects was funded by reallocating resources within the approved 2024-2028 Financial Plan. |

SUMMARY POINTS

- Budget transfer funding was found within the approved 2024 budget.

Submitted by:

Colin Dal-Santo
Project Accountant |

Concurrence by:

Bill Sims
General Manager, Engineering & Public Works

Charlotte Davis
A/Director, Facility & Parks Operations

Richard Harding
General Manager Community Services & Deputy CAO

Wendy Fulla
Director, Finance

Laura Mercer
General Manager, Corporate Services |

DATE OF MEETING OCTOBER 16, 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-JUL-01 to 2024-SEP-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 fourteen (14) Single and Sole Source purchases in CAD for \$572,941.62 plus one (1) Single Source purchase in USD for \$42,728.00 subject to Procurement Policy (COU209) reporting for a total amount of \$615,669.62 including PST for the period ending 2024-SEP-30.
- The City undertook four (4) purchases in excess of \$250,000 subject to Procurement Policy (COU-209) reporting for a total amount of \$6,848,245.08 including PST for the period ending 2024-SEP-30.
- The City undertook two (2) Instances of Exceptions to Trade Agreements subject to Procurement Policy (COU-209) reporting for a total amount of \$119,916.64 for the period ending 2024-SEP-30.
- The City's Procurement Policy requires Staff to provide this information to Council on a quarterly basis.

ATTACHMENTS

Attachment A1 – Sole Source and Single Source Purchases >\$25,000<=\$250,000
Attachment A2 – 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

Laura Mercer
General Manager Corporate Services

Richard Harding
General Manager, Community Services /
Deputy Chief Administrative Officer

Bill Sims
General Manager, Engineering & Public
Works

Tim Doyle
Fire Chief, Nanaimo Fire Rescue

Jeremy Holm
Director, Planning & Development

Kerry Ing
Director, IT/CIO

Dave LaBerge
Director, Public Safety

Poul Rosen
Director, Engineering

John Elliot
Director, Public Works

Mike Bryson
A/Director, Facility & Parks Operations

Dale Lindsay
Chief Administration Officer

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Reason/Comment
3775	Planning & Development - Development Engineering. & Environmental Protection	BC Conservation Foundation	Delivery of the WildSafe BC program to the Nanaimo community for 2024.	\$32,500.00	Where there is an absence of competition and no acceptable alternative or substitute exists.
3781	Parks, Recreation and Culture - Community Services	Ross Rivers Enterprises Ltd.	Top Dressing, Floating, Aeration Services.	\$30,065.43	One with which staff have specialized training and/or expertise.
3788	Engineering & Public Works - Water Resources	Telus Communications Inc.	Duct Rerouting on Venuti Way and Black Diamond.	\$32,000.00	Where it can be demonstrated the product or service is available only through one authorized manufacturer, distributor, dealer, or service provider.
3782	Engineering & Public Works - Engineering Projects	Telus Communications Inc.	Network Civil Works at 2254 Northfield Road.	\$36,500.00	Where it can be demonstrated the product or service is available only through one authorized manufacturer, distributor, dealer, or service provider.
3787	Engineering & Public Works - Utilities	WACHS Canada Ltd.	Supply and deliver one (1) 416 Diamond Wire Hydraulic Guillotin for 4" to 16" Pipe.	\$25,371.41	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
3766	Community Services - Nanaimo Fire Rescue	Thinkspace Architecture Planning Interior Design Ltd.	Perform architectural services for the Fire Station renovations at Stations 2, 3, 4 and the training portable to accommodate the addition of 20 staff in January 2025.	\$37,700.00	One with which staff have specialized training and/or expertise.
3584	Engineering & Public Works - Engineering Design	Kerr Wood Leidal Associated Ltd.	Stormwater Development Cost Charges (DCC) Analysis.	\$49,964.00	One with which staff have specialized training and/or expertise. Where there is demonstrated value to continue consultant services into the next project phase.
3790	Engineering & Public Works - Engineering Design	Brian Mills and Associates	Woodgrove Area Assessment Transit Advisory Services.	\$60,000.00	One with which staff have specialized training and/or expertise.
3779	Parks, Recreation & Culture - Facility & Parks Operations	The Tula Project Inc.	Develop Accessible Wayfinding Signage Guideline for Westwood Lake Park.	\$25,000.00	To ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative.
3765	Community Services - Social Planning	Coastal Invasive Species Committee	Continuation of the City's Invasive Plant Management multi-year program.	\$42,847.20	One with which staff have specialized training and/or expertise.

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Reason/Comment
2447	Planning & Development	WSP Canada Inc	Development of Geotechnical Guidelines for the City.	\$17,228.05 (previously reported \$32,927.35)	One of which staff have specialized training and/or extensive experience. Where there is demonstrated value to continue consultant services into the new project phase.
1122	Corporate Services - Information Technology	CentralSquare Canada Software	Tempest Software 2025 annual support and maintenance for Revenue Systems Management.	\$123,305.59	To maintain specialized products by the manufacturer or representative.
1864	Community Services - Nanaimo Fire Rescue	CentralSquare Canada Software	FDM Software 2025 annual service agreement renewal for the Fire Services records management program.	\$14,384.94	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.
3827	Planning & Development - Community Planning	CitySpaces Consulting Ltd.	Completed the 2023 Housing Report which allows the consultant to continue the work due to familiarity of the scope of services.	\$46,075.00	One with which staff have specialize training and/or expertise.

= \$572,941.62

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Reason/Comment
3753	Community Services, Parks Recreation and Culture	A&T Europe S.P.A.	Supply and deliver starting block replacement parts for Nanaimo Aquatic Centre.	\$42,728.00 USD	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)	Comment
3687-C1605	Engineering & Public Works - Engineering Projects	Knappett Industries (2006) Ltd.	Townsite Area Utility Upgrades Phase 1	\$5,715,333.00	Five compliant submissions were received.
3668	Engineering & Public Works - Roads & Traffic	Daeco Installations Ltd.	Traffic Signals – Major Upgrades	\$349,480.08	Two compliant submissions were received.
3636-C1660	Community Services - Parks, Recreation & Culture	Kohlar Enterprises Ltd.	Beban Park Pickleball Design Build	\$489,232.00	Three compliant submissions were received.
3674-C1657	Engineering & Public Works - Facility Asset Planning on behalf of Parks	G&G Roofing Ltd.	Nanaimo Aquatic Center - Rear Mechanical Roof Parapet Repairs	\$294,200.00	One compliant submission received.

= \$6,848,245.08

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Reason/Comment
2406	Community Services - Parks, Recreation and Culture	Read Jones Christoffersen Ltd.	Nanaimo Aquatic Center Parapet Rebuild Consulting Engineering Services	\$38,416.64 (\$102,900.00 previously reported)	Continuation of services not anticipated at the initial award.
2498	Corporate Services - Information Technology	MC Squared System Design Group, Inc.	Audio Visual system design and contract administration services for Vancouver Island Conference Centre.	\$81,500.00	Scope of the project grew beyond initial expectations.

= \$119,916.64

DATE OF MEETING OCTOBER 16, 2024

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

SUBJECT CONSIDERATION OF OTHER GRANTS – SEPTEMBER 2024 INTAKE

OVERVIEW

Purpose of Report

To present the applications received for the September 2024 intake of the Other Grants program for consideration at the Finance and Audit Committee.

Recommendation

That the Finance and Audit Committee recommend that Council:

1. Award an Other Grant under the Capital Projects category for \$4,000 to the Nanaimo Lodge No. 1052 – Loyal Order of Moose for the replacement of the HVAC system at 1359 Cranberry Avenue.
2. Deny an Other Grant to Vancouver Island University to support the upcoming Vancouver Island Leadership Conference, but direct Staff to provide information to Vancouver Island University with regard to other potential event funding sources.

