



AGENDA
FINANCE AND AUDIT COMMITTEE MEETING

Wednesday, February 19, 2025, 9:00 a.m. - 12:00 p.m.
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

7 - 22

Minutes of the Special Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2024-NOV-27 at 9:00 a.m.

b. Minutes

23 - 34

Minutes of the Special Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2024-DEC-04 at 9:00 a.m.

c. Minutes

35 - 44

Minutes of the Special Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Friday, 2024-DEC-06 at 9:00 a.m.

d. Minutes

45 - 53

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-DEC-11 at 9:01 a.m.

5. PRESENTATIONS:

6. DELEGATIONS:

7. REPORTS:

a. Commercial Street Project

54 - 65

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

Purpose: To provide the Finance and Audit Committee with an update on the Design Commercial project and to seek endorsement on the project's timing.

Presentation:

1. James Knight, Capital Project Management Specialist

Delegations:

1. Virginia Coverdale
2. Steven Johns, Vice-Chair, Downtown Nanaimo Business Association

Recommendation: That the Finance and Audit Committee recommend that Council endorse the Design Commercial phasing plan for consideration during the 2026 – 2030 Financial Plan deliberations.

b. Community Resiliency Investment Program (FireSmart Community Funding and Supports Program)

66 - 68

To be introduced by Tim Doyle, Fire Chief.

Purpose: To gain Council's support in applying for funding through UBCM for FireSmart activities in the City of Nanaimo for 2025.

Recommendation: That the Finance and Audit Committee recommend Council support the City of Nanaimo's application to the Union of BC Municipalities for the Community Resiliency Investment Program (FireSmart Community Funding and Supports Program) and if successful the 2025-2029 Financial Plan be amended to include this grant.

c. Nanaimo Restorative Justice Program Funding

69 - 77

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

Purpose: To provide the Finance and Audit Committee with information relating to the Nanaimo Restorative Justice Program funding, and seek Council's approval for the funding increase.

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

1. Approve a 5- year annual operating grant to the Restorative Justice Program for the term covering January 1, 2025 to December 31, 2029 based on \$150,000 for 2025; and,
2. Add a 2% annual increase for 2026 to 2029.

d. 2025 Culture Project Grant Additional Allocation

78 - 82

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

Purpose: To recommend that the Finance and Audit Committee approve the addition of Crimson Coast Dance Society to the list of 2025 Culture & Event Grant standby organizations, and approve the allocation of additional 2025 Project Grant Funds.

Recommendation: That the Finance & Audit Committee recommend that Council approve the addition of Crimson Coast Dance Society to the list of 2025 Culture & Event Grant standby organizations, and Project Grant reallocation as follows:

- Applicant Name: Crimson Coast Dance Society
 - Recommended: \$3,476
- Applicant Name: Vancouver Island Symphony
 - Recommended: \$965

e. Heritage Façade Grant - 437 Fitzwilliam Street

83 - 91

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

Purpose: To present a Heritage Façade Grant application for the Rawlinson & Glaholm Grocers building at 437 Fitzwilliam Street.

Recommendation: That the Finance and Audit Committee recommend that Council approve a \$8,137.50 Heritage Façade Grant for the Rawlinson & Glaholm Grocers building located at 437 Fitzwilliam Street to repaint the building's exterior.

f. Heritage Home Grant - 469 Milton Street

92 - 99

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

Purpose: To present a Heritage Home Grant application for the Milton Street Bungalow located at 469 Milton Street.

Recommendation: That the Finance and Audit Committee recommend that Council approve a \$2,500 Heritage Home Grant to update the exterior cladding and replace the roof's gutter system of the Milton Street Bungalow at 469 Milton Street.

- g. Security Checks and Other Grants Policy Update 100 - 105
- To be introduced by Laura Mercer, General Manager, Corporate Services.
- Purpose: To present an updated process for approval of grants for security checks.*
- Recommendation: That the Finance and Audit Committee recommend that Council approve the revised Security Checks and Other Grants Policy as outlined in the Staff report dated 2025-FEB-19.
- h. Canada Housing Infrastructure Fund 106 - 109
- To be introduced by Laura Mercer, General Manager, Corporate Services.
- Purpose: To advise Council and obtain a resolution for the proposed grant submission to the Canada Housing Infrastructure Fund.*
- Recommendation: That the Finance and Audit Committee recommend that Council approve submission of an application to the Canada Housing Infrastructure Fund for funding for the Millstone Trunk North Sewer System Project.
- i. UBCM Emergency Support Services Equipment and Training Program Grant Application 110 - 112
- To be introduced by Laura Mercer, General Manager, Corporate Services.
- Purpose: To obtain a Council resolution for the grant application submitted to the UBCM Emergency Support Services Equipment and Training Program.*
- Recommendation: That the Finance and Audit Committee recommend that Council approve the grant application to the UBCM Emergency Support Services Equipment and Training Program for funding for the Nanaimo ESS Group Lodging Supplies regional project and support the City of Nanaimo providing overall grant management as the primary applicant.
- j. UBCM Emergency Operations Centres Equipment and Training Stream Grant Application 113 - 115
- To be introduced by Laura Mercer, General Manager, Corporate Services.
- Purpose: To obtain a Council resolution supporting a grant application to the UBCM Emergency Operations Centres Equipment and Training Stream.*
- Recommendation: That the Finance and Audit Committee recommend that Council approve a grant application to the UBCM Emergency Operations Centres Equipment and Training Program for funding for the Nanaimo EOC Equipment Upgrade project and supports the City of Nanaimo providing overall grant management.

- k. Active Transportation Fund - Capital Project Stream 2025 Grant Application 116 - 120

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

Purpose: To provide the Finance and Audit Committee with information on the Active Transportation Fund Capital Project Stream Grant and obtain a Council resolution supporting an application.

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

- a. Direct Staff to apply to the Active Transportation Fund – Capital Projects Stream 2025 for funding for the Bowen Road Bike Lane Expansion project; and,
- b. With the project being contingent on a successful grant application, approve adding the Bowen Road Bike Lane Expansion project to the 2025 – 2029 Financial Plan at a total cost of \$1,900,000, funded by \$1,140,000 from the Active Transportation Fund – Capital Project Stream and \$760,000 from the Growing Communities Reserve Fund.

- l. Quarterly Budget Transfer Report 121 - 123

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-OCT-01 to 2024-DEC-31.

- m. Quarterly Purchasing Report (Single and Sole Source, Purchases in Excess of \$250,000 and Instances of Exceptions to Trade Agreements) 124 - 132

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-OCT-01 to 2024-DEC-31.

8. **OTHER BUSINESS:**

9. **QUESTION PERIOD:**

10. **PROCEDURAL MOTION:**

That the meeting be closed to the public in order to deal with agenda items under the *Community Charter*:

Section 90(1) A part of the meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (c) labour relations or other employee relations;

(n) the consideration of whether a meeting should be closed under a provision of this subsection or subsection (2); and,

Section 90(2) A part of a meeting must be closed to the public if the subject matter being considered relates to or is one or more of the following:

(d) a matter that, under another enactment, is such that the public must be excluded from the meeting.

11. ADJOURNMENT:



MINUTES

SPECIAL FINANCE AND AUDIT COMMITTEE MEETING

Wednesday, November 27, 2024, 9:00 A.M.
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC

Members: Mayor L. Krog, Chair (vacated at 10:53 a.m., returned at 11:16 a.m.)
Councillor J. Perrino, Acting Chair
Councillor S. Armstrong* (disconnected at 11:01 a.m.)
Councillor T. Brown* (joined electronically at 9:18 a.m., disconnected at 11:39 a.m.)
Councillor H. Eastmure
Councillor B. Geselbracht
Councillor E. Hemmens
Councillor P. Manly
Councillor I. Thorpe

Staff: D. Lindsay, Chief Administrative Officer
R. Harding, General Manager, Community Services/Deputy Chief Administrative Officer
L. Mercer, General Manager, Corporate Services
B. Sims, General Manager, Engineering and Public Works
T. Doyle, Fire Chief
W. Fulla, Director, Finance
S. Gurrie, Director, Legislative Services*
J. Holm, Director, Planning and Development
K. Ing, Director, IT/CIO
D. Osborne, Director, Parks, Recreation and Culture
P. Rosen, Director, Engineering
J. Van Horne, Director, Human Resources
M. Bryson, Deputy Director, Civic Facilities
C. Davis, Deputy Director, Parks and Natural Areas
N. Vracar, Deputy Corporate Officer
L. Brinkman, Manager, Community Planning

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

J. McAskill, Manager, Facility Asset Planning
J. Rose, Manager, Transportation
N. Sponaugle, Communications Advisor
A. Chanakos, Recording Secretary

1. CALL THE MEETING TO ORDER:

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

2. INTRODUCTION OF LATE ITEMS:

(a) Agenda Item 6(c) 2025 – 2029 Draft Financial Plan – Replace PowerPoint Presentation titled “2025 – 2029 Draft Financial Plan” with the attached version.

3. ADOPTION OF AGENDA:

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

4. REPORTS:

(a) Progress Report on Council Priority Actions

Jeremy Holm, Director, Planning and Development, noted the report outlines the status of the 203 priority actions adopted by Council in the Integrated Action Plan (IAP) and is designed to help support budget discussions.

Committee and Staff discussion took place regarding ongoing research regarding IAP items number 33 and 34 to develop a construction recycling, deconstruction and demolition bylaw and a Zero Waste public events program.

5. PRESENTATIONS:

(a) Chief Administrative Officer Introduction

Dale Lindsay, Chief Administrative Officer reviewed the following highlights for 2024:

- Capital project achievements include Terminal Avenue Phase 1 upgrades, Harewood Centennial Park artificial turf fields and the opening of the Midtown Water Supply line

- Projects underway include the Midtown Gateway, which is expected to open in January 2025, Commercial Street Phase 1, and Phase 2 of the Westwood Lake improvements
- 2024 has been another strong year for private construction values which are projected to total \$275 million, resulting in 914 new dwelling units
- The opening of BC Housing's new supportive housing site on Fitzwilliam Street, and the announcement of the HEART and HEARTH sites
- Reviewed sustainability programs including the new e-bike share program and home energy rebates
- In March, the City transferred 200 acres of land to Snuneymuxw First Nation, through the Province, and received \$1.41 million in return to put into the Property Acquisition Reserve Fund
- The adoption of the Monitoring Strategy and the new Municipal and Regional District Tax (MRDT) program

The City received three awards for the Zero Carbon Step Code, Monitoring Strategy, and the 2024 – 2028 Financial Plan. In addition, Shawna Drinnan, Water Resources Specialist, received an award for their work on the Midtown Water Supply Project.

Councillor Brown joined the meeting electronically at 9:18 a.m.

The Chief Administrative Officer reviewed items related to the projected tax increase, including increased construction and infrastructure costs and the hiring of additional fire fighters and RCMP members.

Council and Staff discussion took place regarding the land at 1 Terminal Avenue, and whether it will fall under City bylaws and zoning regulations.

(b) Budget Video

Introduced by Laura Mercer, General Manager, Corporate Services.

A video was played regarding the draft Financial Plan and budget process.

(c) 2025 - 2029 Draft Financial Plan

Introduced by Laura Mercer, General Manager, Corporate Services.

Presentation:

1. Wendy Fulla, Director, Finance, provided a PowerPoint presentation. Highlights included:
 - Reviewed the timeline for adopting the Draft Financial Plan

- Projected property tax increase for 2025 is 1% for the General Asset Management Reserve and 7.7% for the General Property Tax increase, totalling 8.7%
- 2024 is the final year that funds from the Special Initiatives Reserve may be used to lower taxes as part of the post-pandemic strategy
- Projected property tax rates are set to decrease following the final payments of the Vancouver Island Conference Centre (VICC) and the ending of the five-year funding commitment for the Systems Planning Organization (SPO)
- User fees are projected to increase by 4% for sewer, 5% for water and 5.7% for sanitation
- Average homes in Nanaimo will see an approximate property tax increase of \$248, which does not include municipal user fees, for a total of \$3,091
- 2025 revenues are budgeted at \$275.98 million, with the majority coming from property taxes
- The draft operating budget is \$214.0 million to cover operating and maintenance costs for City services including community safety, RCMP, Parks, Recreation and Culture, and Public Works
- Corporate insurance costs are expected to increase by 10% for liability insurance. Cyber and property crime insurance is also expected to increase
- The \$7.25 million increase in wages and benefits is largely due to 20 additional fire fighters, three new Police Support Staff, and two new positions to support the Corporate Asset Management System
- Revenue increases include aquatics and arenas programs returning to pre-pandemic levels, and an increase in grants in lieu
- Declining interest rates will affect investment incomes; however, the anticipated investment income remains at historic returns
- Outstanding external debt at the end of 2023 totalled \$38.17 million

Committee and Staff discussion took place. Highlights included:

- Growth estimates are traditionally low; however, Staff expect the growth rate will be higher based on preliminary numbers received
- Wellcox Secondary Access (for the South Downtown Waterfront) borrowing would require both Council and elector approval; however, Staff are considering funding alternatives
- Microsoft user accounts are being upgraded to increase productivity, communication and security

The Finance and Audit Committee recessed the meeting at 10:14 a.m.

The Finance and Audit Committee reconvened the meeting at 10:30 a.m.

(d) 2025 Key Initiatives

Presentation:

1. Laura Mercer, General Manager, Corporate Services, provided a PowerPoint presentation noting some of the key initiatives for City departments. Highlights included:

Administration

Human Resources:

- A key priority is to increase training opportunities related to First Nations history and cultural competency, as well as undertake negotiations with the International Association of Fire Fighters to begin work on a new collective agreement

Legislative Services and Communications:

- Key priorities include continuing to improve access to Council and Committee meetings and materials, and ongoing implementation of the City's Records Management Program and of training for the City's Privacy Management Program
- In 2025, Communications' will focus on accessibility, inclusive language, community engagement and First Nation relations
- Continuing work to improve the City's website and enhance public engagement

Corporate Services

Corporate and Business Development:

- Key priorities include marketing Nanaimo as an event destination, working with BC Housing to identify opportunities for shelters and a Navigation Centre, and supporting the construction of the Downtown Transit Hub

Committee and Staff discussion took place regarding progress on the Downtown Transit Exchange.

The General Manager, Corporate Services, continued the presentation, and noted that Staff will continue to work with Tourism Nanaimo and the NPC to coordinate joint initiatives, and will assist in the transition of the MRDT program to Tourism Nanaimo.

Finance:

- Staff continue to assist in updating the Development Cost Charges Bylaw and are implementing a new Enterprise Resource Platform

Information Technology and GIS:

- The Information Technology (IT) and Geographic Information System (GIS) departments provide assistance with the City's website, desktop and mobile computing, and voice technologies
- Key priorities include increasing accessibility of City services in person, over the phone and online
- Staff will continue to assist with projects including upgrading Closed-Circuit Television (CCTV) cameras at Nanaimo Aquatic Centre (NAC) and the Stadium District, the Point-in-Time Count, audio/visual upgrades at the VICC, and improving cybersecurity

Community Safety

Public Safety:

- Key priorities include working with BC Housing to increase shelter bed spaces, implementing the Downtown Nanaimo Community Safety Action Plan, establishing the Navigation Centre at 1030 Old Victoria Road, and continuing to provide low or no-cost support services to the vulnerable population

- A recent evaluation has confirmed the Community Safety Officer Program's effectiveness at improving social conditions and public safety in the downtown core; however, additional resources are required to maintain service levels

Nanaimo Fire Rescue:

- Staff will continue to educate community on fire smart principles and work to ensure residents receive timely hazard warnings
- Planning expansion of mental health resources for Staff, and conduct of annual reviews of staffing levels as well as the Emergency Response and Recovery Plan
- Working to expand the Vancouver Island Emergency Response Academy (VIERA) program to safety officials across the region. Revenues from VIERA help offset costs to the detachment

Police Services and RCMP:

- The City contracts police services with the RCMP and provides the building, equipment and support staff through the Police Services department
- The Police Services department has proposed a review of municipal employee levels and resource requirements in 2026
- Annual priorities focus on crime reduction related to repeat violent offenders, controlled substances, youth gang awareness and road safety

Parks, Recreation and Culture

Facilities and Park Operations:

- Staff will continue to look at ways to incorporate green technology and initiatives in City projects, and incorporate accessibility modifications and improvements
- Staff will continue to work on invasive plant removal and reducing impacts of informal access to Lotus Pinnatus Park

Mayor Krog vacated the Shaw Auditorium at 10:53 a.m. and Councillor Perrino assumed the Acting Chair.

The General Manager, Corporate Services, continued the presentation, and noted the following:

- Westwood Lake Phase 2 upgrades will reduce conflicts between people and bikes at First Beach

- The City will continue working with BC Housing on the Te'tuxwtun Project regarding landscape maintenance and design
- The implementation of the Computerized Asset Management System (CAMS) to better manage assets, implement preventative maintenance and better prioritize replacement of aging infrastructure
- 2025 capital projects include Neck Point Park parking lot, Harewood Centennial Water Park upgrades and the Urban Forest Canopy assessment

Recreation and Culture:

- Staff will continue to work with organizations like the Nanaimo Art Gallery and Tourism Nanaimo
- Focuses on individual and community wellness through programs, special events, and the provision of facilities and amenities
- The BC 55+ Games Committee is set to host the 2025 Games in September
- Staff will work with Snuneymuxw First Nation to find ways to share cultural skills and knowledge with Nanaimo residents
- Staff are working to implement a number of health-based initiatives such as Recreation Prescription and Social Prescribing

Councillor Armstrong disconnected from the meeting at 11:01 a.m.

- The Advisory Committee on Accessibility and Inclusiveness (ACAI) reviewed the Leisure Economic Access Pass (LEAP) program and provided recommendations which are implemented, in progress or scheduled to be implemented in 2025

Engineering and Public Works

Engineering:

- Enhancing traffic safety remains a priority for the Transportation department
- Funding has been set aside for traffic calming initiatives (to be reviewed by Council) to address speeding concerns in prioritized locations
- The Municipal Infrastructure is focusing on technical input for water distribution, sanitary sewer and storm drainage utilities to support the various asset management initiatives

Committee and Staff discussion took place regarding plans for a natural asset inventory to better allocate funds for natural asset management.

The General Manager, Corporate Services, continued the presentation, and noted the following:

- The Major Capital Projects team provides project management support to other departments for project such as Westwood Lake, Harewood Centennial Park, and the Stadium District improvements
- The Facility Asset Management team assists with project planning, asset management, capital projects, and energy and emissions management in facilities

Mayor Krog entered the Shaw Auditorium at 11:16 a.m. and assumed the Chair.