BACKGROUND

At the 2024-JUL-08 Council meeting Council adopted a new Security Checks and Other Grants policy. Other Grants are available to recognize the significant value that volunteers, volunteer groups and non-profit organizations contribute to the community.

Other Grants is a broad category that encompasses all types of Community services that are provided by *Non-Profit Organizations*. The different types of funding include, but are not limited to:

- Educational funding
- In-kind funding for facility rentals
- Capital grants up to the funding maximum of \$5,000
- Community event funding
- Emergency funding

Under the new policy the City offers two (2) annual intakes, with deadlines of May 15 and September 15 each year. The second intake is only open if there is available budget remaining after the first intake.

The criteria for awarding an Other Grant includes:

- Organization must provide non-profit services that provide a benefit to the residents of the City
- Non-profit services must be complementary to the services provided by the City of Nanaimo
- Applicant must be a non-profit or registered charity
- Large number of volunteers
- Sound financial and administrative management
- Accessible to a large portion of the community

A copy of the Security Checks and Other Grants policy is attached to this report as ATTACHMENT A. |

DISCUSSION

Two (2) applications for Other Grants have been received by the second intake deadline. Each application is discussed below.

NANAIMO LODGE NO. 1052 – LOYAL ORDER OF MOOSE – ATTACHMENT B

The Nanaimo Lodge No. 1052 – Loyal Order of Moose (Moose Lodge) is committed to providing outreach programs for seniors and youth and fostering organizations in need. The operations of the Moose Lodge include running the community hall that is open six days a week, providing a senior citizens lunch program, hosting children's special events, and providing sponsorships for local charities through their donation program.

The Moose Hall has applied for a Capital Grant of \$5,000 to assist with the purchase of a new HVAC system that will be more energy efficient, resulting in lower green house gas emissions and the reduction of natural gas and electricity costs for future operation. The new system would replace the current failing system at 1359 Cranberry Avenue, where the Moose Lodge operates. The City of Nanaimo currently supports the Moose Lodge through an annual Permissive Tax Exemption for the above-mentioned property.

It is staff's interpretation that this request is eligible for consideration under the Other Grants policy because the Moose Lodge meets all of the eligibility requirements as an organization, and the purchase of a new HVAC system is a capital purchase.

VANCOUVER ISLAND UNIVERSITY – ATTACHMENT C

Vancouver Island University (VIU) is a public university that offers a wide range of undergraduate and graduate programs. Their mission is to provide accessible education and foster personal and professional growth among our diverse student population.

VIU, through the Student Engagement department, has submitted an Other Grant request for \$2,500 to help support the Vancouver Island Leadership Conference. The (VILC) hosts post-secondary students from across British Columbia for an event that includes keynote speakers and strength-building workshops to inspire future leaders.

It is staff's interpretation that this request does not meet the Other Grant policy guidelines because it does not primarily benefit the Nanaimo community and its residents, and the intention is to provide a benefit to students from across BC. For this reason, staff's recommendation is that funding is not awarded to for this event through the Other Grants

program. However, because the event could generate other types of social and economic benefits, staff could provide information for other potential event funding sources that could potentially include organizations like the Nanaimo Hospitality Association or Tourism Nanaimo.

FINANCIAL CONSIDERATIONS:

The Other Grants program had a budget of \$7,000 for 2024. Of this, approximately \$3,000 has been expended on in-kind facility rentals for Volunteer Nanaimo and the Nanaimo Science & Sustainability Society. There is \$4,000 of budget remaining for 2024, which can be utilized for the September 15 intake.

OPTIONS

1. That the Finance and Audit Committee recommend that Council:
 1. Award an Other Grant under the Capital Projects category for \$4,000 to the Nanaimo Lodge No. 1052 – Loyal Order of Moose for the replacement of the HVAC system at 1359 Cranberry Avenue.
 2. Deny an Other Grant to Vancouver Island University to support the upcoming Vancouver Island Leadership Conference, but direct Staff to provide information to Vancouver Island University with regard to other potential event funding sources.
- **Advantages:**
 - The available Other Grants budget of \$4,000 would be fully utilized on applications that meet the Other Grant criteria
 - There are no remaining Other Grant intakes for 2024, so the funding would be fully utilized
 - The amount of funding allocated would not exceed the available budget of \$4,000
- **Disadvantages:**
 - The available Other Grants budget would be fully expended for the year
- **Financial Implications:**
 - The remaining \$4,000 of funding is available and was approved in the 2024-2028 Financial Plan
2. That the Finance and Audit Committee recommend that Council:
 1. Award an Other Grant under the Capital Projects category for \$2,666 to the Nanaimo Lodge No. 1052 – Loyal Order of Moose for the replacement of the HVAC system at 1359 Cranberry Avenue.
 2. Award an Other Grant of \$1,360 to Vancouver Island University to support the upcoming Vancouver Island Leadership Conference.

- **Advantages:**
 - The available Other Grants budget of \$4,000 would be proportionately awarded to the Moose Lodge and VIU based on their respective grant requests, which were \$5,000 and \$2,500, respectively
 - There are no remaining Other Grant intakes for 2024, so the funding would be fully utilized
 - The amount of funding allocated would not exceed the available budget of \$4,000
- **Disadvantages:**
 - Neither grant request would not receive a full allocation of funding based on a proportionate award of funding
- **Financial Implications:**
 - The remaining \$4,000 of funding is available and was approved in the 2024-2028 Financial Plan

3. That the Finance and Audit Committee provide alternative direction. |

SUMMARY POINTS

- The September 15 Intake Period for the Other Grants program has closed
- There is \$4,000 of available budget to be awarded through the Other Grants Program
- Two applications have been received and one application fully meets the Other Grants policy criteria, so \$4,000 of funding has been recommended

ATTACHMENTS:

ATTACHMENT A – Security Checks and Other Grants Policy

ATTACHMENT B – Nanaimo Lodge No. 1052 – Loyal Order of Moose – Grant Application

ATTACHMENT C – Vancouver Island University - Grant Application |

Submitted by:

Jamie Slater
Manager, Financial Services & Special Projects

Concurrence by:

Wendy Fulla
Director, Finance

Laura Mercer
General Manager, Corporate Services



COUNCIL POLICY

RCRS Secondary:	GOV-02	Effective Date:	2024-JUL-08
Policy Number:	COU-244	Amendment Date/s:	
Title:	Security Checks and Other Grants Policy	Repeal Date:	
Department:	Finance	Approval Date:	2024-JUL-08

PURPOSE:

The purpose of this policy is to:

1. Set out the requirements and provide guidance in the evaluation of applications for Security Checks and Other Grants administered by the City of Nanaimo.

DEFINITIONS:

In this Policy, unless the context otherwise requires:

Applicant(s)	means the organization or corporation applying for an exemption.
City	means the City of Nanaimo.
Council	means the Council of the City of Nanaimo.
Finance and Audit Committee	means the Council appointed Finance and Audit Committee of the City of Nanaimo
Finance Department	means the City's Finance Division of the Corporate Services Department.
Non-Profit Organization	means a charitable, philanthropic or other society engaged in not-for-profit activities, which is incorporated under the BC Societies Act, or a Registered Charity that is formally registered with the Canada Revenue Agency.
"Registered Charity	means charitable organization that use their resources for charitable activities; and have charitable purposes that relieve poverty, advance religion, or other purposes that benefit the community and are formally registered with the Canada Revenue Agency.

SCOPE:

Grant funding will be divided into the following categories:

- 1) Security Checks
- 2) Other Grants

Recommendations for grant funding for any applicant will be awarded from these categories in accordance with the guidelines that are outlined in this policy.

YEARLY ALLOCATIONS OF GRANT FUNDING

- 1) The extent of grant funding available is dependent on the discretion of *Council*. The total amount of funding available will be set through the adoption of the Five-Year Financial Plan each year.
- 2) *Council* may allocate funding between the various categories outlined in this policy.

PROCESS AND CRITERIA FOR AWARDING GRANTS

The process for the consideration of funding for each category of grants provided will be as follows:

1) Security Check Grants

Purpose:

Security Check grants are awarded to organizations that must have security checks performed by the RCMP on their employees and/or volunteers and must meet the criteria specified below.

Intakes:

Applications can be received at any time and will be brought forward to a Finance and Audit Committee meeting for consideration when applications are received.

Criteria for Awarding Grants:

- Must provide non-profit services that provide a benefit to the residents of the *City*
- Must provide non-profit services that are complementary to the services provided by the *City*, so that the general operating principles of the municipality as a whole are reflected in the organizations that receive municipal support
- The *Applicant* must be a *Non-Profit Organization* or *Registered Charity*, and must provide a Certificate of Good Standing or other formal documentation that validates the legitimacy of the organization.
 - The intent of this requirement is to ensure that municipal support is not used to further activities of an organization or individual that, if not for its not-for-profit status would otherwise be considered a business.
 - Non-profit organizations conducting retail and/or commercial activity and charging rates or fees at market value are considered to be in competition with for-profit business and will not be eligible for grant funding.

- In addition, the *Applicant* must:
 - Adhere to all City of Nanaimo Bylaws and Policies
 - Not be in arrears with the *City*
 - Have a large volunteer base in terms of number of hours and number of volunteers and have a broad base of support
 - Have sound financial and administrative management
 - Have other sources of financial support that can include Provincial or Federal funding, donations, and other types of fundraising
 - Be accessible to a large portion of the Community
 - Be able to demonstrate financial need

Funding Maximum:

- There is a \$500 per year maximum award to any organization in this funding category.
- *Applicants* can only apply for financial support from this category once per calendar year.

2) Other Grants

Purpose:

Other Grants are available to recognize the significant value that volunteers, volunteer groups and *Non-Profit Organizations* contribute to the spiritual, educational, social, cultural, and physical well-being of the community.

Other Grants is a broad category that encompasses all types of Community services that are provided by *Non-Profit Organizations*. Examples of different types of funding provided could include but is not limited to:

- Educational funding
- In-kind funding for facility rentals
- Capital grants up to the funding maximum of \$5,000
- Community event funding
- Emergency funding

Intakes:

There will be two annual intakes:

First intake:	Deadline of May 15 each year
Second intake:	Deadline of September 15 each year

Applications received by the intake deadline dates will be evaluated by *Finance Department* staff members in accordance with this policy, and a Staff Report with recommendations will be brought forward to the Finance and Audit Committee.

In the event that all of the available funding is expended in the first intake, the second intake will be closed.

Criteria for Awarding Grants:

- Must provide non-profit services that provide a benefit to the residents of the *City*
- Must provide non-profit services that are complementary to the services provided by the *City*, so that the general operating principles of the municipality as a whole are reflected in the organizations that receive municipal support
- The *Applicant* must be a *Non-Profit Organization* or *Registered Charity*, and must provide a Certificate of Good Standing or other formal documentation that validates the legitimacy of the organization.
 - The intent of this requirement is to ensure that municipal support is not used to further activities of an organization or individual that, if not for its not-for-profit status would otherwise be considered a business.
 - Non-profit organizations conducting retail and/or commercial activity and charging rates or fees at market value are considered to be in competition with for-profit business and will not be eligible for grant funding
- In addition, the *Applicant* must:
 - Adhere to all City of Nanaimo Bylaws and Policies
 - Not be in arrears with the *City*
 - Have a large volunteer base in terms of number of hours and number of volunteers and have a broad base of support
 - Have sound financial and administrative management
 - Have other sources of financial support that can include Provincial or Federal funding, donations, and other types of fundraising
 - Be accessible to a large portion of the Community
 - Be able to demonstrate financial need
- The intention of the Other Grants program is not to provide ongoing, annual funding for operating expenses or events for *Non-Profit Organizations*

Funding Limits:

- There is a \$5,000 per year maximum award to any organization in this funding category
- Applicants can only apply for financial support from this category once per calendar year

RELATED DOCUMENTS:

REPEAL or AMENDMENT:

RECEIVED

JUL 02 2024



CITY OF NANAIMO
FINANCE DEPARTMENT
Application

The City of Nanaimo, in cooperation with the Regional District of Nanaimo, maintains an annual program to award civic grant funding to eligible non-profit organizations operating in the City of Nanaimo. There are four kinds of funding provided: Educational, Emergency, Capital grants on a matching basis (max \$5,000) and In-kind facility rental.

APPLICANT INFORMATION

Contact Person: Gary Wicks	Position: Administrator
Mailing Address: 1356 Cranberry Ave	City: Nanaimo Postal Code: V9R 6Z7
Email: nanaimomoose@telus.net	Phone: 2507542853

PROPERTY INFORMATION

Civic Address: 1356 Cranberry Ave	Folio:
Legal Description	Lot: 2 Block: 32 Range:
	Section: 2 Plan: VIP82572 District:

Registered Owner (if different from applicant):

ORGANIZATION INFORMATION

Please complete a separate form for each property.

Organization Name: Moose Lodge 1052	
President Name: Rita Immamorati	Phone: 257542853
Is the Organization Registered under the BC Societies Act?	<input checked="" type="checkbox"/> Yes Registration No.: <input type="checkbox"/> No
Is the Organization a Registered Charity?	<input type="checkbox"/> Yes Registration No.: <input checked="" type="checkbox"/> No
No. of Full-Time Staff: 0	No. of Part-Time Staff: 2
No. of Community Volunteers: 30	No. of Volunteer Hours per year: 5500
No. of Members: 345	Membership Fee: 45.00
No. of People Served last year: 20,000	Projected No. of People served this year: 20,000

Please provide a brief description of the goals and objectives of the organization:

To support our community through outreach programs, fostering local organizations in need, specializing in senior and children programs

What other organizations provide similar programs/services?

City of Nanaimo, Legions, Elks

GRANT REQUEST

Amount of Grant Requested: \$ 5000	Is this a new program? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kind of Funding Requested:	<input type="checkbox"/> Educational <input type="checkbox"/> Emergency <input checked="" type="checkbox"/> Capital Grant <input type="checkbox"/> In-Kind Facility Rental

If in-kind:

Facility Address:
Rental Dates & Time:

Proposed Use of the Grant:

Replacement of HVAC system that is about to fail and is required to be replaced. It will be replaced with a more energy efficient system

Describe how your organization is funded. Are there any particular issues related to financial stability that might jeopardize your organization's ability to carry out the program/event you are applying for an Other Grant?

We are funded by membership dues, facility rental, community fundraising, charitable grants, operational events such as meat draws. No major issues currently with financial stability

Is there a fee for any of the activities provided by the organization?

☒ Yes No. of Participants: 345 Duration within the year: 1 year ☐ No

Please provide details of the fees for service in your organization:

Fee Type	Fee Amount	Description
Membership	\$45	Annual membership
		Annual membership

How are costs and fees determined?

Membership fees are determined by Moose International,

Detail current and/or planned revenue-generating activities by your organization.

Facility rental, social hall, parking lot rental, Pancake breakfast, BC ELECTION SITE IN THE FALL

Detail how your organization serves a large portion of the community, or the entire community.

Social hall facility open 6 days a week, senior citizen lunch program, children's special events, sponsorship of local charities through our donation program, Boys and girl club facility donation, sponsor sports team such Dragon Boat Mid Island Masters, Junior Hockey and baseball teams, Hospice Society.