Public Works:

- The Solid Waste Management division's weekly curbside collection services, and events in 2025 including the Trunk Sale and Reuse Rendezvous
- The water supply and distribution system provides clean drinking water to the City, Snuneymuxw First Nation, South West Extension and the District of Lantzville
- The Sanitary Sewer department provides and maintains the sanitary sewer collection system
- The Drainage department is responsible for infrastructure such as pipes, ditches, culverts, catch basins and detention ponds to convey rainwater to natural water bodies
- The Fleet department provides support, oversight and maintenance of the City's fleet inventory

Planning and Development

- Staff will be improving the City's tree canopy through use of a future artificial intelligence (AI) based tree canopy analysis tool, and are updating the Form and Character Development Permit Area Guidelines
- Creating a tenant relocation policy to support tenants impacted by development

Committee and Staff discussion took place regarding the Woodgrove Area Plan and work that will take place throughout 2025.

The General Manager, Corporate Services, continued the presentation, and noted the following:

- A Home Energy Retrofit Financing Program Feasibility Study was brought to Council this year and Council allocated up to \$200,000 from the Climate Action Reserve Fund to support a Home Energy Retrofit Financing Program
- Heritage conservation initiatives will continue into 2025

(e) 2025 - 2029 Draft Project Plan

Presentation:

1. Wendy Fulla, Director, Finance, provided a PowerPoint presentation. Highlights included:

- The City has \$321.4 million in projects planned over the next five years
- Approximately 20.4% of projects funded by the General Fund are concurrent with other asset types
- 70.7% of projects are renewal projects that replace/maintain existing infrastructure
- In 2023, base funding for projects was set at \$8 million, with the assumption that funding would increase by 5% each year to address inflation and growth in City infrastructure
- The projected closing balance for reserves in 2025 is \$170M
- All current borrowing will be paid out by 2042

Committee and Staff discussion took place regarding projected outstanding debt not including the Public Works Yard project or potential major capital projects such as a new police detachment and Waterfront Walkway.

Project Highlights

IT and GIS:

Kerry Ing, Director, Information Technology/Chief Information Officer, continued the presentation, and noted the following:

- The goal of IT/GIS is to assist colleagues with the tools available to achieve their goals
- The work with the Public Safety Department to provide security cameras that can aid in investigations
- Upgrades made to the Service and Resource Centre Boardroom to improve hybrid meetings

- Modernization of the City's Enterprise Resource Planning software and Corporate Asset Management System
- Improvements to the building permit system and the City's website

Councillor Brown disconnected from the meeting at 11:39 a.m.

Director, Information Technology/Chief Information Officer, continued the presentation, and noted the following:

- The creation of a three-dimensional (3D) model of Nanaimo to help aid in development planning within the City
- Replacement of network data infrastructure to improve connectivity between facilities

Committee and Staff discussion took place regarding the timeline for the building permit software implementation, and network improvements to improve cybersecurity.

Beban Park Area Active Transportation Links:

Bill Sims, General Manager, Engineering and Public Works, continued the presentation, and provided an example of how multiple active transportation projects tie-in to the Midtown Water Supply Project.

Committee and Staff discussion took place regarding additional active transportation projects in progress in the proximity of the Midtown Water Supply Project.

The Finance and Audit Committee recessed the meeting at 12:03 p.m.

The Finance and Audit Committee reconvened the meeting at 1:00 p.m.

Engineering and Public Works:

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

- Reviewed various annual programs and studies
- The majority of funding for transportation projects going towards renewal of existing infrastructure
- Pedestrian unallocated funding is budgeted at \$300,000; however, in recent years the budget has been increased to \$1 million

Committee and Staff discussion took place regarding increasing Staff capacity to complete additional projects if the budget was increased.

The Director, Engineering, continued the presentation. Highlights included:

- Reviewed utility projects scheduled for 2025
- Due to increased traffic following Boxwood Road improvements, a traffic signal will be installed at East Wellington Road and Madsen Road in 2026
- Bowen Road being repaved as part of road rehabilitation in 2026

Committee and Staff discussion took place regarding active transportation options on Bowen Road between Labieux Road and Northfield Road.

The Director, Engineering, continued the presentation and noted an opportunity for utility renewals and upgrades to the road cross section on Hammond Bay Road in tandem with the Regional District of Nanaimo's (RDN) forcemain replacement project.

Committee and Staff discussion took place. Highlights included:

- Providing the most cost-efficient active transportation interventions
- Potentially delaying paving along Bowen Road; however, delays could lead to further intervention being required in the future at a higher cost
- Funding is not available to add sidewalks into the RDN forcemain project
- Potentially providing bike lanes on Beban Park property, rather than the road, or detouring the bike route along Labieux Road

The Director, Engineering, continued the presentation, and reviewed the water infrastructure and transportation projects scheduled in the next few years, as well as fleet replacement plans in 2025.

Committee and Staff discussion took place regarding active transportation infrastructure plans for the multi-use pathway on Haliburton Street.

Nanaimo Fire Rescue:

Tim Doyle, Fire Chief, continued the presentation and reviewed renovation plans for Fire Stations 2, 3 and 4.

Committee and Staff discussion took place regarding consideration for deploying smaller medic trucks to medical aid calls in place of a fire engine truck, and relationships with surrounding fire departments.

The Fire Chief continued the presentation, and noted required updates to fleet and equipment, as well as renovations planned for the Protection Island Fire Station 7 to accommodate larger trucks.

Committee and Staff discussion took place regarding the possibility of converting Fire Station 7 from an on-call fire hall to a career fire hall.

Facility Projects:

Jennifer McAskill, Manager, Facility Asset Planning, continued the presentation. Highlights included:

- Staff are working on a greenhouse gas reduction study to determine costs related to reaching climate goals
- The City will be replacing the single head electrical vehicle (EV) chargers with dual head chargers to double the capacity in the Harbour Front Parkade and Port of Nanaimo Centre Parkade

Committee and Staff discussion took place regarding recent work to replace the waterproofing membrane at the Bastion Street Parkade.

The Manager, Facility Asset Planning, continued the presentation, and highlighted asset management projects scheduled for City Hall, the Service and Resource Centre, the police detachment and the VICC.

Parks, Recreation and Culture:

Darcie Osborne, Director, Parks, Recreation and Culture, continued the presentation and noted the creation of an internal tracking system for all public art installations, which will help track ongoing maintenance, art piece care instructions and the overall condition for the life of each art piece. They also reviewed the ongoing work with the Urban Design Roster.

Mike Bryson, Deputy Director, Civic Facilities, continued the presentation. Highlights included:

- Reviewed improvements at the NAC, including the lobby partition and Wapotec chemical system for water treatment, resulting in a 50% reduction in chemicals and a \$134,000 reduction in costs in 2024
- Five City facilities have received accessibility audits with the Rick Hansen Foundation

Committee and Staff discussion took place regarding wayfinding signage at NAC to locate the Canadian Rehabilitation Services (CBI) health clinic.

The Deputy Director, Civic Facilities, continued the presentation and noted upgrades to Oliver Woods Community Centre.

Charlotte Davis, Deputy Director, Parks and Natural Areas, continued the presentation. Highlights included:

- In 2024 the City opened two new artificial turf fields at Harewood Centennial Park. In 2025, bleachers and a new parking lot will be constructed on Seventh Street
- The Marie Davidson BMX project is underway, and is expected to be fully complete by the spring of 2025
- New pickleball courts were opened at Beban Park, and bleachers will be installed early in 2025

Committee and Staff discussion took place regarding options for the Beban Park tennis courts, future updates to the Beban Park pickleball courts, and the future of the Beaufort courts.

The Deputy Director, Parks and Natural Areas, continued the presentation. Highlights included:

- Trail upgrades took place at the Millstone Lions pedestrian bridge, Patterson Trail and the Rutherford Ravine stairs
- Playground improvements took place at Deverill Square Park Court, Westhaven Park Playground, and a new playground installed at Harry Whipper Park
- Westwood Lake Phase 2 is expected to be complete by April 2025

The Deputy Director, Civic Facilities, continued the presentation, and noted improvements planned for the Port Theatre, including a new elevator to service the entirety of the building.

The Deputy Director, Parks and Natural Areas, continued the presentation, and reviewed plans for the Beban Social Centre outdoor learning classroom.

The Deputy Director, Civic Facilities, continued the presentation, and reviewed projects planned for the aquatic centres including the NAC lobby and play structure, kin pool boiler, and mechanical upgrades at Beban Complex.

The Manager, Facility Asset Planning, continued the presentation, and reviewed the NAC dehumidification project and potential impacts the project will have on operations, as it cannot take place during the regular shutdown period.

Committee and Staff discussion took place regarding emission reductions expected to result from the NAC dehumidification project.

The Manager, Facility Asset Planning, continued the presentation, and reviewed the roof replacement project at Beban Complex.

The Deputy Director, Parks and Natural Areas, continued the presentation, and reviewed upgrades to sports facilities including Deverill Park Court, McGirr Sports Complex and the Stadium District. Other recreation projects in 2025 will include the Bowen Park disc golf course, the spray park at Harewood Centennial Park and the design phase of the Maffeo Sutton Park washrooms.

Committee and Staff discussion took place regarding how projects are funded, and the process/implications of delaying one project to fund another.

6. QUESTION PERIOD:

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

7. ADJOURNMENT:

It was moved and seconded at 2:37 p.m. that the meeting adjourn. The motion carried unanimously.

CHAIR

ACTING CHAIR

CERTIFIED CORRECT:

DEPUTY CORPORATE OFFICER



MINUTES

SPECIAL FINANCE AND AUDIT COMMITTEE MEETING

Wednesday, December 4, 2024, 9:00 A.M.
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC

- Members:
- Mayor L. Krog, Chair
 - Councillor T. Brown* (disconnected at 12:09 p.m.)
 - Councillor H. Eastmure (arrived at 1:04 p.m.)
 - Councillor B. Geselbracht
 - Councillor E. Hemmens
 - Councillor P. Manly
 - Councillor J. Perrino
 - Councillor I. Thorpe (vacated at 12:09 p.m.)
- Absent:
- Councillor S. Armstrong
- Staff:
- D. Lindsay, Chief Administrative Officer
 - L. Mercer, General Manager, Corporate Services
 - B. Sims, General Manager, Engineering and Public Works
 - W. Fulla, Director, Finance
 - N. Vracar, Deputy Corporate Officer
 - N. Sponaule, Communications Advisor
 - L. Young, Recording Secretary

1. CALL THE MEETING TO ORDER:

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

2. INTRODUCTION OF LATE ITEMS:

- (a) Agenda Item 5(b) CatNap Society - Add PowerPoint Presentation titled "CatNap 2024 Operating Grant Funding Presentation".

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

- (b) Agenda Item 5(e) Nanaimo Systems Planning Organization - Add PowerPoint Presentation titled “Nanaimo Systems Planning Organization – 2024 (FY1) Review and Actions 2025”.
- (c) Agenda Item 5(f) Nanaimo Prosperity Corporation - Add PowerPoint Presentation titled “Nanaimo Prosperity Corporation – Budget Request 2025”.
- (d) Agenda Item 5(g) Tourism Nanaimo Society - Add PowerPoint Presentation titled “Tourism Nanaimo Business Plan”.

3. ADOPTION OF AGENDA:

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

4. PRESENTATIONS:

(a) Nanaimo Area Land Trust

Presentation:

1. Paul Chapman, Executive Director, Nanaimo Area Land Trust (NALT), provided a PowerPoint presentation. Highlights included:
 - NALT was founded in 1995 and has worked with the City of Nanaimo since its foundation
 - Collaboration with the City on cleanup and restoration events
 - Restoration of riparian areas promotes stream health, and healthy streams are a key component of stormwater management service delivery
 - NALT works to remove invasive species, enhance pollinator meadows, and collect data on water quality in City parks
 - Offers many programs such as the Western Painted Turtle Ambassadors Program, where volunteers monitor turtle activity and educate the public
 - Scheduled to receive \$40,800 in funding from the City in 2025

Committee discussion took place. Highlights included:

- The popularity of the Western Painted Turtle Ambassadors Program
- NALT will receive \$40,000 in funding from the Regional District of Nanaimo (RDN)

(b) CatNap Society

Presentation:

1. Cathy Brzoza, Treasurer, Board of Directors, CatNap Society (CatNap), provided a PowerPoint presentation. Highlights included:
 - CatNap received \$36,000 in funding from the City in 2024
 - Scheduled to receive \$25,000 annually from the City between 2025 and 2028 to provide ongoing services
 - CatNap is run entirely by volunteers and supports stray, feral, and semi-feral cats in the community by providing them veterinary care for illness and injuries, spay and neuter, vaccinations, and treatment for parasites
 - Fosters care for adoptable cats that are waiting for permanent homes
 - Achievements in 2024 include restoration of financial health, 520 cats rescued/helped, a new adoption partner, and a new veterinary partner
 - CatNap faces challenges such as a need for dedicated shelter space, lack of a low-income spay/neuter program, and a shortage of volunteer resources due to burnout of volunteers
 - Plans for 2025 include seeking a suitable intake space, continued recruitment of new volunteers, and exploring more fundraising opportunities

Committee discussion took place. Highlights included:

- The lack of a low-income spay/neuter program in Nanaimo is likely due to the BC Society for the Prevention of Cruelty to Animals (SPCA) needing to allocate funds to animals in their care
- Opportunity to collaborate with the City to educate the public on the “Animal Responsibility Bylaw 2021, No. 7316”, particularly on spay/neutering requirements
- Shelter/intake space would require rooms that can be divided to keep cats quarantined
- CatNap often takes feral or semi-feral cats from the Nanaimo branch of the BC SPCA that require longer term care and socialization that the BC SPCA cannot provide

(c) Vancouver Island Regional Library

Presentation:

1. Ben Hyman, Executive Director, Vancouver Island Regional Library (VIRL), provided a PowerPoint presentation. Highlights included:
 - VIRL has been in operation since 1936 and currently has three locations in Nanaimo
 - In Nanaimo, 563,000 items are projected to be borrowed from VIRL's physical collection by the end of the year
 - The Nanaimo branches provide services not only to residents of the City, but also the neighbouring regional district
 - Review of the VIRL 2025 budget, which plans to maintain existing service levels with a reduced budget, when possible, and scales up fundraising and revenue diversification
 - Reviewed budget allocations for 2025. The largest portions of the budget include wages and benefits; facilities, utilities and repairs; and collections
 - The City of Nanaimo will be levied \$6.9 million for VIRL in 2025

Committee discussion took place. Highlights included:

- The 2025 BC Library Conference will be hosted in Nanaimo in May 2025
- Contracts included in the VIRL budget range from specialized equipment to legal contracts
- The use of the library facilities as warming and cooling spaces
- VIRL is funded through levies, which are set by the VIRL Board and regulated through the *Library Act*

(d) Vancouver Island Conference Centre

Presentation:

1. Chuck Loewen, General Manager, Vancouver Island Conference Centre (VICC), provided a PowerPoint presentation. Highlights included:
 - The VICC was built as part of the City's plans to revitalize the downtown area. It has been managed by the Oak View Group (OVG360) since 2017

- Key income resources include space rental, food and beverage commissions, and AV commissions
- A shift to more multiday events and fewer single day events results in less expenses in preparing rooms between events and results in higher economic impacts for the City
- The 2024 achievements, including continued collaboration and integration with partners, 40 conventions, and greater use of the VICC by the community
- Opportunities to use City-owned facilities for trade shows and implement recommendations from the Synergy Foundation report on the progress towards accelerating a circular economy
- The 2025 budget includes an annual operating investment by the City of \$985,767 and a \$100,000 contingency fund
- The 2025 draft capital budget includes new projects such as six glass door replacements, network equipment replacements, and previously budgeted projects such as Phase 2 of the AV upgrade and refurbishment of two freight elevators

Committee discussion took place. Highlights included:

- The VICC is an important resource for employment in the City
- The Information Centre has received great visitation and is a positive addition to the VICC
- Several local art groups have taken advantage of the community rates at the VICC for their events
- The value of circular economy initiatives and the food waste reduction program at the VICC
- The use of the Dodds Narrows area as an art gallery space
- Opportunities for community relationships and increased revenue through sponsorships and naming rights

The Finance and Audit Committee recessed the meeting at 10:30 a.m.

The Finance and Audit Committee reconvened the meeting at 10:49 a.m.

(e) Nanaimo Systems Planning Organization Society

Presentation:

1. John McCormick, Executive Director, and Don Bonner, Board Chair, Nanaimo Systems Planning Organization (SPO), provided a PowerPoint presentation. Highlights included:
 - The SPO is entering its third year and the City provides the SPO with \$480,000 in annual funding
 - The SPO has developed good working relationships with partners such as: BC Housing, the City of Nanaimo, the Federal and Provincial governments, and Island Health
 - The work done by the SPO is structured around the Health and Housing Action Plan (HHAP) to meet the housing needs of the community
 - The operating approach of the SPO is to leverage resources, facilitate and provide research, and seek resources for the community housing
 - Overview of ongoing initiatives and efforts involving BC Housing, Snuneymuxw First Nation (SFN) and local churches and community associations
 - Ensuring that SPO practices align with the City's Doughnut Economics approach and SFN cultural practices
 - Launch of an interagency communications platform to share resources and training with outreach practitioners and service providers
 - Reviewing the City of Abbotsford's methods for using GIS for their Point in Time (PIT) count
 - Developing terms of reference for the SPO taskforce
 - Provided an update regarding the 78 units of housing being provided in the old Travellers Lodge Hotel and the continued work with the operator and community agencies for that initiative
 - The SPO is committed to working with partners to provide 100 additional units of housing per year in Nanaimo

Committee discussion took place. Highlights included:

- The importance of developing an inventory of community assets
- Opportunities for churches to be used for housing, such as the Brechin United Church property

- Community entities face difficulties during the development process; however, the SPO aims to be a support system that fills the gaps
- Using the SPO as a community voice to leverage conversations with organizations like BC Housing
- The Travellers Lodge project is an example of the success of the SPO

(f) Nanaimo Prosperity Corporation

Presentation:

1. Colin Stansfield, Chief Executive Officer, and Richard Horbachewski, Board Chair, Nanaimo Prosperity Corporation (NPC), provided a PowerPoint presentation. Highlights included:
 - Key milestones for the NPC in 2024 include the hiring of a CEO, establishment of a downtown office, and the launch of a new brand
 - The NPC is working to advance key initiatives such as establishing Nanaimo as a transportation and logistics hub, workforce development, education and training, and promoting buy local efforts
 - The NPC is collaborating with the Fair Care Alliance to advocate for a hospital tower and catheterization laboratory (cath lab) at Nanaimo Regional General Hospital
 - Working to strengthen community development by empowering not-for-profit organizations to drive social capital projects and facilitating Indigenous economic reconciliation
 - Building champions and strategic partnerships to ensure investment readiness, expand marketing opportunities, and create a collaborative ecosystem where businesses and industries can thrive
 - The City remains the primary funder of the NPC
 - Request that the City increase base funding for the NPC in 2025

Committee and Staff discussion took place. Highlights included:

- The Economic Development Strategy final report recommended allocating \$750,000 to \$1,000,000 per year in funding towards an Economic Development Agency
- The NPC is doing meaningful work despite not being funded to full capacity

- Opportunities for creating a capital reserve fund
- The NPC also receives funding through the Nanaimo Airport, Nanaimo Port Authority, Snuneymuxw First Nation, Vancouver Island University, and the Greater Nanaimo Chamber of Commerce
- There are opportunities for additional sources of funding; however, often programs need to be in place before applying for grants
- When established in 2022, the budget for the NPC was \$407,100

(g) Tourism Nanaimo Society

Introduced by Laura Mercer, General Manager, Corporate Services.