Has the organization received assistance (Other Grant, Permissive Tax Exemption, In-Kind...) from the City of Nanaimo in previous years? ☐ Yes (please complete the table below) ☒ No

Year	Amount	Purpose for which assistance was used

How does your organization ensure that its services address continuing and emerging community needs?

KEEPING OUR LODGE OPEN & OPERATIONAL VIA FINANCIAL STABILITY

AND INVESTING IN INFRASTRUCTURE IMPROVEMENT TO A BUILDING NEARLY 50 YEARS OLD.

SUPPORT FROM OTHER ORGANIZATIONS

List other agencies/organizations, and in particular, other local governments, whose financial or in-kind support has been requested for this project.

Agency/Organization Name	Amount Requested	Status of Request
Fortis	9500	in process
		in process

Is there any other information about your organization that you would like to provide to support your application?
The new HVAC system will be more energy efficient leading to a lowering of green house gas emissions and the reduction of natural gas and electricity costs for the future operation. This is part of a major overhaul of the building GHG footprint and to bring the efficiency up to current standards

SUPPORTING DOCUMENTATION

- ☒ Certificate of Good Standing as registered society per BC Registry Services
- ☐ Confirmation of charity status per CRA (if applicable)
- ☒ Financial Statement for most recent fiscal year
- ☒ Current Budget

SIGNATURE

I am an authorized signing officer of the organization and I certify that the information given in this application is accurate and complete. Should an Other Grant be granted for the above listed project/event, I agree to the following terms:

- Any unused funds from the Other Grant are to be returned to the City of Nanaimo;
- The property use will be in compliance with all applicable municipal policies and bylaws; and
- The organization will publicly acknowledge the Other Grant awarded by the City.

Gary Wicks

Administratrix

Name

Position

Signature

Date

Note: Completing this application does not guarantee approval. Your application will be reviewed, and you will be contacted.

NOTES

Application must be submitted using this form. Please complete the form and submit the form, along with applicable supporting documentation, to the Finance Department:

Mail: Finance Department – Taxation: 455 Wallace Street, Nanaimo, BC V9R 5J6

Email: pte@nanaimo.ca

OFFICE USE ONLY

Application Received Date:

Application Status: ☐ Approved Grant Amount \$ _____
☐ Denied -- Reason: _____

Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of your personal information may be referred to the Records/Information & Privacy Coordinator by email: ipr@nanaimo.ca or phone: 250-755-4405.

Nanaimo Moose Lodge 1052

Profit and Loss

May 2023 - April 2024

	TOTAL
INCOME	
4000.00 Dues and Fees Income	915.00
4005.00 Membership Dues	4,358.00
Total 4000.00 Dues and Fees Income	5,273.00
4225.00 SQ Sales	89,032.82
4250.00 Kitchen Sales	22,646.73
4255.00 Kitchen Food Sales	4,673.00
Total 4250.00 Kitchen Sales	27,319.73
4300.00 Donations Income	
4305.00 Donations Received	1,757.32
Total 4300.00 Donations Income	1,757.32
4400.00 Interest Investment Income	0.49
4550.00 Gaming Income	
4551.00 60/40 Draw	1,128.50
4552.00 50/50 Draw revenue	160.00
4555.00 Meat Draw	23,804.00
4570.00 Lottery Terminals	66,554.77
Total 4550.00 Gaming Income	91,647.27
4600.00 Other Income	807.50
4600 Other Primary Income	15,131.11
4645.00 Hall Rental	11,665.95
Total 4600.00 Other Income	27,604.56
5039 Discounts/Refunds Given	1.60
Total Income	\$242,636.79
COST OF GOODS SOLD	
2530 Legion Pancake Breakfast	-74.36
5025.00 Social Quarters Cost of Goods	
5031.00 Beer - Packaged - Cost of Goods Sold	952.03
Total 5025.00 Social Quarters Cost of Goods	952.03
Total Cost of Goods Sold	\$877.67
GROSS PROFIT	\$241,759.12
EXPENSES	
5100.00 Payroll & Benefit Expenses	16,774.00
5200.00 Lodge Supplies	
5205.00 Lodge Supplies	1,907.18
5210.00 Janitor Supplies	3,012.90
5211.00 Janitor Contract	7,870.00
Total 5200.00 Lodge Supplies	12,790.08
5225.00 S.Q. Supplies & Expenses	15,085.39
5230.00 S.Q. Supplies	16,752.95
5235.00 Bar Cleaning Fee	142.80
Total 5225.00 S.Q. Supplies & Expenses	31,981.14

Nanaimo Moose Lodge 1052

Profit and Loss

May 2023 - April 2024

	TOTAL
5250.00 Kitchen Expenses	8,893.84
5255.00 Kitchen Supplies	4,025.64
Total 5250.00 Kitchen Expenses	12,919.48
5300.00 Donation Expense	
5305.00 Charity Account Expenses	928.72
5305.01 Charity Donations Expense	3,750.00
Total 5305.00 Charity Account Expenses	4,678.72
5320.00 Misc Donations Expense	3,310.00
Total 5300.00 Donation Expense	7,988.72
5400.00 General Admin Expense	
5403.00 BC Moose Assn Dues	327.07
5405.00 Bank Charges	176.98
5406.00 Member Services Fees	3,528.20
5409.00 Moose Insurance - Risk Pool	8,148.96
5412.00 Office Supplies	319.65
5415.00 Licenses & Permits	3,730.42
5416.00 Interest and Fees	25.25
Total 5400.00 General Admin Expense	16,256.53
5550.00 Gaming Expenses	1,725.85
5555.00 Cost of Meat Draw Prizes	8,500.94
5560.00 BC Lotto Expense	62,027.34
Total 5550.00 Gaming Expenses	72,254.13
5600.00 Occupance Expenses	1,682.14
5605.00 Property Tax Expense	2,763.64
5606.00 Property & Building Insurance	5,520.02
5610.00 Property & Building Maintenance	5,206.32
5610.01 HALL RENOVATION	288.86
Total 5610.00 Property & Building Maintenance	5,495.18
5611.00 Inspection fees	1,352.30
5615.00 Garbage Collection	1,493.09
5655.00 Building Security	33.94
5670.00 Hydro	10,143.39
5675.00 Water & Sewer	2,719.26
5680.00 Gas Utility	3,229.10
5685.00 Cable, Internet, & Phone	5,240.74
Total 5600.00 Occupance Expenses	39,672.80
5800.00 Travel & Rep Expenses	465.00
5830.00 Convention Expenses	3,889.78
Total 5800.00 Travel & Rep Expenses	4,354.78
Total Expenses	\$214,991.66
PROFIT	\$26,767.46

Nanaimo Moose Lodge 1052

Balance Sheet

As of December 31, 2023

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1000.00 Cash	
1001.00 CCCU - LOTTERY 2357	3,029.44
1002.00 CCCU - RENO 7666	4,592.52
1003.00 CCCU - GENERAL 7625	35,862.00
4256 COOP Parking Lot Slots	-1,417.50
Total 1003.00 CCCU - GENERAL 7625	34,444.50
1004.00 CCCU - CHARITY 7633	10,252.44
1005.00 CCCU - ATM Account 7464	22,878.36
1009.00 BMO General Account 977	549.77
1022.00 BMO GIC #1 - 00055972260	39,406.60
1023.00 BMO GIC #2 - 00055972260	3,753.60
1024.00 BMO GIC #3 - 00055972260	23,331.30
1025.00 Petty Cash	1,000.00
1026.00 Petty Cash - Gaming	1,000.00
1027.00 Petty Cash - Raffle	100.00
1050.00 ATM Machine	21,347.60
Total 1000.00 Cash	165,686.13
1200.00 Undeposited Funds	638.75
Total Cash and Cash Equivalent	\$166,324.88
Accounts Receivable (A/R)	
1100.00 Accounts Receivable	0.00
Total Accounts Receivable (A/R)	\$0.00
1300.00 Inventory Asset	
1305.00 Resale Merchandise - Frat Unit	214.00
1310.00 Social Quarters Inventory	6,063.64
1315.00 Kitchen Inventory	1,000.00
1325.00 Gaming Inventory	7,828.25
Total 1300.00 Inventory Asset	15,105.89
Uncategorized Asset	-10,500.00
Total Current Assets	\$170,930.77
Non-current Assets	
Property, plant and equipment	
1700.00 Buildings and Property	
1705.00 Land	367,775.00
1710.00 Buildings	303,975.40
1716.00 Building Improvements	24,399.75
Total 1700.00 Buildings and Property	696,150.15
Total Property, plant and equipment	\$696,150.15
Total Non Current Assets	\$696,150.15
Total Assets	\$867,080.92

Nanaimo Moose Lodge 1052

Balance Sheet

As of December 31, 2023

	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
2000.00 Accounts Payables - Suppliers	-2,692.48
Total Accounts Payable (A/P)	\$ -2,692.48
2300.00 Other Liabilities	
2305.00 GST/HST Payable	-4,081.17
2310.00 PST Liability	-13,887.43
PST Payable (BC)	1,027.85
Total 2300.00 Other Liabilities	-16,940.75
2500.00 Due to Other Fraternal Units	
2505.00 Endowment - Moose Charities	-238.55
2510.00 Application Fees to MI	-1,677.92
2520.00 Dues Renewal to MI	-8,938.06
Total 2500.00 Due to Other Fraternal Units	-10,854.53
Ministry of Finance (BC) Suspense	601.01
Total Current Liabilities	\$ -29,886.75
Total Liabilities	\$ -29,886.75
Equity	
3000.00 Opening Balance Equity	823,437.29
Retained Earnings	55,036.37
Profit for the year	18,494.01
Total Equity	\$896,967.67
Total Liabilities and Equity	\$867,080.92



BC Society Summary

For

NANAIMO LODGE NO. 1052, LOYAL ORDER OF MOOSE

Date and Time of Search: October 1, 2024 05:04 PM Pacific Time
Currency Date: September 10, 2024

ACTIVE

Incorporation Number: S0005626 **Business Number:** 10764 7018 BC0001
Name of Society: NANAIMO LODGE NO. 1052, LOYAL ORDER OF MOOSE
Incorporation Date: Incorporated on March 16, 1959
Last Annual Report Filed: 2024
Last Annual General January 22, 2024 **Number of Directors:** 8
In Liquidation: No
Member Funded Society: No

DISSOLUTION/RESTORATION INFORMATION

Filing/Event	Date of Filing
Full Restoration	February 26, 1975
System Dissolution - Administrative	June 14, 1973

REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address:	Mailing Address:
1356 CRANBERRY AVENUE NANAIMO BC V9R 6Z7	1356 CRANBERRY AVENUE NANAIMO BC V9R 6Z7

DIRECTOR INFORMATION

Last Name, First Name Middle Name:
BARWISE, LISA

Delivery Address:
1839 RICHARDSON RD
NANAIMO BC V9X 1C5

Last Name, First Name Middle Name:
BULGER, RITA MARIA
Delivery Address:
[REDACTED]

Last Name, First Name Middle Name:

GAMBLE, PETER

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

JACOBSON, MEL

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

MARION, JOAN

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

THIEN, HARVEY

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

WICKS, GARY WAYNE

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

WOLF, NORM

Delivery Address:

[REDACTED]



OTHER GRANT APPLICATION

Revenue Services | pte@nanaimo.ca

Other Grants are available to recognize the significant value that volunteers, volunteer groups and *Non-Profit Organizations* contribute to the spiritual, educational, social, cultural, and physical well-being of the community. Up to two intakes are offered annually. Completing an application does not guarantee approval.

APPLICANT INFORMATION

Name(s): Robin Lemmens		Position: Student Engagement Sr
Mailing Address: 900 Fifth Street	City: Nanaimo	Postal Code: V9R 5S5
Email: robin.lemmens@viu.ca		Phone: 250-618-2549

PROPERTY INFORMATION

Civic Address:	Folio:
Legal Description:	
Registered Owner (if different from applicant):	

ORGANIZATION INFORMATION

Organization Name: Vancouver Island University - Office of Co-Curricular Engagement and Learning	
Representative Name: Robin Lemmens	Email: robin.lemmens@viu.ca
Is the Organization a registered Society?	<input type="checkbox"/> Yes - Registration No.: <input checked="" type="checkbox"/> No
Is the Organization a Registered Charity?	<input type="checkbox"/> Yes - Registration No.: <input checked="" type="checkbox"/> No
Number of full-time staff: 2	Number of part-time staff: 10-15
Number of community volunteers: 20-50	Number of volunteer hours/Year: 250+
Please provide a brief description of the organization's mandate:	
Vancouver Island University (VIU) is a public university that offers a wide range of undergraduate and graduate programs. Our mission is to provide accessible education and foster personal and professional growth among our diverse student population. VIU is deeply committed to community engagement, supporting local initiatives, and promoting sustainable practices.	
How is the organization funded?	
Government grants, tuition fees, donations to VIU Foundation	
What other organizations provide similar programs and services?	
None in Nanaimo	

Is there a fee to any of the activities/services provided by the organization? ☐ Yes ☒ No

If yes, please provide details of the fee(s):

Fee Type (annual, monthly, etc.)	Fee Amount	Description
	\$	
	\$	
	\$	

Detail current and/or planned revenue-generating activities by the organization.

Raising sponsorship to cover event costs.

Has the organization received assistance from the City of Nanaimo in previous years (Other Grant, Permissive Tax Exemption, In-kind...)?

☐ Yes (please complete the table below) ☒ No

Year	Amount	Purpose for Which Assistance Was Used
	\$	
	\$	
	\$	

GRANT REQUEST

Amount of grant requested: \$ 2500

☐ Capital grant ☒ Community event funding ☐ Educational funding ☐ Emergency funding

☐ In-kind funding for facility rental

Facility address:

Rental dates & times:

☐ Other:

Proposed use of funding:

Funding will support event logistics, marketing materials, volunteer coordination, food and refreshment for students.

How will the use of this funding benefit a large portion of the community?

Funding for our events will enhance student opportunity as students gain direct access to local organizations and businesses. This will help them integrate in the community as well as helping them exploring job opportunities, internships, and professional networks. Local organizations and businesses on their part can market their goods and services, and connect with emerging talent, thus strengthening community ties, fostering economic development, and building a collaborative culture between our institution and our community.

What would be the consequences to not being awarded this funding?

Lost Skill Development Opportunities: Fewer events reduce opportunities for student leadership, volun

List other agencies/organizations whose financial or in-kind support has been requested for this project.

Organization Name	Amount Requested	Status of Request
	\$	
	\$	
	\$	

SUPPORTING DOCUMENTATION

☐ Certificate of Good Standing from BC Registry Services

☐ Confirmation of Charity status per Canada Revenue Agency (if applicable)

☐ Financial Statement for most recent fiscal year

☐ Current year budget

☐ Invoice/quote for capital purchase

SIGNATURE

I am an authorized signing officer of the organization and I certify that the information given in this application is accurate and complete. Should an Other Grant be granted for the above listed project/event, I agree to the following terms:

- Any unused funds from the Other Grant are to be returned to the City of Nanaimo;
- The property use will be in compliance with all applicable municipal policies and bylaws; and
- The organization will publicly acknowledge the Other Grant awarded by the City.