Presentation:

1. Carly Pereboom, Executive Director, Tourism Nanaimo Society (Tourism Nanaimo), provided a PowerPoint presentation. Highlights included:
 - The tourism industry continues to see growth and has demonstrated resilience despite challenges such as fluctuating hotel occupancy, limited direct flights, and reduced demand
 - Tourism Nanaimo has developed a five-year Destination Strategy, created a destination brand, and provides visitor-related services that align with the Destination Strategy
 - Tourism Nanaimo receives funding through the Municipal Regional District Tax (MRDT), the City of Nanaimo, provincial grants, and other grants
 - Affordable housing was added as a permissible use of MRDT program funds, which the City has utilized to support housing initiatives
 - Ongoing collaboration with the local hotels, Vancouver Island Regional Airport, BC Ferries, and through the Outside the Box BC Program to strengthen relations and increase visitations
 - The Visitor Services Centre moved to the VICC at the beginning of the year, and visitation has increased by 10 percent

Committee discussion took place regarding the hotel occupancy rates in similar regions. Compared to similar island regions, Nanaimo has been the slowest to recover from the COVID-19 pandemic and has a lower hotel occupancy rate.

Carly Pereboom, Executive Director, Tourism Nanaimo, continued the presentation, and noted the many milestones achieved by Tourism Nanaimo in 2024.

Committee discussion took place. Highlights included:

- It is considered to be best practice to have local tourism agencies allocate Municipal and Regional District Tax (MRDT) funds
- Anecdotal increase in day-trippers as opposed to overnight stays
- Potential opportunity to increase conference traffic

Councillor Brown disconnected from the meeting at 12:09 p.m.

Councillor Thorpe vacated the Shaw Auditorium at 12:09 p.m.

The Finance and Audit Committee recessed the meeting at 12:09 p.m.

The Finance and Audit Committee reconvened the meeting at 1:04 p.m.

Councillor Eastmure entered the Shaw Auditorium at 1:04 p.m.

(h) Introduction of Council Decision Points

Introduced by Laura Mercer, General Manager, Corporate Services.

Presentation:

1. Wendy Fulla, Director, Finance, provided a PowerPoint presentation. Highlights included:

- Provided an overview of decision points to be further discussed at the 2024-DEC-06 Special Finance and Audit Committee Meeting
- Four business cases were provided for consideration
- Reviewed options for increasing staffing for the Community Safety Officer (CSO) Program as part of the Community Safety Action Plan Strategy

Committee and Staff discussion took place regarding the draft decision points. Highlights included:

- The draft decision points presented in the PowerPoint presentation are not included in the draft budget
- While the new fleet vehicles and electrical vehicle (EV) charger could be funded through capital reserve funds, the staffing costs associated with the additional CSOs and the conversion of the Bylaw Steno position from part-time to full-time would be funded through general revenue

Wendy Fulla, Director, Finance, continued the PowerPoint presentation. Reviewed options included:

- Increasing resources for public space cleanliness as part of the Community Safety Action Plan Strategy
- Adding a full-time position of Assistant Manager, Financial Planning to address increasing reporting requirements

Committee and Staff discussion took place regarding overtime currently worked by the Accounting, Financial Planning, and Supply Chain Management sections. The proposed new position in Financial Planning would partially address this issue.

Wendy Fulla, Director, Finance, continued the PowerPoint presentation. Reviewed options included:

- Adding a full-time Assistant Manager, Current Planning, position to address increasing workloads and changes in provincial housing legislation
- Adding 12 new RCMP officers to address community growth
- Increasing the Road Maintenance Budget
- Increasing Culture Grant funding

Committee and Staff discussion took place. Highlights included:

- The new Assistant Manager, Current Planning position was recommended during a third-party review to address the provincial housing legislation changes as well as addressing turnaround times for processing development applications
- Cultural grants have three funding streams: Downtown Event Revitalization Funding, Project Grant Funding, and Operating Grant Funding

Wendy Fulla, Director, Finance, continued the PowerPoint presentation. Reviewed options included:

- Increasing the annual operating grant for the Restorative Justice Program
- Increasing the Neighbourhood Association Grant Program
- Increasing the base funding for the NPC
- Reducing property taxes by budgeting less for the RCMP contract due to the history of vacancies

Committee and Staff discussion took place regarding the status of the 2024 RCMP contract.

Wendy Fulla, Director, Finance, continued the PowerPoint presentation. Highlights included:

- Reviewed options to minimize the annual operating surplus that occurs due to staff vacancies by implementing a Negative Wage Contingency
- Request that any additional decision points be provided for discussion at the 2024-DEC-06 Special Finance and Audit Committee Meeting

Committee and Staff discussion took place. Highlights included:

- Potentially delaying projects in order to reduce property taxes and the potential impacts delays could have on future projects and their funding
- Staff continuously assess project lists to see what can be delayed; however, some projects have been delayed for many years and can no longer be delayed
- Potentially decreasing the amount allocated to the Capital Reserve Fund from \$8.4 million to \$8 million may result in Staff seeking additional funds from Council in the future in order to fund projects in accordance with the Capital Plan
- The effects of COVID-19 on capital projects and the City's need to support the local economy
- Potentially removing "nice-to-have" projects and reallocating those funds to "need-to-have" projects
- The Maffeo Sutton Park Amenity Building is being funded through the Growing Communities Fund, which must be used by March 2028. Some design work has already been paid for through this fund.
- Reviewed a list of projects being funded through the Community Works Fund such as a portion of the Beban Roof project, a Sewer Development Cost Charges project, relocating the high jump at the Rotary Bowl, and improvements on Norwell Drive
- The main drivers of the budget increase include 20 new firefighter positions, the RCMP contract, employment agreements, and asset management
- If Option #1 was selected for each of the decisions slides, the tax increase would be 9.6 percent

- Potentially reducing the proposed property tax increase by 1 percent through reductions to project funding would equate to an approximate \$1.5 million reduction to project funding in 2025
- The Bowen Road project is currently in the design phase and is scheduled for construction in 2026
- Options for bike lanes in the Bowen Road project could include painted lines; however, it is not yet known if there is enough space in the lane to allow for a bike lane. If a painted bike lane is feasible, the costs would not be substantial
- The importance of the Maffeo Sutton Park Amenity Building project

5. QUESTION PERIOD:

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

6. ADJOURNMENT:

It was moved and seconded at 2:05 p.m. that the meeting adjourn. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

DEPUTY CORPORATE OFFICER



MINUTES

SPECIAL FINANCE AND AUDIT COMMITTEE MEETING

Friday, December 6, 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 T. Brown* (joined at 10:52 a.m.)
Councillor H. Eastmure
Councillor B. Geselbracht
Councillor E. Hemmens (vacated at 10:18 a.m.)
Councillor P. Manly
Councillor J. Perrino
Councillor I. Thorpe

Staff:

D. Lindsay, Chief Administrative Officer
L. Mercer, General Manager, Corporate Services
B. Sims, General Manager, Engineering and Public Works
Supt. A. Burton, Nanaimo Detachment RCMP
J. Elliot, Director, Public Works
W. Fulla, Director, Finance
A. Groot, Director, Police Services
J. Holm, Director, Planning and Development
K. Ing, Director, IT/CIO
D. LaBerge, Director, Public Safety
D. Osborne, Director, Parks, Recreation and Culture
J. Van Horne, Director, Human Resources
M. Bryson, Deputy Director, Civic Facilities
C. Davis, Deputy Director, Parks and Natural Areas
N. Vracar, Deputy Corporate Officer
D. Burgos, Manager, Corporate Communications and
Community Relation Communications
B. Hornby, Senior Community Safety Officer
K. Lundgren, Recording Secretary

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

1. CALL THE MEETING TO ORDER:

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

2. INTRODUCTION OF LATE ITEMS:

- (a) Agenda Item 4(a) 2025 - 2029 Financial Plan Recap and Decision Points – replace presentation titled “2025 – 2029 Financial Plan Recap and Decision Points” with the updated presentation.

3. ADOPTION OF AGENDA:

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

4. PRESENTATIONS:

- (a) 2025 - 2029 Financial Plan Recap and Decision Points

Introduced by Laura Mercer, General Manager, Corporate Services.

Wendy Fulla, Director, Finance, provided a PowerPoint presentation and an overview of the draft Financial Plan. Highlights included:

- The total proposed property tax increase is currently at 8.7%
- Sewer, water and sanitation user fee bylaws will be considered for adoption at the 2024-DEC-16 Regular Council Meeting
- An overview of changes to the property tax rate and the impact on a typical home
- Items to be reviewed/updated prior to Staff presenting the final budget in the spring include growth, projected interest income, projected building permit revenue, projected casino revenue, contracts for the International Association of Fire Fighters (IAFF), 911 contracts for Public Safety Answering Point (PSAP), Recreation Sharing Agreement, and employee benefits

Committee and Staff discussion took place regarding the funding for larger projects coming from multiple funding sources, and general funding reserves being used to support new infrastructure projects.

Wendy Fulla, Director, Finance, introduced the decision point regarding the budget for the RCMP contract. Staff provided the following options for the Committee’s consideration:

- Option #1 Change the percentage of the RCMP contract budget to 92% for 2025 only and 95% for 2026 onward

- Option #2 Change the percentage of the RCMP contract budget to 93% for 2025 only and 95% for 2026 onward
- Option #3 Maintain status quo

It was moved and seconded that the Finance and Audit Committee recommend that Council budget the RCMP contract at 92% for 2025 and 95% for 2026 to 2029 for the 2025 – 2029 Financial Plan. The motion carried unanimously.

Wendy Fulla, Director, Finance, introduced the decision point regarding budgeting for a negative wage contingency to account for vacancies that occur during the year. Staff provided the following options for the Committee's consideration:

- Option #1 Reduce the General Fund wages and benefits budget by \$750,000 for 2025 only to account for vacancies
- Option #2 Reduce the General Fund wages and benefits budget by \$500,000 for 2025 only to account for vacancies

It was moved and seconded that the Finance and Audit Committee recommend that Council budget a \$750,000 negative wage contingency in the General Fund for 2025 for the 2025 – 2029 Financial Plan. The motion carried unanimously.

Wendy Fulla, Director, Finance, continued the presentation. Highlights included:

- Base funding for 2025 could be reduced by delaying one or more of the following projects outside the 2025 – 2029 Financial Plan
 - Commercial Street Implementation Phase 2
 - Neck Point Park Parking Lot Project
 - Third and Fitzwilliam Area Upgrade
- Staff do not recommended delaying the Third and Fitzwilliam Area Update due to its small portion of the general revenue funding and because the City has submitted a grant application for this project

Committee and Staff discussion took place regarding delaying the Commercial Street Implementation Phase 2 Project. Highlights included:

- Mitigating the impact of construction disruption on downtown businesses
- Concerns with the replacement of the Harbour Front Parkade membrane and whether it can be addressed outside of the project
- Community interest in revitalizing the Diana Krall Plaza
- Reservations on delaying the project considering the amount of work that has gone into it already
- The project could be brought back into the Financial Plan in future years

- Desire to proceed with the design for string lighting across the street in the downtown

It was moved and seconded that the Finance and Audit Committee recommend that Council reduce the 2025 base project funding by \$795,456 and remove Commercial Street Implementation Phase 2 from the 2025 – 2029 Financial Plan. The motion carried.

Opposed: *Councillor Eastmure*

Committee discussion took place regarding the preference to keep the Neck Point Parking Lot Project in the 2025 – 2029 Financial Plan as the impact to property tax is minor, it is a highly-used park and removing the project would create accessibility issues.

Wendy Fulla, Director, Finance, introduced Community Safety Action Plan Strategy Business Case regarding increased staffing for the Community Safety Officer (CSO) Program. Staff provided the following options for the Committee's consideration:

- Option #1 Expansion of Community Safety Officer Program funded by either General Reserve and General Capital Reserve or funded by only General Revenue
- Option #2 Maintain the status quo

Committee and Staff discussion took place regarding the increased staffing for the CSO Program. Highlights included:

- CSOs are deployed throughout the city; however, they work primarily in the downtown area
- Concerns regarding burnout and working alone due to low staffing levels
- Proposed CSO staffing plan is based on the recommendations made by Deloitte following their review
- Currently CSOs often need to travel to other locations such as Bowen Park and have been borrowing vehicles from other departments
- The current office space would suffice to host the additional officers, and there are plans to include work spaces within the vehicles to allow officers to work in the field
- The intention to apply for grant funding and if a grant is received, funds will remain in the General Reserve
- Frustration with the lack of support from the Provincial and Federal Governments
- The Point-in-Time (PIT) count and valuable data collected by the CSO Program

It was moved and seconded that the Finance and Audit Committee recommend that for the 2025 – 2029 Financial Plan Council:

1. Add nine full-time Community Safety Officers (CSOs), one full-time Senior Community Safety Officer and convert the part-time Bylaw Steno position to full-time, including related costs, utilizing a phased approach as follows;
 - a. Hire five CSOs, 1 Senior CSO and convert the part-time Bylaw Steno position to a full-time position effective April 1, 2025;
 - b. Add four CSOs effective April 1, 2026; and
2. Fund the two CSO fleet units and the EV charging station from the General Capital Reserve.

The motion carried unanimously.

Wendy Fulla, Director, Finance, introduced the decision point regarding increasing resources for public space cleanliness. Staff provided the following options for the Committee's consideration:

- Option #1 Increase resources for public space cleanliness
- Option #2 Expansion of the Community Clean Team Program funded by General Revenue and General Capital Reserve or funded by only General Revenue
- Option #3 Maintain the status quo

Committee and Staff discussion took place. Highlights included:

- The responsibilities of the full-time superintendent position
- Potential to defer making a decision on this item until the 2025 – 2029 Financial Plan update in the spring when the final numbers are received
- The Community Clean Team Program is valuable, and a number of complaints are received related to cleanliness

It was moved and seconded that the Finance and Audit Committee recommend that for the 2025 – 2029 Financial Plan, Council:

1. Add a Community Clean Team (2 FTEs), a full-time Superintendent, Sanitation, Recycling and Cemeteries and related costs effective April 1, 2026;
2. Fund the Community Clean Team fleet unit and roll-off bin from the General Capital Reserve.

By unanimous consent the Committee abandoned the motion.

It was moved and seconded that the decision point regarding public space cleanliness be deferred to the 2025 – 2029 Financial Plan Update in the Spring 2025. The motion carried unanimously.

Wendy Fulla, Director, Finance, introduced the decision point regarding the addition of the Assistant Manager, Financial Planning position. Staff have provided the following options for the Committee's consideration:

- Option #1 Add a full-time Assistant Manager, Financial Planning position
- Option #2 Maintain the status quo

It was moved and seconded that the Finance and Audit Committee recommend that for the 2025 – 2029 Financial Plan, Council add an Assistant Manager, Financial Planning, and related costs, effective April 1, 2025. The motion carried unanimously.

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

Wendy Fulla, Director, Finance, introduced the decision point regarding the addition of the Assistant Manager, Current Planning position. Staff provided the following options for the Committee's consideration:

- Option #1 Add a full-time Assistant Manager, Current Planning position
- Option #2 Maintain the status quo

Committee and Staff discussion took place. Highlights included:

- Improving the building permit timelines to attract builders
- The position would be responsible for overseeing/reviewing projects for approval and would increase capacity to better meet expectations around timelines
- There are currently vacant positions in the Current Planning Department

It was moved and seconded that the Finance and Audit Committee recommend that for the 2025 – 2029 Financial Plan, Council add an Assistant Manager, Current Planning, and related costs, effective April 1, 2025. The motion carried unanimously.

The Finance and Audit Committee recessed the meeting at 10:26 a.m.

The Finance and Audit Committee reconvened the meeting at 10:38 a.m.

Wendy Fulla, Director, Finance, continued the presentation and introduced the decision point regarding the addition of twelve new RCMP Members

over three years to address community growth and demand. Staff provided the following options for the Committee's consideration:

- Option #1 Add 12 new members over three years
- Option #2 Committee to provide alternative direction
- Option #3 Maintain status quo

Committee and Staff discussion took place. Highlights included:

- Being mindful of the growing population and being timely in requests for members
- For 2025, three of the RCMP members would be assigned to general duty and one to the mental health liaison
- Additional officers would improve response time
- In comparison to other communities, Nanaimo RCMP is servicing more members of the public with less officers

Councillor Brown joined the meeting electronically at 10:52 a.m.

It was moved and seconded that the Finance and Audit Committee recommend that Council add 12 new RCMP members to the 2025 – 2029 Financial Plan; four on April 1, 2025, four on April 1, 2026, and four April 1, 2027. The motion carried.

Opposed: *Councillors Brown and Eastmure*

Wendy Fulla, Director, Finance, introduced the decision point regarding an increase to the road maintenance budget. It was noted that the result of the Asphalt Levels of Service Study was presented at the 2024-JAN-22 Governance and Priorities Committee Meeting, and Staff provided the following options for the Committee's consideration:

- Option #1 Add \$1.5 million to the Road Maintenance Operating Budget
- Option #2 Add \$775,000 to the Road Maintenance Operating Budget
- Option #3 Maintain status quo

It was moved and seconded that the decision point regarding an increase to the road maintenance budget be deferred to the 2025 – 2029 Financial Plan Update in the Spring 2025. The motion carried.

Opposed: *Councillors Brown and Geselbracht*

Wendy Fulla, Director, Finance, introduced the decision point regarding project grant funding for culture grants. Staff provided the following options for the Committee's consideration:

- Option #1 10% annual increase in project grant funding for five years (2025 -2029)
- Option #2 10% increase in project grant funding for 2025

- Option #3 Maintain status quo

It was moved and seconded that the Finance and Audit Committee recommend that Council add a 10% annual increase for Culture Project Grant funding for five years, starting in 2025 (2025 – 2029), increasing the budget from \$44,407 to \$71,519 by 2029, for the 2025 – 2029 Financial Plan. The motion carried unanimously.