Robin Lemmens

Signature

September 12, 2024

Date

NOTES

First Intake - May 15th

Second Intake - September 15th (if funding available)

Submit to:

Email: pte@nanaimo.ca

Mail: 455 Wallace Street, Nanaimo, BC V9R 5J6

RECEIVED STAMP



Government
of Canada

Gouvernement
du Canada

[Home](#) > [Canada Revenue Agency](#) > [Charities and Giving](#) > [Search](#)

> [T3010 Registered Charity Information Return](#)

Vancouver Island University – Quick View

[Charity's detail page](#)

Registration no.:

107657678 RR 0001

Status:

Registered

Effective date of status:

2010-10-21

Type of qualified donee:

Charity

Designation:

Charitable organization ?

Website:

WWW.VIU.CA

Reporting period views

Quick View

[2023-03-31](#)

[2022-03-31](#)

[2021-03-31](#)

[2020-03-31](#)

[2019-03-31](#)

Full View

[2023-03-31](#)

- [2022-03-31](#)
- [2021-03-31](#)
- [2020-03-31](#)
- [2019-03-31](#)

Reporting period ending: 2023-03-31

Programs and activities:

Ongoing programs:
VANCOUVER ISLAND UNIVERSITY (VIU) IS AN ORGANIZATION THAT VALUES A DIVERSE RANGE OF TRAINING AND EDUCATION. VIU OFFERS PROGRAMS FROM BASIC LITERACY TO VOCATIONAL PROGRAMS, TRADES, UNDERGRADUATE AND GRADUATE DEGREES.

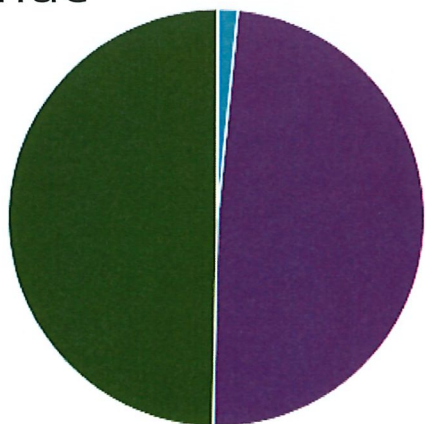
New programs:

Operations Outside Canada

3 countries

- CHILE
- KENYA
- Other countries in Central and South America

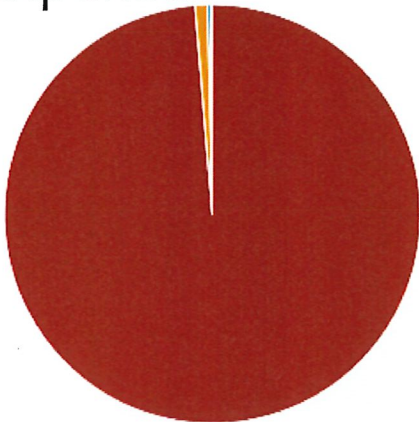
Revenue



- Received donations \$0.00 (0.00%)
- Non-receipted donations \$24,207.00 (0.01%)
- Gifts from other registered charities \$2,634,165.00 (1.53%)
- Government funding \$83,653,787.00 (48.72%)
- All other revenue \$85,390,000.00 (49.73%)

Total revenue: \$171,702,159.00

Expenses



- Charitable programs \$180,230,894.00 (98.67%)
- Management and administration \$1,729,260.00 (0.95%)
- Fundraising \$417,501.00 (0.23%)
- Gifts to other registered charities and qualified donees \$277,119.00 (0.15%).
- Grants made to non qualified donees (grantees) \$0.00 (0.00%)
- Other \$0.00 (0.00%)

Total expenses: \$182,654,774.00

Compensation

Total compensation for all positions **\$132,290,484.00**

Full-time employees	841
Part-time employees	1601

Professional and consulting fees

\$967,656.00

Compensated full-time positions:

\$200,000 to	8
\$249,999	
\$300,000 to	2
\$349,999	

Additional information

- [How to amend the return](#)
- [Information for Charity Quick View users](#)
- [View the complete T3010 return for the period being displayed](#)
- [Directors and trustees worksheet](#)

Back to search results

New search

Related links

- [Charities video gallery](#)
- [Contact the Charities Directorate](#)
- [Share this page](#)

Screen ID: CRA-HACC-QVP1

Version: 2022-05-25

From: [Robin Lemmens](#)
To: [Permissive Tax Exemption](#)
Cc: [Telanie Moolman](#)
Subject: RE: [External] RE: Submission of Grand Application - VIU - Office of Co-Curricular Engagement and Learning
Date: Friday, September 20, 2024 11:57:49 AM
Attachments: [image001.png](#)

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

Hi Ana,

Thank you very much for doing that. We would like to apply for a grant to support the upcoming Vancouver Island Leadership Conference.

The Vancouver Island Leadership Conference (VILC) hosts post-secondary students across British Columbia for an event of keynotes and strength-building workshops to inspire future leaders.

To give you a more detailed example, the theme for this year's conference was 'Beyond Boundaries', the idea of pushing past our limits that we have set for ourselves, whether they are geographical, cultural, or intellectual, to foster innovation, growth, and progress. This theme encouraged participants to look beyond conventional constraints and explore new possibilities for collaboration and development.

It featured a series of community action projects that allowed participants to engage with communities and non-profits on a local, national, and global level.

We also host a Career Expo during the conference. This provides students with the opportunity to explore different career paths through various booths and provides an opportunity for delegates to connect with employers. The career expo also provides a platform for organizations to connect with local talent and to promote awareness of their organization and brand.

I hope this is the additional info that you require. Please let me know if there is anything else I can assist with.

Thank you for your help.

Kind regards,

Robin Lemmens

Student Engagement Specialist

Vancouver Island University

900 Fifth Street, Nanaimo BC, Canada V9R 5S5

Ph: 250-740-6412

robin.lemmens@viu.ca

The VIU community acknowledges and thanks the Snuneymuxw, Quw'utsun, Tla'amin, Snaw-naw-as and Qualicum nations on whose traditional lands we teach, learn, research, live and share knowledge.

From: Permissive Tax Exemption <PTE@nanaimo.ca>

Sent: Thursday, September 19, 2024 3:14 PM

To: Robin Lemmens <Robin.Lemmens@viu.ca>

Subject: [External] RE: Submission of Grand Application - VIU - Office of Co-Curricular Engagement and Learning

You don't often get email from pte@nanaimo.ca. [Learn why this is important](#)

External Email: This email was sent from outside VIU, treat links and attachments with extra caution.

Hi Robin,

Apologies, I forgot to ask what event the grant would be supporting. Can you please provide me with additional information on that?

Also, I was able to confirm VIU is a registered charity and I downloaded the financial statements from VIU's website.

If you can please send me the additional information regarding the event by end of day tomorrow, Friday, Sep 20th that would be great.

Thank you,

Ana Francisco

Assistant Manager, Revenue Services

P: 250-755-4413



www.nanaimo.ca

411 Dunsmuir Street | Nanaimo, BC | V9R 0E4

From: Robin Lemmens <Robin.Lemmens@viu.ca>

Sent: Thursday, September 12, 2024 4:18 PM

To: Permissive Tax Exemption <PTE@nanaimo.ca>

Cc: Telanie Moolman <Telanie.Moolman@viu.ca>

Subject: Submission of Grand Application - VIU - Office of Co-Curricular Engagement and Learning

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

Hello,

I hope this message finds you well.

Please find attached the PDF of our grant application for your review. We are excited about the opportunity to partner with the City of Nanaimo.

If there are any issues with the file or additional information needed, please do not hesitate to contact me. I am available to provide any further details or answer any questions you might have.

Thank you for considering our application. We look forward to the possibility of collaborating with you.

Kind regards,

Robin Lemmens

Student Engagement Specialist

Vancouver Island University

900 Fifth Street, Nanaimo BC, Canada V9R 5S5

Ph: 250-740-6412

robin.lemmens@viu.ca

The VIU community acknowledges and thanks the Snuneymuxw, Quw'utsun, Tla'amin, Snaw-naw-as and Qualicum nations on whose traditional lands we teach, learn, research, live and share knowledge.



Dear City of Nanaimo,

My name is Samantha Allan and I am the Sponsorship Coordinator for the 2023 Vancouver Island Leadership Conference (VILC) hosted in Nanaimo, BC.

The Vancouver Island Leadership Conference (VILC) is a student-led and faculty-supported annual conference facilitated by the Office of Co-Curricular Engagement and Learning (OCCEL) at Vancouver Island University (VIU). VILC hosts 150 post-secondary students from across British Columbia on Vancouver Island for two days of keynote speakers, workshops, and community excursions to inspire current and future leaders.

This year's conference theme is 'Leaders of Change: Inclusion, Integrity, Innovation' which will work to engage delegates in reimagining leadership to co-create an inspiring future. The event is as follows:

Friday, March 31st (Evening Event)

❖ **Evening:** Keynote Speaker, Appetizers and Refreshments, Theme Speakers (10 minutes each: Inclusion, Innovation, and Integrity), and Live Music and Entertainment.

Saturday, April 1st (All Day)

❖ **Morning:** Keynote Speaker, Workshops, and Networking and Career Expo.

❖ **Afternoon:** Lunch and Theme Excursions (Inclusion, Innovation, and Integrity).

❖ **Break:** time for the delegates to rest and prepare for the evening gala.

❖ **Evening:** Keynote speaker, Dinner, Student CCR Talks (Inclusion, Innovation, and Integrity). CCR Talks are 6-minute presentations resembling *TED Talks*. Three students from different post-secondary institutions will speak to one of the 3 topics.

We kindly request your support to put on this meaningful event, which will welcome 180 aspiring young leaders into the Nanaimo community and offer them the opportunity to connect, engage and discover together.

VILC is Vancouver Island University's largest conference event and one of Vancouver Island's only young leaders annual event series. Feedback from previous VILC participants reinforces year-after-year how important these events are for students. We have been able to continue this tradition of excellence through the support of community organizations like you!

We hope that you will consider supporting VILC 2023 as a sponsor and valued community partner. Please let us know what your schedule looks like over the next two weeks - we would love to connect with you further.

Yours Sincerely,



Samantha Allan (she/her)

Sponsorship Coordinator, Vancouver Island Leadership Conference

Office of Co-Curricular Engagement and Learning (OCCEL)

Vancouver Island University

The VIU community acknowledges and thanks the Snuneymuxw, Quw'utsun, Tla'Amin, Snaw-naw-as and Qualicum First Nation on whose traditional lands we teach, learn, research, live and share knowledge.

DATE OF MEETING OCTOBER 16, 2024

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

SUBJECT PERMISSIVE TAX EXEMPTION CASH GRANT REQUEST

OVERVIEW

Purpose of Report

To present a request for a permissive tax exemption cash grant for 2024.

Recommendation

That the Finance and Audit Committee recommend that Council deny a permissive tax exemption cash grant to the Connective Support Society Nanaimo for the 2024 property taxation year.

BACKGROUND

The Connective Support Society Nanaimo operates a supportive recovery site out of 2630 Labieux Road. The society provides supported recovery from drug and alcohol addiction, restorative justice services, and vocational supports to marginalized populations. The property has 24 beds available for recovery.

The property is leased by the Connective Support Society Nanaimo. The property has been granted a permissive tax exemption for the 2025 taxation year, and confirmation has been provided by the lessor that the benefit of any permissive tax exemption will be passed on to the Connective Support Society Nanaimo.

Permissive tax exemptions must be granted by OCT-31 of the previous year, in order for an exemption to apply for the subsequent year. If an exemption is not granted by OCT-31, an organization needs to wait for the exemption to apply until the next year's property tax exemption cycle.

DISCUSSION

The Connective Support Society Nanaimo began leasing this property in 2023. On 2023-DEC-29, a permissive tax exemption application was submitted, which was within the 2024-JUN-30 deadline for permissive tax exemptions for the 2025 property taxation year. However, because permissive tax exemptions have to be approved by Council by OCT-31 of the previous year, the property was still taxable for 2024, with a total tax levy of \$6,357.69. A request for a cash grant to assist with the cost of 2024 property taxes has been requested from the Connective Support Society Nanaimo.

Under the previous Permissive Tax Exemption policy, a cash grant program was available to assist non-profit organizations with the cost of property taxes if they have missed the deadline for the permissive tax exemption program. The new Permissive Tax Exemption policy no longer includes a cash grant program.

Financial Implications:

As part of the new Permissive Tax Exemption policy, the cash grant program has been phased out, but \$1,400 remains in the 2024 budget, as the old policy was in place when the 2024 - 2028 Financial Plan was approved.

OPTIONS

1. That the Finance and Audit Committee recommend that Council deny a permissive tax exemption cash grant to the Connective Support Society Nanaimo for the 2024 property taxation year.
 - **Advantages of this option:**
 - This is congruent with the current Permissive Tax Exemption policy that does not provide for cash grants
 - **Disadvantages of this option:**
 - The Connective Support Society Nanaimo would not receive \$1,400 to assist with the costs of 2024 property taxes, although they have been operating out of 2630 Labieux Road for the entire 2024 property taxation year, providing recovery shelter beds
 - **Financial Implications:**
 - The remaining available \$1,400 would be absorbed into the annual operating surplus for the City of Nanaimo
2. That the Finance and Audit Committee recommend that Council award the Connective Support Society Nanaimo with a permissive tax exemption cash grant in the amount of \$1,400 for the 2024 property taxation year.
 - **Advantages of this option:**
 - There is available budget of \$1,400
 - The Connective Support Society Nanaimo meets the criteria for a permissive tax exemption
 - The Society has been operating out of 2630 Labieux Road for the entire 2024 property taxation year, providing recovery shelter beds
 - There have been no other permissive tax exemption cash grant requests for 2024 and the cash grants program will cease to exist for 2025 and onwards
 - **Disadvantages of this option:**
 - The permissive tax exemption cash grants budget would be fully expended for the 2024 fiscal year and would not contribute to the annual operating surplus
 - The approval would not be consistent with the new Permissive Tax Exemption policy which does not include a cash grant program

- **Financial Implications:**

- There is \$1,400 remaining in the permissive tax exemption cash grant budget for 2024.

3. That the Finance and Audit Committee provide alternative direction. |

SUMMARY POINTS

- The Connective Support Society Nanaimo leases a property at 2630 Labieux Road that provides 24 beds for shelter and drug and alcohol addiction recovery, and this property has been granted a permissive tax exemption for 2025
- A permissive tax exemption cash grant has been requested to assist with the cost of 2024 property taxes
- There is \$1,400 of budget available for 2024 under the previous cash grants program and policy

Submitted by:

Jamie Slater
Manager, Financial Services & Special Projects

Concurrence by:

Wendy Fulla
Director, Finance

Laura Mercer
General Manager, Corporate Services

DATE OF MEETING October 16, 2024

AUTHORED BY Wendy Fulla, Director, Finance

SUBJECT 2025 Project Contingency

OVERVIEW

Purpose of Report

To request a 2025 general fund project contingency for the 2025 – 2029 Financial Plan. |

Recommendation

That the Finance and Audit Committee recommend that Council direct staff to add a \$890,000 general fund project contingency budget for 2025 to the 2025 – 2029 Provisional Financial Plan funded from 2024 surplus.