Wendy Fulla, Director, Finance, introduced the decision point regarding operating grant funding for culture grants. Staff provided the following options for the Committee's consideration:

- Option #1 \$0.25 per capita annual increase for three years (2025 - 2027)
- Option #2 \$0.50 per capita annual increase for 2025
- Option #3 Maintain status quo

It was moved and seconded that the Finance and Audit Committee recommend that Council increase Culture Operating Grant funding annually by \$0.25 per capita for three years, starting in 2025 (2025 – 2027), for a rate of \$3.75 per capita by 2027, for the 2025 – 2029 Financial Plan. The motion carried unanimously.

Wendy Fulla, Director, Finance, introduced the decision point regarding increasing the Annual Operating Grant for the Restorative Justice Program. It was noted that this item is a recommendation made at the 2024-OCT-16 Finance and Audit Committee Meeting, and Staff provided the following options for the Committee's consideration:

- Option #1 Increase the Annual Operating Grant to \$150,000
- Option #2 Increase the Annual Operating Grant to \$100,000
- Option #3 Increase the Annual Operating Grant to \$85,000
- Option #4 Maintain status quo

Committee discussion took place. Highlights included:

- The Restorative Justice Program has one of the best track records for return on investment
- Expressed frustration that higher levels of government have not invested in this program

It was moved and seconded that the Finance and Audit Committee recommend that Council increase the annual operating grant for the Restorative Justice Program to \$150,000 effective 2025 for the 2025 – 2029 Financial Plan. The motion carried unanimously.

Wendy Fulla, Director, Finance, introduced the decision point regarding increasing the annual budget for the Neighbourhood Association Grant

Program. It was noted that this item is a recommendation made at the 2024-OCT-16 Finance and Audit Committee Meeting, and Staff provided the following options for the Committee's consideration:

- Option #1 Increase the Annual Operating Grant Budget to \$20,000
- Option #2 Increase the Annual Operating Grant Budget to \$15,000
- Option #3 Maintain status Quo

It was moved and seconded that the decision point regarding the Neighbourhood Association Grant Program be deferred to the Spring 2025 after the final budget projections are known. The motion was defeated.

Opposed: *Councillors Armstrong, Brown, Eastmure, Geselbracht and Manly*

Committee discussion took place. Highlights included:

- The increased number of neighbourhood associations since the grant program was created
- The importance of neighbourhood associations in the community

It was moved and seconded that the Finance and Audit Committee recommend that Council increase the budget for the Neighbourhood Association Grant Program to \$20,000 effective 2025 for the 2025 – 2029 Financial Plan. The motion carried unanimously.

Wendy Fulla, Director, Finance, introduced the decision point regarding a funding request from Nanaimo Prosperity Corporation (NPC). Staff provided the following options for the Committee's consideration:

- Option #1 Increase base funding to \$815,000
- Option #2 Increase base funding to \$665,000
- Option #3 Maintain status quo

Committee discussion took place. Highlights included:

- The NPC is relatively new, and it may be too early to provide an increase in funding
- The NPC has established a clear strategic plan with actionable points
- Concerns regarding hampering the NPC's ability to carry out their objectives

It was moved and seconded that the decision point regarding the Nanaimo Prosperity Corporation funding request be deferred to the Spring 2025 after the final budget projections are known. The motion was defeated.

Opposed: *Councillors Armstrong, Brown, Eastmure, Perrino and Thorpe*

Wendy Fulla, Director, Finance, noted that with the decisions made at this meeting, the 2025 projected property tax rate increase would be 7.8% and

the 2026 projected property tax increase would be 7.1%. The “Financial Plan Bylaw 2024, No. 7389” will go to the 2024-DEC-16 Regular Council Meeting for Council’s consideration of first three readings.

5. QUESTION PERIOD:

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

6. ADJOURNMENT:

It was moved and seconded at 11:29 a.m. that the meeting adjourn. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

DEPUTY CORPORATE OFFICER



MINUTES

FINANCE AND AUDIT COMMITTEE MEETING

Wednesday, December 11, 2024, 9:01 A.M.
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC

- Members:
- Mayor L. Krog, Chair
 - Councillor S. Armstrong*
 - Councillor T. Brown* (joined at 9:09 a.m.)
 - Councillor B. Geselbracht*
 - Councillor E. Hemmens
 - Councillor P. Manly
 - Councillor J. Perrino
 - Councillor I. Thorpe
- Absent:
- Councillor H. Eastmure
- Staff:
- D. Lindsay, Chief Administrative Officer
 - L. Mercer, General Manager, Corporate Services
 - B. Sims, General Manager, Engineering and Public Works
 - W. Fulla, Director, Finance
 - J. Holm, Director, Planning and Development
 - D. LaBerge, Director, Public Safety
 - D. Osborne, Director, Parks, Recreation and Culture
 - C. Davis, Deputy Director, Parks and Natural Areas
 - N. Vracar, Deputy Corporate Officer
 - C. Wood, Manager, Social Planning
 - R. Sawrie, Social Planner
 - D. Stewart, Environmental Planner
 - N. Sponaule, Communications Advisor
 - L. Young, Recording Secretary

1. CALL THE MEETING TO ORDER:

The Finance and Audit Committee Meeting was called to order at 9:01 a.m.

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

2. INTRODUCTION OF LATE ITEMS:

- (a) Add Agenda Item 8(a) 2025 - 2029 Financial Plan Update.
- (b) Add Agenda Item 8(b) Nanaimo Prosperity Corporation Decision Slide.

3. ADOPTION OF AGENDA:

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

4. 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-NOV-20, at 9:01 a.m. be adopted as circulated. The motion carried unanimously.

5. REPORTS:

(a) Financial Results for the Nine Months ending 2024-SEP-30

Laura Mercer, General Manager, Corporate Services, introduced the report and highlights included the following:

- The City is projecting a surplus of \$4,848,840 at the end of the third quarter, which is broken down into general funds, sewer, and water
- For general funds, the City is projecting a surplus of \$5,960,140. Drivers of this surplus include position vacancies, grants in lieu of taxes, investment income, and the RCMP contract being under budget
- The anticipated surplus for the sewer fund is \$138,900
- There is a projected water fund deficit of \$1,250,200 due to lower than anticipated revenue

Committee and Staff discussion took place regarding the reasons for the lower revenues, including water conservation and changes in the consumption structure.

Laura Mercer, General Manager, Corporate Services, continued the review of the report. Highlights included:

- As per the Reserve Policy, any reserve below the minimum balance will be topped up first from surplus, and any remaining surplus funds will be allocated according and Council direction

- The total project budget is \$177,065,254 and includes both capital and operating projects. As of 2024-SEP-30, \$65,596,628 remains to be spent by the end of the year

Committee and Staff discussion took place. Highlights included:

- Potential to use the surplus to lower the property tax rate. This is not a stable form of tax reduction; however, it can be discussed when the surplus allocation report is brought forward in Spring 2025
- Financial results in 2023 had a higher surplus than this year

Councillor Brown joined the meeting electronically at 9:09 a.m.

(b) Council Expenses for the Nine Months ending 2024-SEP-30

Laura Mercer, General Manager, Corporate Services, introduced the report and highlights included the following:

- Summary of year-to-date expenses for each member of Council as of 2024-SEP-30
- Information will be included in the Statement of Financial Information (SOFI) Report

(c) Culture and Event Grants 2025 - Funding Recommendations

Councillor Manly vacated the Shaw Auditorium at 9:11 a.m. declaring a conflict of interest as he is on the board of the LEAF Festival Society.

Darcie Osborne, Director, Parks, Recreation and Culture, introduced the report and highlights included the following:

- Staff received a total of 13 cultural operating applications, 17 cultural project applications, and 32 Downtown Event Revitalization Fund applications
- The total value requested by applicants for 2025 was \$963,806.79, and the total funds available is \$631,256.00

Committee discussion took place regarding procedures Staff follow in order to follow up with organizations in regards to their use of the grant funds. Prior to evaluating an application, the City must receive a Culture Grant Report Form for the previous year's grant.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve 2025 Cultural Grant funding (Operating, Project, Downtown Event Revitalization Fund) recommendations of \$631,256 as outlined in Attachment 'D' of the report titled "Culture and Event Grants 2025 – Funding Recommendations" dated 2024-DEC-11. The motion carried unanimously.

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

(d) Social Planning Grants 2025

Dave LaBerge, Director, Public Safety, introduced the report and highlights included the following the following:

- Since 2001, the City has allocated \$85,000 annually to non-profit organizations, neighbourhood associations, and/or recognized faith groups to assist in responding to social issues with initiatives that enhance social cohesion, address poverty, and foster social inclusion and equity
- The grants were previously broken into two groups: the Community Vitalities Grant, which was for smaller projects, and the Social Response Grant, which was for larger-scale projects; however, due to a lack of clear definitions between the two grant types, Staff decided to eliminate the distinction between the two grant streams and have all applicants apply through the same grant process
- The City received 19 grant applications for 2025, totalling \$306,390 in requested funding

It was moved and seconded that the Finance and Audit Committee recommend that Council approve the 2025 Social Planning Grants recommendations of \$85,000, and that the grant allocations be as follows:

Applicant Name: Take a Hike Foundation **Recommend:** \$10,000

Project: Take a Hike Nanaimo Program

Applicant Name: Volunteer Nanaimo **Recommend:** \$13,500

Project: Youth Network

Applicant Name: Island Crisis Care Society **Recommend:** \$25,000

Project: Rising Hope Community Kitchen

Applicant Name: Nanaimo Alliance Church **Recommend:** \$8,000

Project: Food Bank Client Café – Kitchen Upgrades

Applicant Name: Haven Society **Recommend:** \$15,000
Project: Safe Futures for Youth – Violence is Preventable

Applicant Name: Nanaimo Community Kitchens Society
Recommend: \$7,000 **Project:** Cultivate and Cook

Applicant Name: Nanaimo Family Life Association **Recommend:** \$6,500
Project: Kitchen Socials

The motion carried unanimously.

(e) Park Amenity Improvement Requests Under the Partners in Parks Program

Introduced by Darcie Osborne, Director, Parks, Recreation and Culture.

Committee and Staff discussion took place. Highlights included:

- Potential to provide a portion of the requested amount
- \$100,000 is available annually in the Partners in Parks (PIP) budget
- How Staff prioritize between the Capital Plan projects that are similar to PIP projects
- PIP projects are often niche to specific neighbourhoods and driven by invested members of the community
- Well-organized community groups affect the timeliness of implementing PIP projects

It was moved and seconded that the Finance and Audit Committee recommend that Council approve the allocation of the 2024 Partners In Parks Program funding to amenity improvements at these proposed park locations:

- i. \$45,000 for a hard surface sport court at Everest Drive Park;
- ii. \$15,000 for storage and seating at Beaufort Food Forest; and
- iii. \$40,000 for shade structure and platform at Stevie Smith Bike Park.

The motion carried unanimously.

(f) BC Hydro Sustainable Communities Fund - Phase 2 of Manufactured Home Park Energy Conservation and Emissions Reduction Strategy

Jeremy Holm, Director, Planning and Development, introduced the report and highlights included the following:

- This is the second phase of a project between the City and the Regional District of Nanaimo (RDN), in order to identify electrical

capacity constraints in manufactured home parks for electrical upgrades to allow for fuel switching and electrical vehicle (EV) charging

- \$30,000 in grant funding through BC Hydro as well as a City contribution of \$24,000 (from the Climate Action Reserve Fund) would be used to complete a more refined assessment

It was moved and seconded that the Finance and Audit Committee recommend that Council add the second phase of the Manufactured Home Park Energy Conservation and Emissions Reduction Strategy, as outlined in the Staff report dated 2024-DEC-11, to the 2025 – 2029 Financial Plan. The motion carried unanimously.

(g) Sea Level Rise Management Plan Grant Applications

Jeremy Holm, Director, Planning and Development, introduced the report and highlights included the following:

- In 2019, the City undertook a Sea Level Rise Study (“the Study”) to identify what projected sea levels may look like in the future
- The Study recommended a Sea Level Rise Management Plan (SLRMP), which includes refined inundation modeling, an economic risk assessment, and an evaluation of options to manage sea levels in vulnerable areas
- The City has applied for two grant opportunities to support the work

Committee and Staff discussion took place. Highlights included:

- A SLRMP will help prepare the City for capital projects in vulnerable areas identified by the Study
- The Study identified the need for a Coastal Erosion Study
- The project would be completed by Staff and a consultant would be engaged to provide support
- If neither grant application is successful, Staff may come back to the Committee with budget options and continue to look for other grant opportunities

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to apply for a funding opportunity from the Ministry of Emergency Management and Climate Readiness for a Disaster Relief and Innovation Fund grant to support a Sea Level Rise Management Plan. The motion carried unanimously.

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to apply for a funding opportunity from the Federation of Canadian Municipalities' Local Leadership for Climate Adaptation initiative - Climate Ready Plans and Processes for a Sea Level Rise Management Plan. The motion carried unanimously.

(h) Provincial Capacity Funds - Allocation Update

Jeremy Holm, Director, Planning and Development, introduced the report and highlights included the following:

- The City received \$619,936 in capacity funding, which was provided to local governments by the Province to assist with implementing legislated changes related to housing
- Staff provided suggestions for allocation of the capacity funds in April 2024, and are now looking to make adjustments to the allocation based on work completed and work proposed for 2025
- The Province expects the funding to be used prior to 2025-DEC-31

Committee and Staff discussion took place. The capacity funds have helped fund the consulting work and planning of projects such as the Development Cost Charge (DCC) bylaw update; however, the capacity funding does not assist with the funding of the infrastructure or increased requirements on Staff.

It was moved and seconded that the Finance and Audit Committee recommend that Council endorse the allocation of \$619,936 in capacity funding provided by the Province, as outlined in the Staff Report dated 2024-DEC-11, to support the City of Nanaimo in meeting the legislative requirements and opportunities in Provincial Housing Bills. The motion carried unanimously.

(i) Security Check Grant Request from Nanaimo Science and Sustainability Society

Introduced by Laura Mercer, General Manager, Corporate Services.

Committee and Staff discussion took place. Highlights included:

- All past Security Check Grant requests have gone through Council approval; however, the requests are not usually for an amount this low
- Investigating options to delegate approvals of smaller grant requests to Staff

- The amount of funding requested through the Security Check Grant Program varies greatly year to year

It was moved and seconded that the Finance and Audit Committee recommend that Council award a 'Security Check Grant' for \$50 to the Nanaimo Science and Sustainability Society to cover the cost of the security checks for new hires. The motion carried unanimously.

(j) Health Canada Emergency Treatment Fund

Laura Mercer, General Manager, Corporate Services, introduced the report and highlights included the following:

- The City submitted a proposal for Health Canada's Emergency Treatment Fund
- The proposal requests funding to purchase and outfit three fleet vehicles for the Community Safety Officer (CSO) team

Committee and Staff discussion took place specifying that the project would not increase the property tax rate.

6. OTHER BUSINESS:

(a) 2025 – 2029 Financial Plan Update

Wendy Fulla, Director, Finance, provided the following information:

- Staff updated the 2025 – 2029 Financial Plan based on direction received during the 2024-DEC-06 Special Finance and Audit Committee Meeting
- The updated property tax increase is 7.9 percent in 2025 and 7.1 percent in 2026
- Additional supplements from BC Assessment caused an increase in the property tax rate from the projected 7.8 percent in 2025 to 7.9 percent

Committee and Staff discussion took place regarding the estimated property tax rate prior to the increases during the 2024-DEC-06 Special Finance and Audit Committee Meeting.

(b) Nanaimo Prosperity Corporation Decision Slide

Councillor Hemmens advised she was not able to stay for the full 2024-DEC-06 Special Finance and Audit Committee Meeting, including the discussion relative to the Nanaimo Prosperity Corporation (NPC) decision slides, and expressed the desire to further consider this item.

Committee and Staff discussion took place regarding the status of the decision point from the 2024-DEC-06 Special Finance and Audit Committee Meeting.

Councillor Hemmens provided following comments:

- The NPC has never been fully funded, which has led to difficulty attracting a CEO and initiatives that cannot be explored due to underfunding
- With an expected population increase, it is imperative to have people driving economic development in Nanaimo

Committee and Staff discussion took place. Highlights included:

- The City provided the NPC with the full budgeted amount in 2023; however, some funds were left unspent and carried over into 2024. It is anticipated that the NPC will carry funds over from the 2024 budget into 2025
- Increasing the NPC's base funding to \$665,000 would increase the property tax rate by 0.1 percent

It was moved and seconded that the Finance and Audit Committee recommend that Council Increase the base budget for the Nanaimo Prosperity Corporation from \$515,850 to \$665,000 effective 2025 for the 2025 – 2029 Financial Plan. The motion carried unanimously.

7. QUESTION PERIOD:

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

8. ADJOURNMENT:

It was moved and seconded at 10:03 a.m. that the meeting adjourn. The motion carried unanimously.

CERTIFIED CORRECT:

CHAIR

DEPUTY CORPORATE OFFICER

DATE OF MEETING FEBRUARY 19, 2025
AUTHORED BY JAMES KNIGHT, CAPITAL PROJECT MANAGEMENT SPECIALIST
SUBJECT COMMERCIAL STREET PROJECT

OVERVIEW

Purpose of Report

To provide the Finance and Audit Committee with an update on the Design Commercial project and to seek endorsement on the project's timing.

Recommendation

That the Finance and Audit Committee recommend that Council endorse the Design Commercial phasing plan for consideration during the 2026 – 2030 Financial Plan deliberations.

BACKGROUND

In September 2021 Council directed Staff to develop a new vision for Commercial Street. After several stakeholder meetings and public engagement sessions, the conceptual design of this new vision was endorsed by Council in June of 2022.

This project is integrated into City Plan as Priority Action Number 57: "Design Commercial - Complete a conceptual design from Commercial/Wallace/Albert Streets and Victoria Crescent intersection to Front Street." This project, as well as other infrastructure projects in the downtown, is supported in the 2023 -2026 Council Strategic Framework. "Significant downtown capital investments to support continued redevelopment of the heart of the City."

As the main corridor through the historic downtown, Commercial Street represents a key location to bring people together in the community. The Design Commercial project connects with the five goals of the City Plan framework.

Through the early engagement sessions and stakeholder meetings, the following Vision Statement was created:
"Commercial Street is a green, connected, safe and equitable place that reflects the history of Nanaimo while attracting people, investment and vitality."

A set of nine design principles were also established for the street and the public spaces. Each principle plays a role in informing the approach, materials, treatments and overall look and feel of the area.