BACKGROUND

On an annual basis the City updates the 10 Year Project Plan to reflect changes in estimates, scope or timing as well as incorporate new priorities or objectives. The majority of project budgets include a contingency based on the stage of project development. It is reasonable to anticipate that since budgets are developed before full details of scope, design, schedule and risks are known not all projects will equal the approved budget. In addition, there are often opportunities, projects or initiatives that arise throughout the year.

The City has a budget transfer process that allows funding throughout the year to be moved between projects. Generally funding is transferred from projects that are completed under budget, or cancelled to projects that require additional funding or new projects to address emerging issues or opportunities. Significant funding shortfalls or larger emerging issues or opportunities are typically referred to Council for direction and funding.

Depending on timing and/or type of funding required it is not always possible to move funding from a completed project. A general fund project contingency ensures that projects can proceed in a timely manner without the need to return to Council or cancelling other planned projects to make funding available.

At the 2023-OCT-18 Finance and Audit Committee meeting, the committee approved a 2024 general fund project contingency and directed staff to incorporate a new approach to project contingencies in future Financial Plans. The general fund project contingency is to be based on a percentage of total capital projects, reflective of current economic conditions, and accessible by all departments executing capital projects. Each year prior to completion of the Draft Financial Plan staff would bring forward the recommended project contingency for the following year and funding options for Council's consideration. This approach ensures that projects are not delayed or removed from the project plan during project prioritization to fund project contingencies. |

DISCUSSION

2024 Project Contingency Update:

For 2024 Council approved a \$870,000 (3%) contingency budget funded from 2023 surplus. At 2024-OCT-03 \$587,354 of the 2024 project contingency has been allocated to projects with 32.5% still available. Any unspent funds at the end of year will be returned to the Special Initiatives Reserve to fund future Council priorities or opportunities.

2025 Project Contingency Request:

The 2025 Draft Capital Project Plan for the General Fund totals \$35,594,580 (excluding internal orders). As inflation is starting to stabilize staff are recommending a 2.5% contingency budget in 2025 or \$890,000 (rounded to nearest thousand) to allow for ongoing needs throughout the year. This funding will help address cost escalations that exceed planned as well as smaller opportunities or issues that arise during the year. Any unspent contingency at the end of the year will be available to fund other Council priorities.

Funding Options:

There are a several funding options available to fund the proposed 2025 project contingency budget:

1. 2024 Surplus – the City's Reserve Fund Policy requires surplus to first be allocated to top up any reserves below their minimum balance. Currently it is anticipated \$618,938 will be required to top up the General Financial Stability Reserve to its minimum balance as 2025 post-employment benefits are budgeted to be funded from this reserve.
2. Strategic Infrastructure Reserve (SIR) – based on the 2025 – 2029 Draft Financial Plan the SIR has a projected 2025 closing balance of \$3.3M with a minimum balance requirement of \$351,780.
3. Property Taxation – a one time funding allocation above base project funding from property taxation. The projected property tax impact would be approximately 0.6%.
4. Cancel 2025 Projects – Council could direct staff to delay or cancel projects currently included in the 2025 Draft Project Plan to make capacity available to fund a project contingency. Projects currently in the plan are considered a priority by staff.

Alternatively, Council could choose to not proceed with a contingency project budget. This may result in planned projects being cancelled to address funding shortfall or in missed opportunities.

OPTIONS

1. That the Finance and Audit Committee recommend that Council direct staff to add a \$890,000 general fund project contingency budget for 2025 to the 2025 – 2029 Provisional Financial Plan funded from 2024 surplus.
 - The advantages of this option: Allows for departments to address smaller scope changes/cost overruns and emerging opportunities/issues in a timely manner without canceling planned projects or having to return to Council for additional funding.
 - The disadvantages of this option: Reduction in surplus available to allocate to strategic priorities or reserves.

- Financial Implications: The change will be included in the 2025 – 2029 Provisional Financial Plan with no impact to property taxes.
2. That Finance and Audit Committee recommend that Council direct staff to include a decision point in the 2025 – 2029 Financial Plan deliberations on a 2025 project contingency and possible funding options.
- The advantages of this option: Allows Council to review the entire 2025 – 2029 Draft Financial Plan prior to making a decision. |

SUMMARY POINTS

- A general fund project contingency budget provides flexibility to departments to address small funding challenges/opportunities in a timely manner.
- The project contingency budget is based on planned capital project budget and current market conditions.
- In 2024 Council directed staff to incorporate a new approach to project contingencies in future Financial Plans.

[]

Submitted by:

Wendy Fulla
Director, Finance |

Concurrence by:

Bill Sims
General Manager, Engineering & Public
Works

Richard Harding
General Manager, Community Services &
Deputy CAO

Laura Mercer
General Manager, Corporate Services |

DATE OF MEETING OCTOBER 16, 2024

AUTHORED BY DEANNA WALKER, SENIOR ACCOUNTANT
 KIRSTY MACDONALD, ACTING MANAGER, PARK OPERATIONS

SUBJECT JAPANESE CANADIAN LEGACIES LEGACY COMMUNITY
 PROJECTS FUND

OVERVIEW

Purpose of Report:

To advise the Finance and Audit Committee that the City intends to submit a grant application requesting \$500,000 in funding from the Japanese Canadian Legacies Legacy Community Project Fund.

BACKGROUND

The purpose of Legacy Community Projects is to offer Japanese Canadian Organizations and Non-Japanese Canadian Organizations the opportunity to create tangible legacy projects that permanently share or create knowledge and help tell the story of the pre-war, wartime, and postwar experiences of Japanese Canadians from BC. These projects deliver outputs that may be experienced inside and outside of the Japanese Canadian community. Qualified applicants with the capacity to manage the project and develop interpretative plans are encouraged to apply.

In 2023, the City of Nanaimo (the City) was granted \$400,000 under this funding program for the creation of a Japanese History Heritage site on Nanaimo's waterfront. The Japanese Canadian Legacies Society has opened a 2024 intake of this stream for additional funding opportunities.

Under the 2024 intake, 100% funding of up to \$500,000 is available, although only partial funding may be received. Non-Japanese Canadian Organizations can apply for only one project grant each intake.

The 2024 grant application deadline is October 31, 2024. Funding will be announced by December 12, 2024. Legacy Community Projects must be completed by December 31, 2026.

DISCUSSION

With support from Central Vancouver Island Japanese Canadian Cultural Society (7 Potatoes), it is proposed to install interpretive signs at historically significant locations in Nanaimo with an integration of public art elements, seating and other public realm improvements. The intent is to facilitate tangible legacy projects that permanently share or create knowledge and help tell the story of the pre-war, wartime, and postwar experiences of Japanese Canadians from B.C.

Examples of the sites considered

- Japanese Language School at Juniper and Stewart
- Departure Bay - across from Nanaimo Shipyards, Fishing and Herring Salteries (Kujira Bay)
- Shack Island - looking across from Neck Point
- Shack island - looking across from Piper's Lagoon
- Site of Japanese Cherry Trees - Bowen Park
- Site of Japanese Cherry Trees - Beban Watermain trail
- Nanaimo Waterfront - site of Japanese Canadian Herring Salteries
- Nanaimo Waterfront - Stewart Ave - site of thriving Japanese Canadian Businesses

The project aligns with the City's Integrated Action Plan – Archaeology & Heritage as an "immediate priority" (AP #140).

The project is contingent on a successful grant application and is not currently included in the approved 2024 – 2028 Financial Plan or the 2025 – 2029 Draft Financial Plan.

CONCLUSION

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

SUMMARY POINTS

- The City intends to submit an application for \$500,000 in funding to the 2024 Intake of the Japanese Canadian Legacies Legacy Community Projects Fund.
- Funding announcements are expected December 12, 2024.

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