- Connected – Commercial Street must be well connected to the adjacent streets and public spaces in a mindful way.
- Convenient – Visiting downtown needs to remain convenient and inviting in order to remove any barriers that could dissuade people from visiting and spending time on the Commercial Street corridor.
- Comfortable – providing ample room for walking, traffic calming, and spaces for people to stay and play will enhance the comfort of Commercial Street.
- Engaging – Commercial Street needs to inspire people to come and spend time downtown.
- Accessible – There should be as few barriers as possible to come and enjoy Commercial Street. Wider sidewalks, continuous crossings and public spaces combined with places to sit, play or relax create a downtown for all ages and abilities.
- Legible – It is important that it remains clear to users how to behave in the space to ensure the enjoyment of everyone.
- Safe – It is imperative that users feel safe when moving along Commercial Street. Reduce or eliminate conflicts between road users, dark spaces and increase visibility.
- Equitable – Commercial Street must be a welcome space for all members of Nanaimo’s community.
- Flexible – The corridor must be designed to be flexible to support a range of users and uses.

Construction began on the first phase of the Design Commercial project, running from Wharf Street to Church Street, on September 3, 2024. During investigative drilling conducted as part of the project, some areas of loose rubble and voids leftover from early coal mining operations were encountered. A program to drill down to the mine voids and pump grout was added to the project scope to remediate any concerns around future ground settlement in the area. The drilling and grouting has now been completed. The majority of the project work is expected to be completed by the end of May of 2025 with some low impact work continuing into June.

DISCUSSION

The current construction on Commercial Street began immediately after completion of the Terminal Avenue Improvements, which started in the summer of 2023. While every effort has been made to accommodate businesses, the area will have experienced nearly two years of continuous construction by the time it concludes in the spring of 2025. The business community has generally been supportive of the projects; however, construction fatigue is setting in and several business owners have requested a break from construction on Commercial Street.

Plans for a new downtown transit exchange by BC Transit and the Regional District of Nanaimo are scheduled to start in late 2025. Most of the on-street work for the transit exchange project was completed during the Terminal Avenue project and the majority of the work for the transit exchange will happen on the project’s Terminal Avenue and Cavan Street sites with limited traffic impact. After the completion of the Downtown Transit Exchange, there is the opportunity to complete the upgrades to the Albert/Victoria/Wallace Commercial Streets intersection. Phase 2 of the Design Commercial project originally combined the front portion of Diana Krall Plaza along with Commercial Street adjacent to the Plaza and was originally scheduled for construction in 2025-2026. At the December 6, 2024 Finance & Audit Committee meeting, the

DKP/Commercial project was delayed to alleviate budgetary constraints, address construction fatigue felt by some downtown merchants and to allow for planning for parkade membrane replacement.

Replacement of the Harbour Front Parkade waterproof membrane under the front portion of the Plaza was included in this project. The remainder of the waterproof membrane in the back of the plaza is currently scheduled for replacement in 2030. However, a recent inspection report suggests that the waterproof membrane replacement should be completed within the next 3-5 years, which is a bit more urgent than previously thought. Currently, the roof slab of the Harbour Front Parkade below the membrane is in good shape, but there are signs of damage from the leaking membrane, and it will continue to deteriorate if the membrane is not replaced.

As part of the membrane replacement, the existing surface features at Diana Krall Plaza including furnishing, planters, pavers, and the Portland Loo will need to be removed and replaced. This work provides an opportunity to redesign and refresh Diana Krall Plaza.

Construction phasing for the Design Commercial project is being revisited at this time for various reasons including the recent report recommending that the waterproof membrane under Diana Krall Plaza be replaced in the next 3-5 years, timing of construction of the Transit Exchange (currently scheduled for construction in 2025-2026), and feedback from the business community downtown which includes, from some merchants, a desire for a break from construction fatigue.

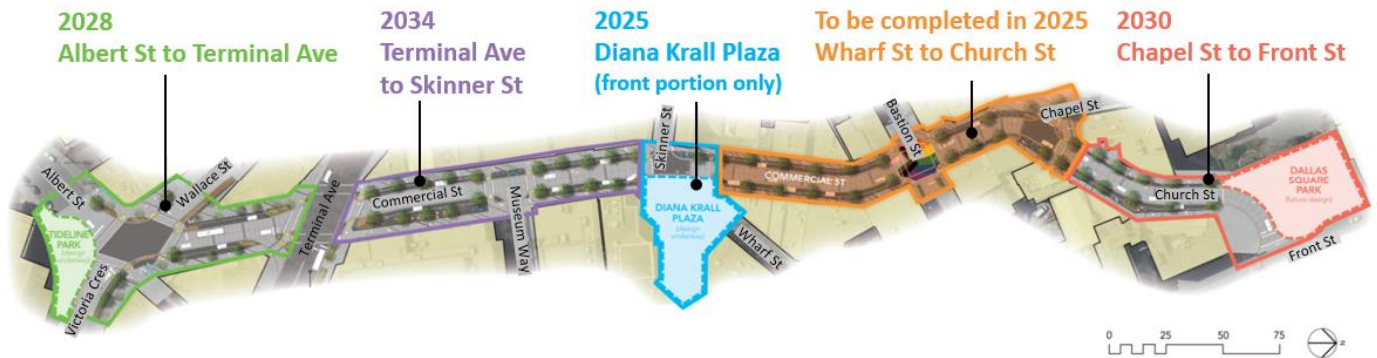
The following table shows original and recommended years for construction of the various project phases. Implementing the recommended phasing plan will be dependent on funding availability.

Phase	Year (Recommended)	Year (Original)	Estimate	Budget (Current)
Wharf St to Church St	Under Construction		\$5.72M (projected)	\$6.23M
Albert St. to Terminal Ave.	2026	2028	\$4.53M	\$2.73M
Harbour Front Parkade Membrane Replacement	2027/ 2028	2030	\$4.41	TBD
Diana Krall Plaza Improvements	2027/ 2028	N/A	\$1.05M	TBD
Design Commercial (DKP)	2027/ 2028	2025	\$2.31M	TBD
Terminal Ave. to Skinner St.	2030	2034	TBD	TBD
Chapel St. to Front St.	2031/ 2032	2030	TBD	TBD

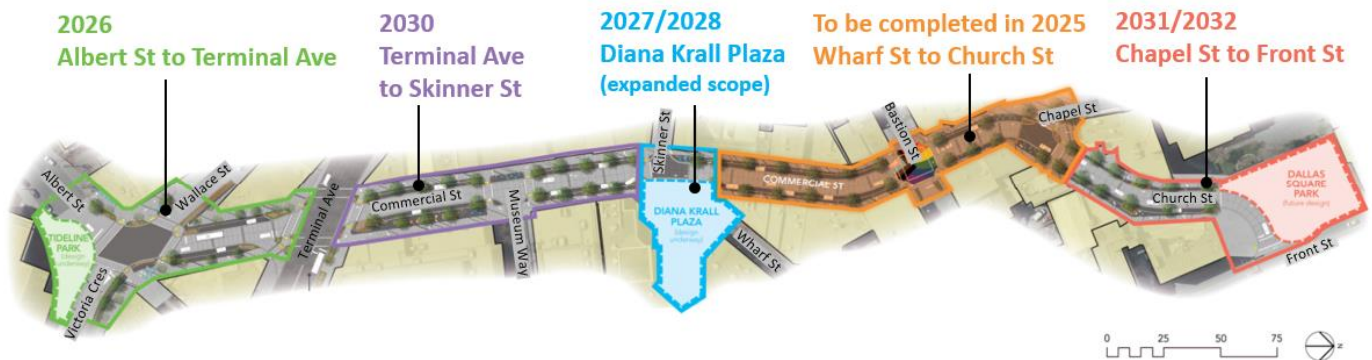
With the proposed revised phasing, the planned work over the next 2 years includes:

- Phase 1 Construction Completion – Spring 2025
- Albert Street to Terminal Avenue design work – 2025/2026
- Confirm budgets and phasing – Fall 2025 (during budgeting process)
- Downtown Transit Exchange Construction (BC Transit and the RDN) – Late 2025 to 2026
- Diana Krall Plaza Stakeholder Consultation and Design – 2026
- Albert Street to Terminal Avenue Construction – Late 2026 to 2027

Project Phasing (original)



Recommended Phasing



OPTIONS

1. That the Finance and Audit Committee recommend that Council endorse the Design Commercial phasing plan for consideration during the 2026 – 2030 Financial Plan deliberations.
 - The advantages of this option:
 - i. The increased scope of work at Diana Krall Plaza will help to protect the integrity of the Harbour Front Parkade structure ensuring the longevity of this strategic downtown parking facility.
 - ii. The revised phasing timing better reflects alignment with construction of the Downtown Transit Exchange, and feedback from the downtown business community.
 - The disadvantages of this option: Accelerating some phases of the project will require additional funding.
 - Financial Implications: Funding for the various phases of the project will need to be included in the 2026 - 2035 Draft Project Plan for Council's consideration during the 2026-2030 Financial Plan deliberations.

2. That the Finance and Audit Committee recommend that Council move forward with the existing phasing.

- The advantages of this option: Maintaining the existing phasing timing will lessen the need for additional funding.
- The disadvantages of this option:
 - i. The existing phasing plan is not ideally suited to achieve project success.
 - ii. The existing phasing plan delays protecting the integrity of the Harbour Front Parkade structure.
- Financial Implications: Additional funding is required to match existing phasing estimates.

3. That the Finance and Committee provide alternate direction.

SUMMARY POINTS

- Design Commercial Phase 1 between Wharf and Church Streets is scheduled to be substantially completed by the end of May 2025.
- The waterproof membrane over the Harbour Front Parkade is leaking and should be replaced within the next 3-5 years.
- Several downtown businesses have expressed a desire to have a break from construction.
- A revised phasing plan will enable the work to continue at a measured, affordable pace.

ATTACHMENTS:

ATTACHMENT A - Design Commercial PowerPoint Presentation |

Submitted by:

James Knight,
Capital Project Management Specialist
Engineering |

Concurrence by:

Phil Stewart, Manager
Engineering Projects

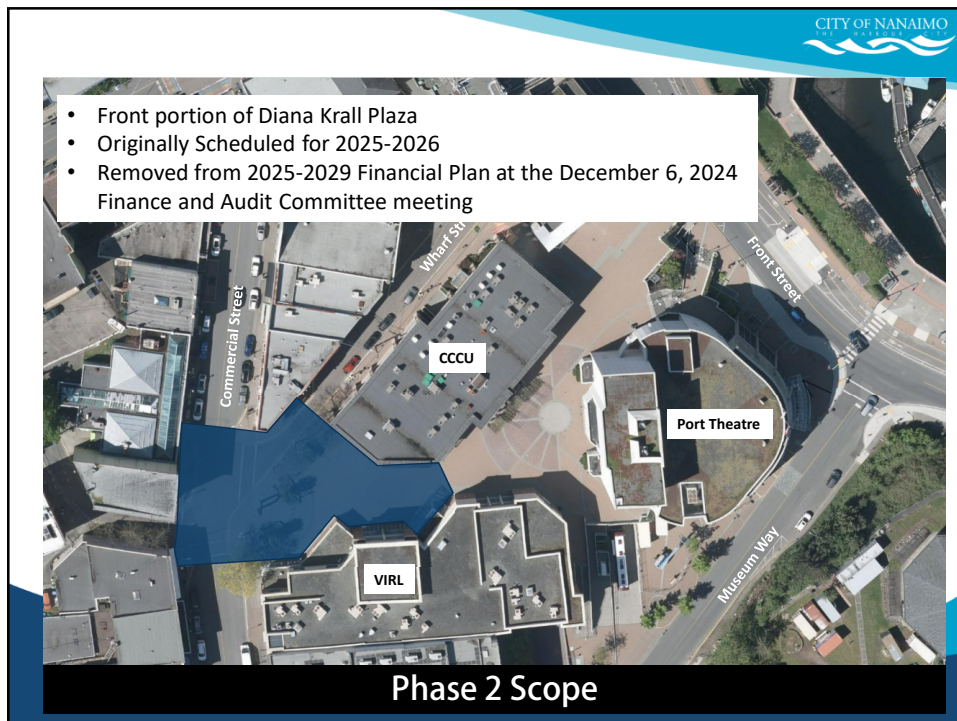
Poul Rosen, Director
Engineering

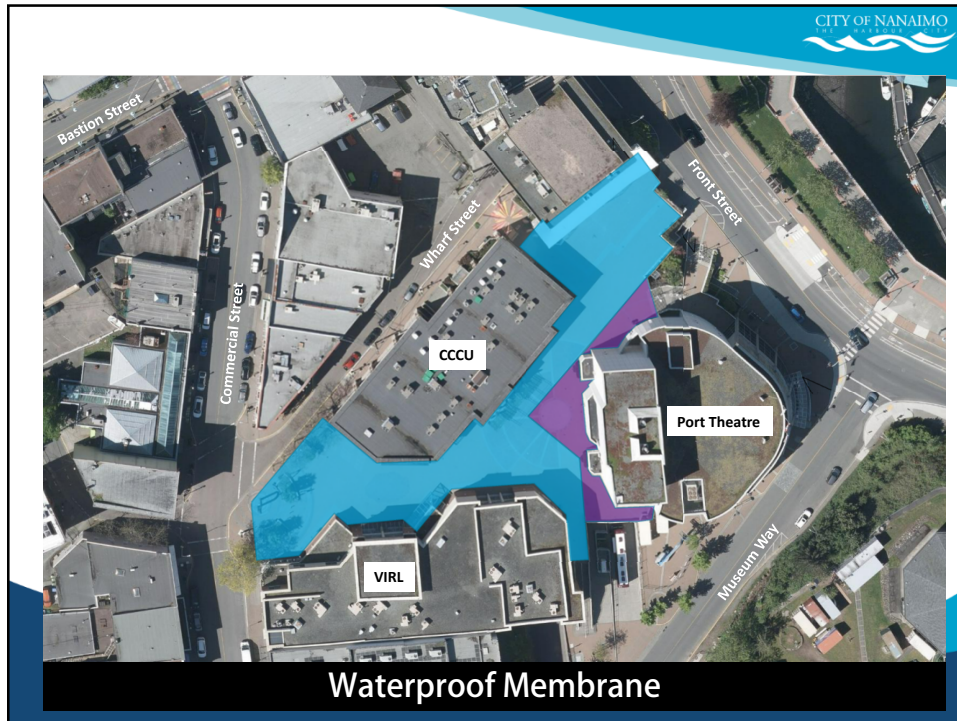
Wendy Fulla, Director
Finance

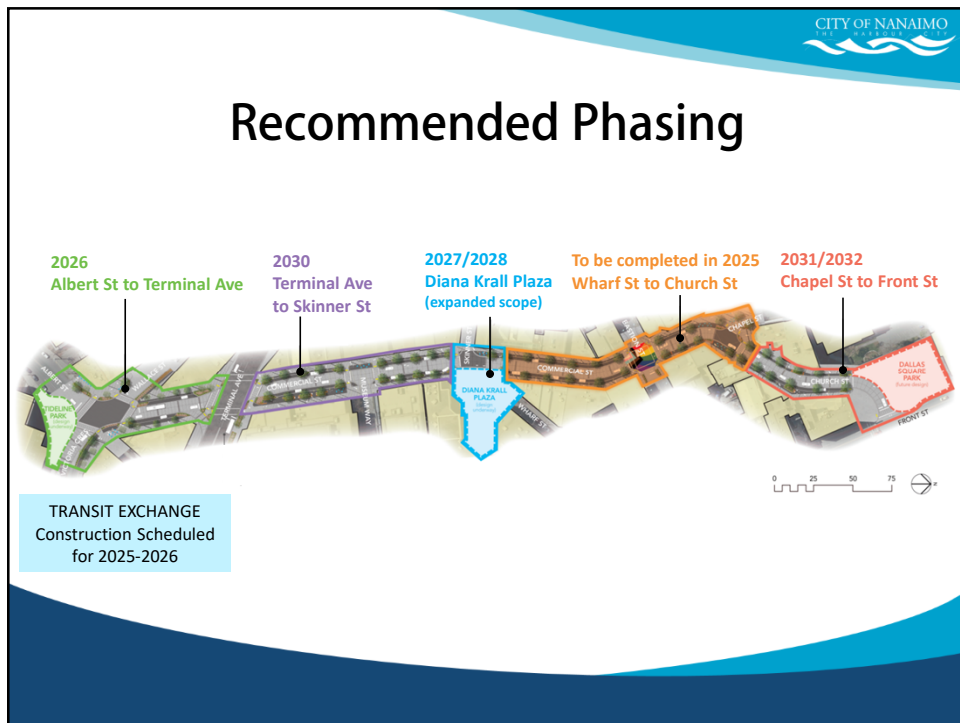
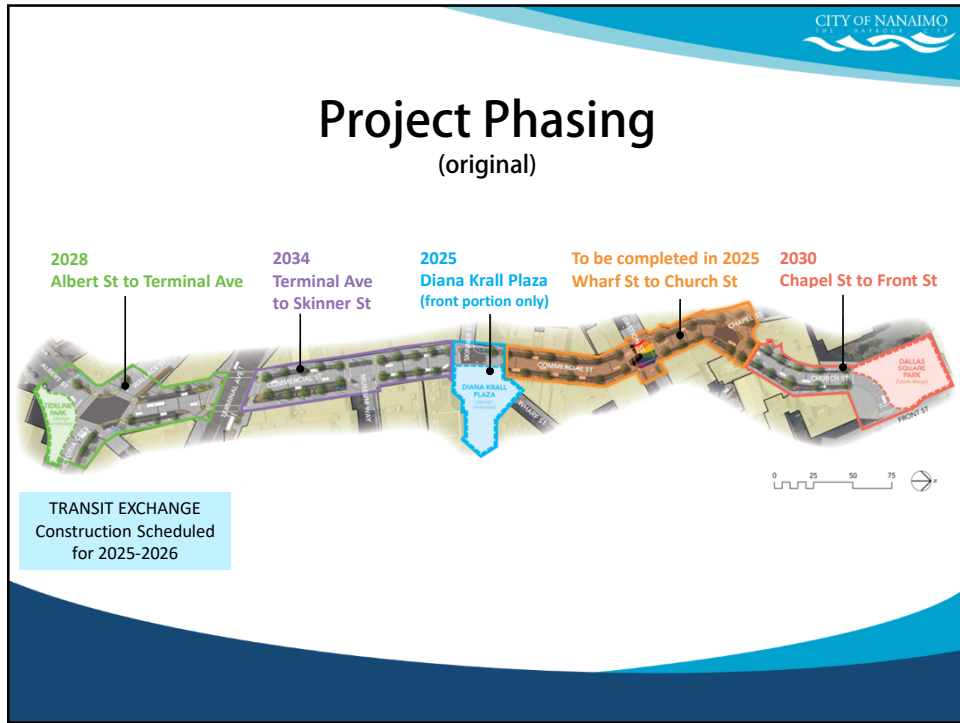
Laura Mercer, General Manager
Corporate Services

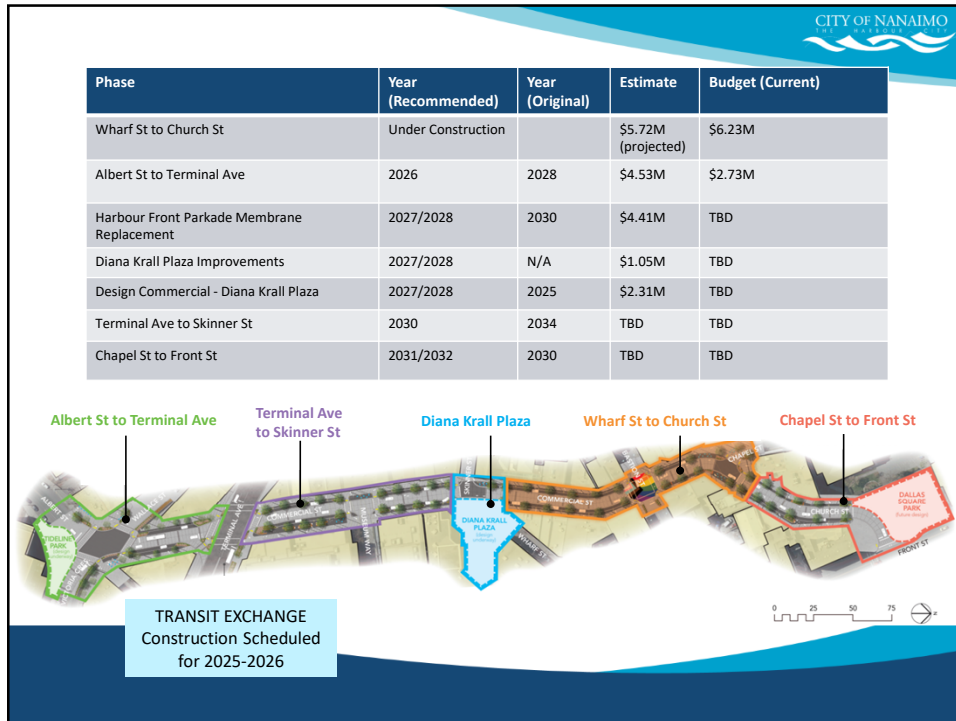
Bill Sims, General Manager
Engineering & Public Works |

ATTACHMENT A









CITY OF NANAIMO
THE QUALITY CONNECTION

Planned Work over the Next 2 Years

Phase 1 Construction Completion – Spring 2025

Albert St to Terminal Ave (incl. Tideline Park)

Design – 2025/2026
Construction – Late 2026 to 2027

2026 Albert St to Terminal Ave
2030 Terminal Ave to Skinner St
2027/2028 Diana Krall Plaza (expanded scope)
To be completed in 2025 Wharf St to Church St
2031/2032 Chapel St to Front St

Confirm Budgets and Phasing - Fall 2025 (during budgeting process)

Downtown Transit Exchange
Construction – Late 2025 to 2026

Diana Krall Plaza
Stakeholder Consultation and Design – 2026



CITY OF NANAIMO
THE QUALITY CONNECTION



Design Commercial

Downtown Reimagined

Delegation Request

Delegation's Information:

Virginia Coverdale has requested an appearance before the Finance and Audit Committee

City: Nanaimo

Province: BC

Delegation Details:

The requested date is 2025-FEB-19

The requested meeting is:

Finance and Audit

Bringing a presentation: No

Details of the Presentation: Lower Commercial Street upgrade/construction fatigue for business/personal experience.

Delegation Request

Delegation's Information:

Steven Johns, Vice-Chair, Downtown Nanaimo Business Association, has requested an appearance before the Finance and Audit Committee

City: Nanaimo

Province: BC

Delegation Details:

The requested date is 2025-FEB-19

The requested meeting is:

Finance and Audit

Bringing a presentation: No

Details of the Presentation: The DNBA would like to speak to James Knight's presentation asking for direction from Council on how to proceed with future phases of the downtown commercial street project and to provide our recommendations.

DATE OF MEETING February 19, 2025

AUTHORED BY GEOFF WHITING, DEPUTY FIRE CHIEF – OPERATIONS

**SUBJECT COMMUNITY RESILIENCY INVESTMENT PROGRAM (FIRESMART
COMMUNITY FUNDING AND SUPPORTS PROGRAM)**

OVERVIEW

Purpose of Report

To gain Council's support in applying for funding through UBCM for FireSmart activities in the City of Nanaimo for 2025. |

Recommendation

That the Finance and Audit Committee recommend Council support the City of Nanaimo's application to the Union of BC Municipalities for the Community Resiliency Investment Program (FireSmart Community Funding and Supports Program) and if successful the 2025-2029 Financial Plan be amended to include this grant.

BACKGROUND

The City has risk for wildland fires in a number of areas particularly at the interface with urban development. Effects of climate change are also contributing to increased fire risk as evidenced by numerous high profile community threatening fires over the past number of years. Extreme wildfire behaviour caused by climate changes can be anticipated to increase in the future. The FireSmart program is a community-based wildland fire prevention initiative that focusses on increasing community resilience to the impacts of wildfire. This initiative is being promoted by the Province to reduce the risk of damage caused by wildfires and grants are available through the UBCM. Staff is making application for a FireSmart Community Funding grant and require a Council resolution supporting this. |

DISCUSSION

The current Community Wildfire Protection Plan rates the city as having a "Low with pockets of moderate" fire risk. While the forested areas in the City are decreasing as a result of development, areas of risk remain both within the City boundary and immediately outside the boundary with potential to affect City lands. In addition, there are numerous parks and Crown lands that interface with urban development contributing to interface fire potential. Having the community involved in the application of FireSmart principles to their homes and property will build resiliency in the community and allow property and structures to better withstand a wildland fire event and limit damage.

In 2024 the Community Resiliency Investment grant funded FireSmart weekends in Long Lake Heights in the spring and on Protection Island in the spring and fall. It also supported staff training and development, community engagement events, the purchase of equipment for a Sprinkler

Protection Unit (phase 2), and a new Community Wildfire Resiliency Plan (completion Spring 2025).

Funding for 2025 will support the continued work of these community groups to FireSmart these higher risk areas. In addition to continuing these projects, funding for 2025 will support broader community FireSmart education and training initiatives for Fire Department staff. The Community Resiliency Investment grant will also include phase 3 of a Structural Protection Unit. New initiatives included in the 2025 request include additional FireSmart promotional materials, an expanded Wildfire Community Preparedness Day, participation in the FireSmart BC Plant Program, Indigenous Cultural Safety Training for staff, and planning for a tabletop exercise with mutual aid partners.

The City is requesting grant funding in the amount of \$80,000 which is 100% of project costs. |

FINANCIAL CONSIDERATIONS

| The activities are not in the current operating budget and will only be undertaken if the grant application is successful.

If any FireSmart activities are required throughout the year, there will be limited funding available. |

OPTIONS

1. That the Finance and Audit Committee recommend that Council support the City of Nanaimo's application to the Union of BC Municipalities for the Community Resiliency Investment Program (FireSmart Community Funding and Supports Program) and if successful the 2025-2029 Financial Plan be amended to include this grant.
 - The advantages of this option: The funding would assist in the further development of the FireSmart program and improve community safety and resiliency by reducing the risk of damage resulting from a wildfire in Nanaimo. Community involvement and environmental protection are also key advantages of accessing the funding grants.
 - The funding will equip a Structural Protection Unit trailer which will be an additional resource for protection of property within the City.
 - The disadvantage of this option is that FireSmart activities are reliant on the successful application.

2. That the Finance and Audit Committee recommend that Council deny support to apply to the Union of BC Municipalities for the Community Resiliency Investment Program (FireSmart Community Funding and Supports Program).
 - The advantages of this option: No change to current operations or resources.
 - The disadvantages of this option: The lack of funding would result in a severe reduction in the City's FireSmart program and would leave the City more susceptible to the threat of wildfire and at greater risk of property loss.

SUMMARY POINTS

- The FireSmart program is a community-based wildland fire prevention initiative where communities come together as a group and FireSmart their neighborhoods.
- This initiative is being promoted by the Province to reduce the risk of damage caused by wildfires and grants are available through UBCM.
- Staff is requesting a contribution from UBCM for the amount of \$80,000 which is 100% of total project costs.

Submitted by:

Geoff Whiting
Deputy Chief - Operations

Concurrence by:

Tim Doyle
Fire Chief

Richard Harding
General Manager, Community Services &
Deputy CAO

Wendy Fulla
Director, Finance

Laura Mercer
General Manager, Corporate Services

DATE OF MEETING FEBRUARY 19, 2025

AUTHORED BY ART GROOT, DIRECTOR, POLICE SERVICES

SUBJECT NANAIMO RESTORATIVE JUSTICE PROGRAM FUNDING

OVERVIEW

Purpose of Report

To provide the Finance and Audit Committee with information relating to the Nanaimo Restorative Justice Program funding, and seek Council's approval for the funding increase. |

Recommendation

That the Finance and Audit Committee recommend that Council:

1. Approve a 5- year annual operating grant to the Restorative Justice Program for the term covering January 1, 2025 to December 31, 2029 based on \$150,000 for 2025; and,
2. Add a 2% annual increase for 2026 to 2029.

BACKGROUND

At the 2024-OCT-16 Finance and Audit Committee (FAC) meeting staff introduced a report and an update and overview of the Restorative Justice Program through Connective, see Attachment A.

An increase to the annual operating funding was requested, as City funding for the program had been set at \$50,000 annually for over 25 years. The 2025 – 2029 Financial Plan adopted by Council on 2025-JAN-20 included an increase in the funding level to \$150,000 effective 2025.

As part of the discussion at the 2024-OCT-16 FAC, a proposed 2% annual increase had been included to be considered with each of the three proposed funding models put forward in the report. The decision to add the 2% annual increase was not included in Council's decision points for the 2025 – 2029 Financial Plan.]

DISCUSSION

The term agreement will include requirements to provide the City with annual financial statements and an annual presentation to the Finance and Audit Committee during budget deliberations. The annual reporting requirement will provide Council with valuable updates each year regarding the program and its positive impact to the community it serves as well as to confirm Council's ongoing support of the program.

Including an annual 2% increase will allow program funding to keep better pace with inflationary pressures and reduce the possibility of another significant funding increase request from the organization in the future. |

FINANCIAL CONSIDERATIONS

|The impact of an annual 2% increase for 2026 to 2029 is 0.002% per year. |

OPTIONS

1. |That the Finance and Audit Committee recommend that Council:
 1. Approve a 5- year annual operating grant to the Restorative Justice Program for the term covering January 1, 2025 to December 31, 2029 based on \$150,000 for 2025; and,
 2. Add a 2% annual increase for 2026 to 2029
 - The advantages of this option: The proposed 5 year term agreement provides a framework and reporting requirement to Council for the funding as well as a modest annual increase for the service provider to be able to plan for annual operating cost increases while maintaining services to the community.
 - The disadvantages of this option: None
 - Financial Implications: The 2025 – 2029 Financial Plan would be amended for final to include the increase.
2. Status quo
 - The advantages of this option: No changes to current arrangement.
 - The disadvantages of this option: No framework or reporting requirements for how the funding is being used. May result in a funding increase at a later date
 - Financial Implications: None.
3. That the Finance and Audit Committee provide alternate direction.

SUMMARY POINTS

- An increase to the annual operating funding was requested as City funding to the program had been set at \$50,000 annually for over 25 years. The 2025 – 2029 Financial Plan adopted by Council on 2025-JAN-20 included an increase in the funding level to \$150,000 effective 2025.
- Staff are recommending a 5- year term agreement with the Restorative Justice Program for the term covering January 1, 2025 to December 31, 2029 based on \$150,000 for 2025.

- Staff are recommending a 2% annual increase for 2026 to 2029 to the annual operating grant to keep better pace with inflationary pressures and reduce the possibility of another significant funding increase from the organization in the future.
- The annual reporting requirement will provide Council with valuable updates each year regarding the program and its positive impact to the community it serves as well as to confirm Council's ongoing support of the program.

ATTACHMENTS:

Attachment A: Nanaimo Restorative Justice Program Overview Report presented at 2024-OCT-16 Finance and Audit Committee Meeting

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



Staff Report for Decision

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

DATE OF MEETING FEBRUARY 19, 2025
AUTHORED BY JAIME-BRETT SINE, COORDINATOR OF CULTURAL SERVICES
SUBJECT **2025 Culture Project Grant Additional Allocation**

OVERVIEW

Purpose of Report

To recommend that the Finance and Audit Committee approve the addition of Crimson Coast Dance Society to the list of 2025 Culture & Event Grant standby organizations, and approve the allocation of additional 2025 Project Grant Funds.

Recommendation

That the Finance and Audit Committee recommend that Council approve the addition of Crimson Coast Dance Society to the list of 2025 Culture & Event Grant standby organizations, and Project Grant reallocation as follows:

- Applicant Name: Crimson Coast Dance Society
 - Recommended: \$3,476
- Applicant Name: Vancouver Island Symphony
 - Recommended: \$965

BACKGROUND

Three City of Nanaimo grant streams (Operating, Project, and Downtown Event Revitalization Fund) are administered through the Culture & Events section for a combined total budget of \$663,768 in 2025. The Project Grant budget for 2025 is \$48,848.

As per the 2025 – 2029 provisional budget adopted by Council in January 2025, Project Grant funding will see a 10% annual increase for five years (2025 – 2029), bringing the Project Grant budget from \$44,407 to \$48,848.

Culture & Events grants are essential in supporting the activities of the professional arts, culture and heritage organizations that play a significant role in contributing to the cultural profile and economic vitality of Nanaimo (Nanaimo Integrated Action Plan: C4.5.9). Financial support of these organizations aligns with strategic priorities related to a Healthy Nanaimo, an Empowered Nanaimo, and a Prosperous Nanaimo (City Plan: Nanaimo Reimagined). These priorities include supporting community events, facilitating lively visitor experiences with vibrant streets and waterfront areas, and reinforcing the role culture plays in supporting the production and delivery of arts and culture activity. |

DISCUSSION

On 2024-DEC-16, Council approved Staff's 2025 Culture and Event grant funding recommendations. During the initial grant allocation process, Staff compiled a list of standby organizations, projects and events that would be prioritized for additional funding in the event of additional, returned, and/or declined funds (ATTACHMENT A).

Three-year Operating grant recipients applying for funds through the Project Grant stream were allocated 0% - 50% of funds requested, falling short of the 65% average in recognition that these organizations were already well-funded through the Operating Grant stream. The organizations that were declined Project funding or received the lowest funding percentage were then prioritized for additional and/or reallocated Project funds.

During the Project Grant allocation review, Vancouver Island Symphony was among the three-year Operating Grant recipients to be denied Project Grant funding due to a lack of available funds. The Vancouver Island Symphony was instead made a priority as a standby organization.

In January 2025, Staff were notified of an additional Project Grant application submitted by the deadline by Crimson Coast Dance Society. Due to a system error, this grant application was not considered in initial grant allocations, despite being submitted by deadline. Crimson Coast Dance Society's funding request was \$13,650. Crimson Coast Dance Society receives a three-year Operating Grant, so this Project Grant application would not initially have been recommended for funding. If Staff had been aware of this application, however, Crimson Coast Dance Society would have been included alongside the Symphony on the list of standby organizations prioritized for additional, returned, and/or declined funds.

Following the adoption of the 2025 – 2029 provisional budget, \$4,441 in Project Grant funds are now available for allocation. Staff reviewed Project Grant allocations and identified Vancouver Island Symphony and Crimson Coast Dance Society as the two projects that would most benefit from these available funds. Both grant applications are deemed strong, scoring highly in assessment criteria that included: merit, relevance/feasibility, and potential impact. The strength of the Crimson Coast Dance Society and Vancouver Island Symphony grant applications and scheduled Programs of Work justify the allocation of these funds to these two projects.

FINANCIAL CONSIDERATIONS

Funds for the Culture & Event grant streams addressed in this report have been earmarked in the 2025 financial plan. |

OPTIONS

1. | That the Finance and Audit Committee recommend that Council approve the addition of Crimson Coast Dance Society to the list of 2025 Culture & Event Grant standby organizations, and Project Grant reallocation as follows:
 - Applicant Name: Crimson Coast Dance Society
 - Recommended: \$3,476
 - Applicant Name: Vancouver Island Symphony
 - Recommended: \$965
 - The advantages of this option: Aligns with the goals of City Plan: Nanaimo Reimagined with strategic priorities related to a Healthy Nanaimo, an Empowered Nanaimo, and a Prosperous Nanaimo.
 - The disadvantages of this option: None.

- Financial Implications: There is \$4,441 available in the Project Grant stream.
2. That the Finance and Audit Committee not approve the addition of Crimson Coast Dance Society to the list of 2025 Culture & Event Grant standby organizations, and Project Grant reallocation.
 - The advantage of this option: None.
 - The disadvantages of this option: Choosing this option would impact Crimson Coast Dance Society and Vancouver Island Symphony's operations and Program of Work in 2025 and their ability to serve the community.
 - Financial Implications: This option would have financial impact on individual organizations and the services they provide to the community.
 3. That the Finance and Audit Committee recommend that Council provide alternate direction.

SUMMARY POINTS

- Each year through Culture & Events, the City of Nanaimo invests in arts, culture, and downtown events by providing funding to eligible organizations.
- Staff recommend the addition of Crimson Coast Dance Society to the list of 2025 Culture & Event Grant standby organizations, and the allocation of additional 2025 Project Grant Funds to Crimson Coast Dance Society and Vancouver Island Symphony.
- The strength of Crimson Coast Dance Society and the Vancouver Island Symphony's grant applications and scheduled Programs of Work, justify the allocation of these funds to these two projects.

ATTACHMENTS:

ATTACHMENT A: 2025 STANDBY ORGANIZATIONS

ATTACHMENT B: 2025 CITY OF NANAIMO GRANT RECIPIENTS SUMMARY

Submitted by:

Jaime-Brett Sine
Recreation Coordinator, Cultural Services

Adrienne Mercer Breen
Manager, Culture & Special Events

Concurrence by:

Darcie Osborne
Director, Parks, Recreation & Culture

Richard Harding
General Manager, Community Services &
Deputy CAO

Wendy Fulla
Director, Finance

Laura Mercer
General Manager, Corporate Services

Dale Lindsay
Chief Administrative Officer

ATTACHMENT A

2025 STANDBY ORGANIZATIONS Operating, Project & Downtown Event Revitalization Funds

Operating Grant standby organizations prioritized for additional/reallocated funds

- L'Association des francophones de Nanaimo
- Island Bel Canto Singers Society
- Malaspina Choir Society
- Nanaimo African Heritage Society
- Nanaimo Arts Council
- Nanaimo Chapter of the SPEBSQSA (Tidesmen)
- Nanaimo Concert Band Society
- Nanaimo Fiddle Society
- Nanaimo International Jazz Festival Association
- Vancouver Island Short Film Festival Society

Project Grant standby projects prioritized for additional/reallocated funds

- Nanaimo Ballroom Dance Society | Championships/ Island Fantasy Ball
- Nanaimo African Heritage Society | Black History Month/ Gala
- Nanaimo Chamber Orchestra | 2024/2025 Program Season
- Nanaimo Fiddle Society | Seniors' Residences Live Music Performances
- Pacific Coast Stage Company | Percolate: An Evening of Community, Coffee and Connection
- Reconciliation Theatre | Winter Writer's Workshop & Showcase
- Vancouver Island Regional Library | Children's Book Festival (BookFest)
- Vancouver Island Short Film Festival Society | Youth Showcase
- Vancouver Island Symphony | Symphony Community Day

DERF standby events prioritized for additional/reallocated funds

- ACT Theatre | The Island Summer Theatre Festival
- BYF Event Productions | Backyard Fest
- Downtown Nanaimo Business Association | Winterfest
- Friends of Nanaimo Jazz Society | 2025 Jazz Feature Performances
- Greater Nanaimo Chamber of Commerce | The Commercial Street Night Market
- Island Consort Society | Fall & Spring Concerts
- Nanaimo Chapter of the Federation of Canadian Artists | Nanaimo Fine Arts Show
- Old City Quarter Association | Sounds of Summer: Winter in the OCQ
- Pacific Coast Stage Company | Fringe Festival Hub
- Reconciliation Theatre | Spooktacular

**ATTACHMENT B
2025 PROJECT GRANT ADDITIONAL ALLOCATION**

**2025 CITY OF NANAIMO GRANT RECIPIENTS SUMMARY
(CULTURE PROJECT)**

GROUP NAME	TYPE	AMOUNT REQUESTED	AMOUNT ALLOCATED	DETAIL
L'Association des francophones de Nanaimo	Project	\$10,000	\$6,000	Maple Sugar Festival du Sucre d'Edrable
LEAF Festival Society	Project	\$6,775	\$3,523	Poetry in Motion Workshops
Nanaimo African Heritage Society	Project	\$10,000	\$7,100	Black History Month
Nanaimo Ballroom Dance Society	Project	\$36,000	\$8,000	Island Fantasy Ball Showcase and Competition
Nanaimo Chamber Orchestra	Project	\$4,000	\$2,080	Orchestra Program Season
Nanaimo Conservatory of Music	Project	\$2,000	\$1,160	Island Notes Chamber Music Festival
Nanaimo Festival Heritage Theatre Society (TheatreOne)	Project	\$5,000	\$2,750	April Fools Us
Nanaimo Fiddle Society	Project	\$1,675	\$1,239.50	Seniors' Residences Live Music Performances
Nanaimo Theatre for Young People Association	Project	\$675	\$533.25	Youth Theatre Showcase
Pacific Coast Stage Company	Project	\$8,000	\$5,200	Percolate: An Evening of Community, Coffee and Connection
Reconciliation Theatre Society	Project	\$3,726	\$2,794.50	Winter Writers' Workshop
Vancouver Island Regional Library	Project	\$3,000	\$640.00	Children's Book Festival (BookFest)
Vancouver Island Social Justice Society	Project	\$1,244.79	\$627.15	Our Loud Voice
Vancouver Island Short Film Festival Society	Project	\$1,970	\$1,339.60	Youth Showcase
Vancouver Island Symphony	Project	\$1,717	\$0	Symphony Community Day
Western Edge Theatre	Project	\$2,000	\$1,420	New Waves Festival

DATE OF MEETING February 19, 2025

AUTHORED BY CHRIS SHOLBERG, COMMUNITY/HERITAGE PLANNER

SUBJECT HERITAGE FAÇADE GRANT – 437 FITZWILLIAM STREET

OVERVIEW

Purpose of Report

To present a Heritage Façade Grant application for the Rawlinson & Glaholm Grocers building at 437 Fitzwilliam Street.

Recommendation

That the Finance and Audit Committee recommend that Council approve a \$8,137.50 Heritage Façade Grant for the Rawlinson & Glaholm Grocers building located at 437 Fitzwilliam Street to repaint the building's exterior.

BACKGROUND

Located at 437 Fitzwilliam Street (Attachment A), a Heritage Façade Grant application has been submitted by the owner of the Rawlinson & Glaholm Grocers building to repaint the building's exterior.

The Rawlinson & Glaholm Grocers building is currently listed as a significant heritage building in the Downtown Heritage Conservation Area in *City Plan*. For historical information on the building, see Attachment B – Rawlinson & Glaholm Grocers Building History and Significance.

City Plan supports the use of financial assistance and incentives to encourage the protection of heritage properties (Policy C4.6.5.). Support for continued funding of the Heritage Façade Grant program is found in Section C4.6.3. of the *Integrated Action Plan*.

The Heritage Façade Grant Program was created by Council in 2003 as part of the City of Nanaimo's Downtown Revitalization Strategy. The program was designed to provide financial incentives to encourage rehabilitation and enhancement of heritage buildings located in the City's downtown core, enliven the streetscape, create a more attractive environment for visitors and tenants, and stimulate investment in the area. The program has been successful at leveraging private investment toward rehabilitating and enhancing the exteriors of historic buildings located in the downtown core.

Façade grants are available annually on a first-come, first-served basis to significant heritage buildings listed in the Downtown Heritage Conservation Area (HCA1), as outlined in *City Plan*. Each grant covers up to 50% of a project's cost, up to a maximum of \$10,000 per building façade facing onto a street. To date, \$439,098.20 has been paid out under the program for 43 exterior building façade improvements (for 33 buildings) leveraging \$7,554,238.32 in private investment.

DISCUSSION

Staff have reviewed and evaluated the grant application and note that the proposed project satisfies the requirements and objectives of the Heritage Façade Grant Program.

The proposed exterior rehabilitation work will include cleaning, surface repair, and repaint of the building's exterior. Photos of the condition of the existing façade can be viewed in Attachment C – Existing Exterior Façade Condition. The building façade will be repainted in earth tones, with a light tan body colour, and cream, light brown, and dark blue detail colours as illustrated in Attachment D – Proposed Exterior Colour Scheme.

The proposed work is intended to refresh the exterior appearance of the building consistent with colour recommendations contained in the City's Downtown Heritage Building Design Guidelines.

Under the program the maximum façade grant is \$10,000 per street frontage or 50% of actual costs whichever is less. In this case, the property faces onto two street frontages, so the maximum allow grant assistance is \$20,000 however the total estimated project cost is \$16,274 therefor the recommended grant is \$8,137.50.

It should be noted that the property previously received a \$6,839 grant under the Heritage Façade Grant Program in 2004 for an exterior repaint and awning upgrade.

The property is owned by a business. Under Section 25 of the *Community Charter*, Council may, by an affirmative vote of at least 2/3 of all the members of Council, provide financial assistance to a business for the conservation of a protected heritage property (this property is considered a protected property due to its listing in the Downtown Heritage Conservation Area).

Prior to issuance of the grant, a heritage conservation covenant will be registered on the title of the property to ensure the owner continues to maintain the building in good order and condition for a period of five years.

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve a \$8,137.50 Heritage Façade Grant for the Rawlinson & Glaholm Grocers building located at 437 Fitzwilliam Street to repaint the building's exterior.
 - Advantages: The Heritage Façade Grant Program furthers the Empowered goal of *City Plan* and the *Integrated Action Plan*, as well as the conservation objectives of the City's Heritage Conservation Program.
 - Disadvantages: The money remaining in the Heritage Façade Grant fund would be reduced for potential future applications in 2025.
 - Financial Implications: The Heritage Façade Grant Program currently has a budget of \$20,000 available.

2. That the Finance and Audit Committee deny the Heritage Façade Grant application.
 - Advantages: More funding would be available in the Heritage Façade Grant fund for potential applications to be considered until December 2025.

- Disadvantages: This could create uncertainty about the City's commitment to the grant program's purpose and parameters. Not awarding funding would be contrary to the first-come, first served priority for eligible applications.
- Financial Implications: A total of \$20,000 would remain available for further applications in 2025. |

SUMMARY POINTS

- The building owner has applied for a \$8,137.50 Heritage Façade Grant for the Rawlinson & Glaholm Grocers building located at 437 Fitzwilliam Street to repaint the building's exterior.
- The total estimated project cost is \$16,275.
- The grant application satisfies the requirements and objectives of the Heritage Façade Grant Program, thus it is recommended that the Finance and Audit Committee recommend approval of the grant.

ATTACHMENTS

ATTACHMENT A: Location Map

ATTACHMENT B: Rawlinson & Glaholm Grocers Building History and Significance

ATTACHMENT C: Existing Exterior Façade Condition

ATTACHMENT D: Proposed Exterior Colour Scheme |

Submitted by:

Lisa Brinkman
Manager, Community Planning |

Concurrence by:

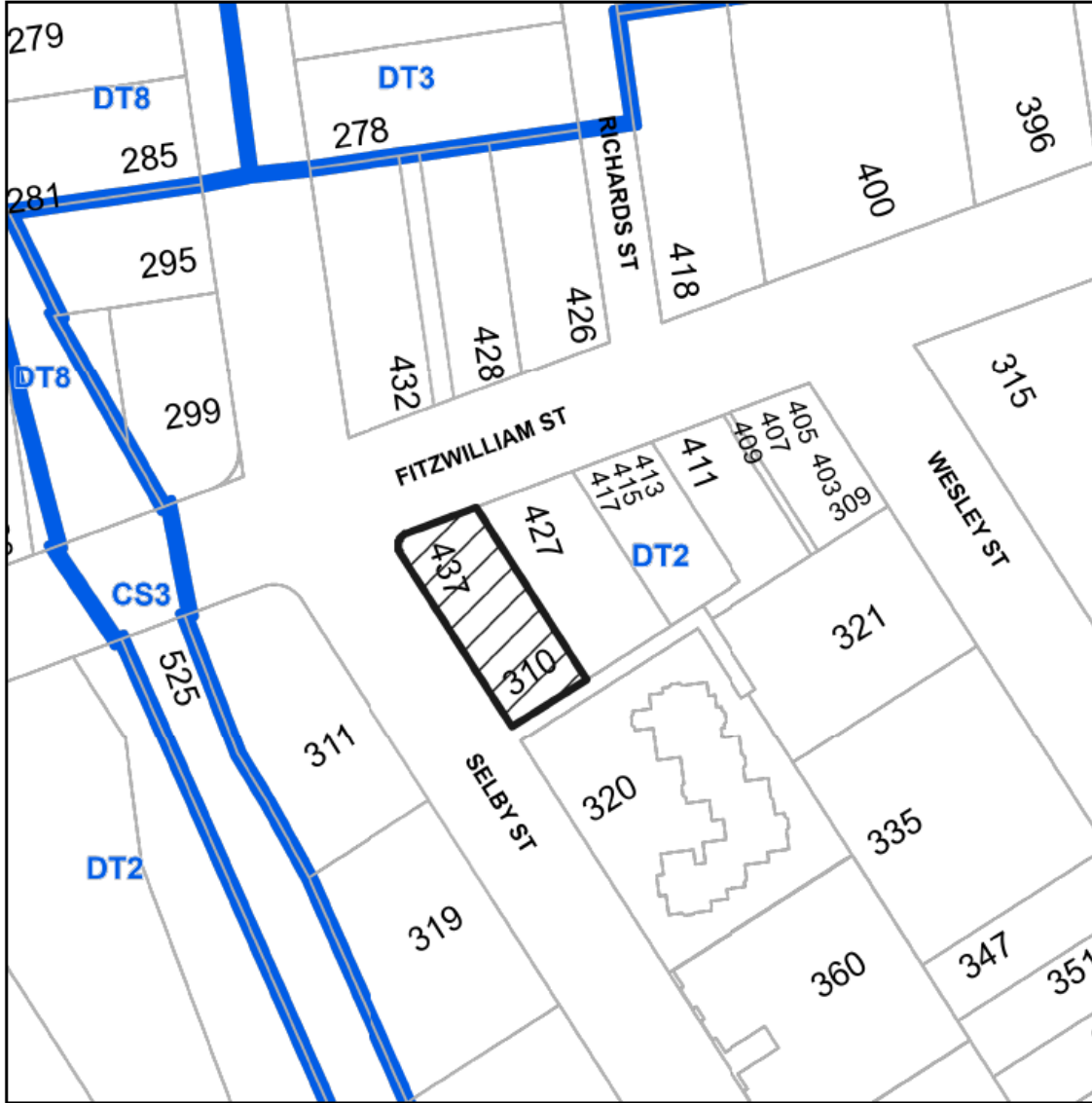
Jeremy Holm
Director, Planning & Development


Wendy Fulla
Director, Finance

Laura Mercer
General Manager, Corporate Services |

ATTACHMENT A

437 FITZWILLIAM STREET



 437 Fitzwilliam Street

ATTACHMENT B

RAWLINSON & GLAHOLM GROCERS BUILDING HISTORY AND SIGNIFICANCE

Built in 1916, the Rawlinson & Glaholm building is a very good example of a modest, elegant Edwardian era Commercial building. The building's size is in keeping with the pedestrian scale of this mixed residential and commercial area. The building was designed by architect E. J. Bresermann, who with partner Durfee, also designed Victoria's First Congregational Church and St. James Hotel, and Nanaimo's Commercial Hotel.

The Rawlinson & Glaholm Building's value resides in its role as a gateway building. Located at a prominent intersection, the building marks the western entrance to one of Nanaimo's oldest commercial areas. The angle corner entry mirrors the entry on the building directly across the street and creates a visual funnel, reinforcing the impression of entering a new and distinct space.

ATTACHMENT C

Existing Exterior Façade Condition

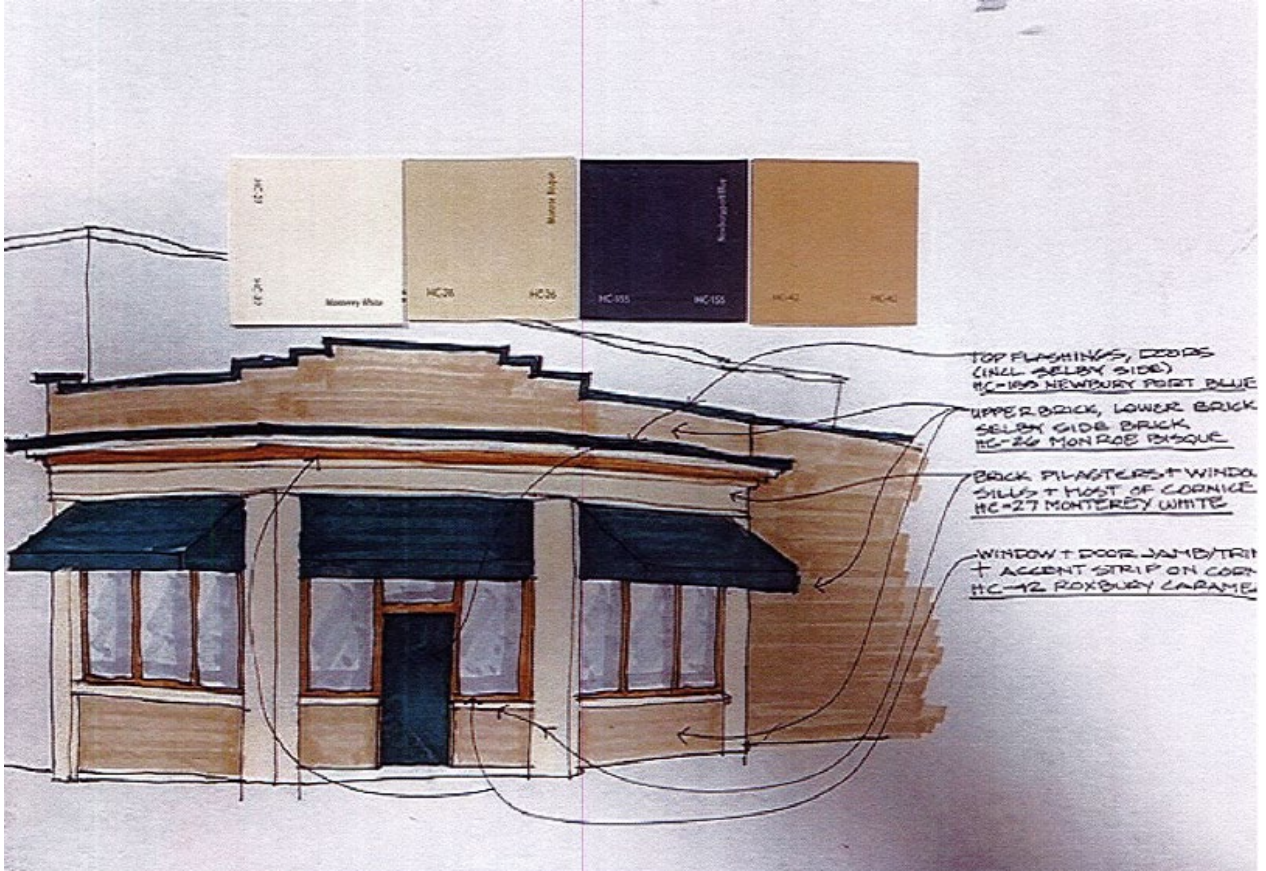






ATTACHMENT D

Proposed Exterior Colour Scheme



DATE OF MEETING February 19, 2025
AUTHORED BY CHRIS SHOLBERG, COMMUNITY/HERITAGE PLANNER
SUBJECT HERITAGE HOME GRANT – 469 MILTON STREET

OVERVIEW

Purpose of Report

To present a Heritage Home Grant application for the Milton Street Bungalow located at 469 Milton Street.

Recommendation

That the Finance and Audit Committee recommend that Council approve a \$2,500 Heritage Home Grant to update the exterior cladding and replace the roof's gutter system of the Milton Street Bungalow at 469 Milton Street.

BACKGROUND

Located at 469 Milton Street (Attachment A), a Heritage Home Grant application has been submitted by the owner of the Milton Street Bungalow to update the building's exterior cladding and replace the roof's gutter system.

The Milton Street Bungalow is currently listed on the City of Nanaimo's Heritage Register. For historical information on the building see Attachment B – Milton Street Bungalow History and Significance.

City Plan supports the use of financial assistance and incentives to encourage the protection of heritage properties (Policy C4.6.5). Support for continued funding of the Heritage Façade Grant program is found in Section C4.6.3. of the *Integrated Action Plan*.

Created by Council in 2006, the purpose of the Heritage Home Grant Program is to enhance and conserve Nanaimo's historic residential building resources. To achieve this objective the program provides financial assistance to structure and exterior building improvements which follow the Federal Government's Standards and Guidelines for the Conservation of Historic Places in Canada.

Grants cover up to 50% of total project cost, to a maximum of \$2,500 per building, and are available on a first-come, first-served basis. To date, \$59,403.91 has been paid out under the grant program for 26 exterior façade improvements leveraging \$229,434.12 in private investment.

DISCUSSION

Staff have reviewed and evaluated the grant application and note that the proposed project satisfies the relevant requirements and objectives of the Heritage Home Grant Program.

The proposed exterior wood cladding update and replacement of the existing roof's gutter system will prolong the life of the building by reducing external water penetration and damage to its structure. Photos of the condition of the existing façade and gutter system can be viewed in Attachment C – Existing Exterior Façade Condition.

The total estimated project cost is \$7,770. The project is eligible for up to \$2,500 in grant assistance based on the 50/50 cost-sharing model specified under the program. Under the conditions of the grant program, an eligible heritage property owner can apply for a grant up to \$2,500 during the life of the building.

Prior to issuance of the grant, a heritage conservation covenant will be registered on the title of the property to ensure the owner continues to maintain the building in good order and condition going forward.]

OPTIONS

1. [That the Finance and Audit Committee recommend that Council approve a \$2,500 Heritage Home Grant to update the exterior cladding and replace the roof's gutter system of the Milton Street Bungalow at 469 Milton Street.
 - Advantages: The Heritage Home Grant Program furthers the Empowered goal of *City Plan* and the *Integrated Action Plan*, as well as the conservation objectives of the City's Heritage Conservation Program.
 - Disadvantages: The money remaining in the Heritage Home Grant fund would be reduced for potential future applicants in 2025.
 - Financial Implications: The Heritage Home Grant budget is currently \$12,000. Approval of this grant will reduce the program budget to \$9,500.

2. That the Finance and Audit Committee does not recommend Council approve a \$2,500 Heritage Home Grant to update the exterior cladding and replace the roof's gutter system of the Milton Street Bungalow at 469 Milton Street.
 - Advantages: More funding would be available in the Heritage Home Grant fund for potential applications to be considered until December 2025.
 - Disadvantages: This could create uncertainty about the City's commitment to the grant program's purpose and parameters. Not awarding funding would be contrary to the first-come, first-served priority for eligible applications.
 - Financial Implications: A total of \$12,000 would remain available for further applications in 2025.

SUMMARY POINTS

- The building owner has applied for a \$2,500 Heritage Home Grant for the Milton Street Bungalow located at 469 Milton Street to update the building's exterior cladding and replace the roof's gutter system.
- The total estimated project cost is \$7,770.
- The application satisfies the requirements and objectives of the Heritage Home Grant Program, thus it is recommended that the Finance and Audit Committee recommend approval of the grant request.

ATTACHMENTS:

ATTACHMENT A: Location Map

ATTACHMENT B: Milton Street Bungalow History and Significance

ATTACHMENT C: Existing Exterior Façade Condition |

Submitted by:

Lisa Brinkman
Manager, Community Planning |

Concurrence by:

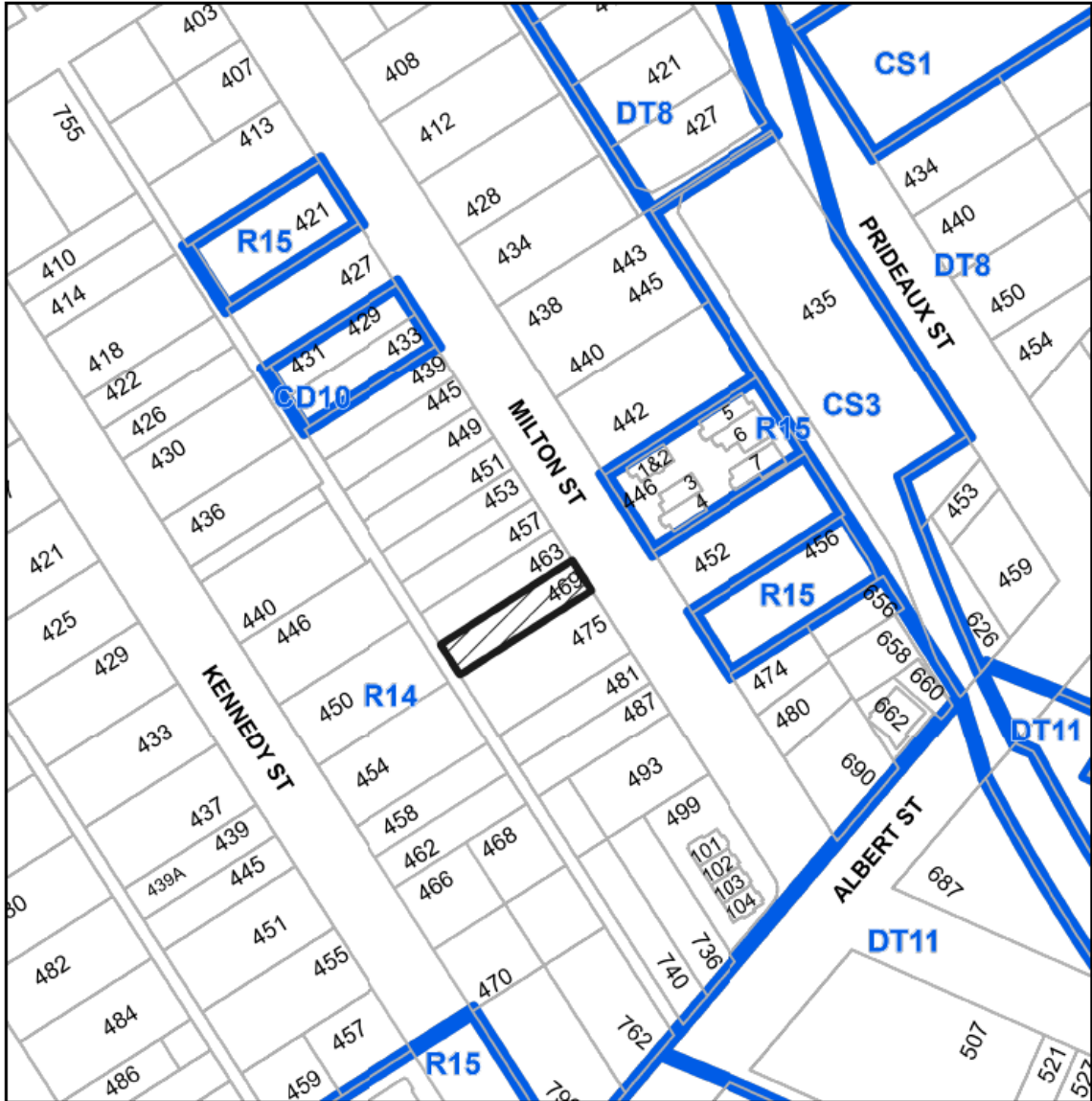
Jeremy Holm
Director, Planning & Development

Wendy Fulla
Director, Finance

Laura Mercer
General Manager, Corporate Services |

ATTACHMENT A

469 MILTON STREET



 469 Milton Street

ATTACHMENT B

MILTON STREET BUNGALOW HISTORY AND SIGNIFICANCE

Built around 1892, this residence is a good example of an Italianate bungalow. Although updated over time, common elements of this architectural style still evident include twin bay windows and early examples of mass-produced exterior trim.

The Milton Street Bungalow is significant as one of the oldest, surviving historic buildings in this immediate area that recalls its early identity as a prestigious residential neighbourhood. The building forms part of the ambience of Milton Street, which still maintains much of its Victorian and Edwardian era housing stock.

The Milton Street Bungalow is located on a half=lot within a grouping of heritage buildings in the City's oldest neighbourhood. While rare in other parts of the City, half-lots are a defining feature of this block of Milton Street. The building is part of a significant concentration of heritage buildings located in one of the City's oldest neighbourhoods, immediately adjacent to the downtown core.

ATTACHMENT C

Existing Exterior Façade Condition







DATE OF MEETING FEBRUARY 19, 2025

AUTHORED BY WENDY FULLA, DIRECTOR, FINANCE

SUBJECT SECURITY CHECKS AND OTHER GRANTS POLICY UPDATE

OVERVIEW

Purpose of Report

To present an updated process for approval of grants for security checks. |

Recommendation

That the Finance and Audit Committee recommend that Council approve the revised Security Checks and Other Grants Policy as outlined in the Staff report dated 2025-FEB-19.

BACKGROUND

At the Finance and Audit Committee meeting on 2024-JUN-19, the Finance and Audit Committee recommended that Council:

1. Approve the Permissive Tax Exemption Administrative Policy as outlined in the Staff report dated 2024-JUN-19;
2. Approve the Security Checks and Other Grants Administrative Policy as outlined in the Staff report dated 2024-JUN-19; and
3. Repeal the Council 'Grants Policy and Guidelines' Policy COU-185

This recommendation was endorsed by Council at the 2024-JUL-08 Regular Council Meeting.

At the 2024-DEC-11 Finance and Audit Committee meeting a staff report was introduced seeking Committee approval for a \$50 Security Checks Grant. During deliberations on the report the Committee indicated that staff should review the current approval process for Security Checks Grants. |

DISCUSSION

The City has a Security Checks Grants program that provides funding to organizations that must have security checks performed by the RCMP on their employees and/or volunteers and meet the criteria as outline in the Security Checks and Other Grants Policy (the Policy).

Under the Policy, applications under both the Security Checks Grants program and the Other Grants program must be brought forward to the Finance and Audit Committee for consideration.

The annual security check budget is \$2,000 and applications are accepted on an ongoing basis through out the year until all funds are expended. Between 2020 and 2024 only two grants were awarded one for \$500 in 2022 and one for \$50 in 2024.

Based on the low dollar value of the grants staff are recommending revising the policy to allow applications to be reviewed by Finance department staff and approved by the Director, Finance.

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve the revised Security Checks and Other Grants Policy as outlined in the Staff reported dated 2025-FEB-19.
 - The advantages of this option: More efficiency use of staff and committee resources.
 - The disadvantages of this option: None
 - Financial Implications: None

2. That the Finance and Audit Committee provide alternative direction.

SUMMARY POINTS

- The City has a Security Check Grants program to help offset the cost of security checks performed by the RCMP for organizations that meet the policy criteria.
- Approval of Security Check Grants will be delegated to the Director, Finance.

ATTACHMENTS:

Attachment A: Amended Security Checks and Other Grants Policy

Submitted by:

Wendy Fulla
Director, Finance

Concurrence by:

Laura Mercer
General Manager, Corporate Services



COUNCIL POLICY

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

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 evaluated by *Finance Department* staff members in accordance with this policy with a recommendation provided to the Director, Finance. The Director, Finance will approve applications where grant criteria is met and funding is available.

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

DATE OF MEETING FEBRUARY 19, 2025

AUTHORED BY DEANNA WALKER, SENIOR ACCOUNTANT
 DORIS FOURNIER, MANAGER, MUNICIPAL INFRASTRUCTURE

SUBJECT CANADA HOUSING INFRASTRUCTURE FUND

OVERVIEW

Purpose of Report

To advise Council and obtain a resolution for the proposed grant submission to the Canada Housing Infrastructure Fund.

Recommendation

That the Finance and Audit Committee recommend that Council approve submission of an application to the Canada Housing Infrastructure Fund for funding for the Millstone Trunk North Sewer System Project.

BACKGROUND

The Canada Housing Infrastructure Fund (CHIF) has been created to accelerate the construction and upgrading of essential infrastructure to support housing development. The \$1 billion direct delivery stream will support pressing infrastructure needs that will enable more housing.

CHIF invests in both capital and planning projects that provide infrastructure needed to support growing communities and denser neighbourhoods. Core infrastructure that enables housing includes treatment and distribution systems for drinking water, wastewater and stormwater collection (including natural infrastructure), treatment and disposal systems, and systems to process, sort, divert, and dispose of solid waste.

Actions to enable housing densification and increase supply include expanding existing system capacity to serve densifying populations, increasing system capacity through repairs and rehabilitation, and preserving functionality of systems already built to accommodate population growth.

Funding may be used for all costs direct and necessary for project implementation and typically associated with capital costs such as design, planning, construction, environmental or impact assessment, indigenous consultation or engagement activities and signage and public announcements. Eligible costs must be incurred after project approval and before September 30, 2031.

The program provides funding to a maximum of 40% of eligible costs, with the minimum project cost of \$1,000,000 and the maximum project cost of \$100,000,000.

The grant application deadline is **March 31, 2025**. Precise timelines for funding announcements are not provided by CHIF.

DISCUSSION

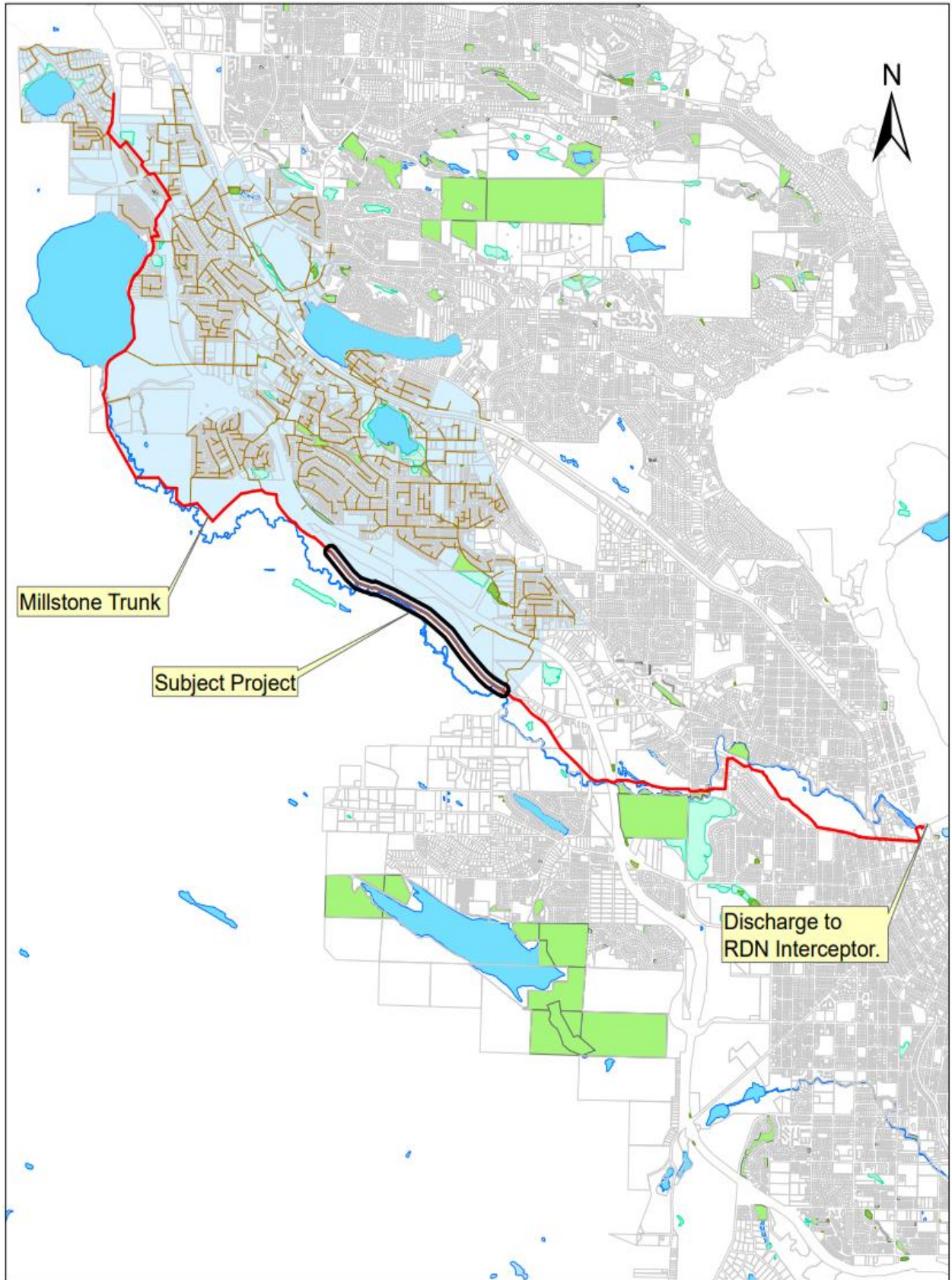
Staff believe the Millstone Trunk North Sewer System Project is the strongest candidate for an application for CHIF funding. The Millstone Trunk North Sewer System Project meets the program goal of investing in infrastructure that supports housing development, is currently scheduled in the 2025-2029 Financial Plan to be complete within the grant timelines and allows the City to maximize potential grant funding. A successful grant application will provide some relief to sewer DCC reserves.

DCC SS17 Millstone Trunk North Sewer System lies within the Millstone catchment in the central-west areas of the City and is essential for servicing about one-third of the City's population. The trunk carries wastewater in a southeasterly direction to connect with the regional sewer interceptor. This catchment area includes nearly 140 km of sewer mains, but the Millstone trunk is the most critical section.

Hydraulic studies show that during heavy rainfall, the Millstone trunk sewer system is currently over capacity, creating risks of wastewater escaping. This problem was highlighted by severe weather events in the fall of 2021. The section of the trunk between the end of Maxey Road and East Wellington is especially critical and needs to be upsized. Without these upgrades, there is a high risk of sanitary sewer flooding, which could harm the Millstone River and sensitive natural habitats.

In the mid-1990s, the City placed a development moratorium on rezonings in the Millstone sewer catchment for new development until part of the upper Millstone trunk was upgraded in 1999. If the subject section of the Millstone trunk isn't upgraded now, housing growth and development could be restricted again, and the City won't meet its housing targets.

By 2046, the population served by the Millstone trunk is expected to grow by about 3,500 people (or 2,000 housing units). Upsizing the Millstone Trunk North Sewer System will not only handle this expected growth but also leave room for more housing in the future. These upgrades are crucial to promote housing development while protecting the environment



FINANCIAL CONSIDERATIONS

The Millstone Trunk North Sewer System Project is currently part of the 2025-2029 Financial Plan with a project budget of \$5,823,000. (\$529,000 in 2026 and \$5,294,000 in 2028). If the grant application is successful, CHIF would fund up to 40% or \$2,329,200 of the total project budget, reducing other funding sources.]

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve submission of an application to the Canada Housing Infrastructure Fund for funding for the Millstone Trunk North Sewer System Project.
 - The advantages of this option: A successful grant application would reduce the financial pressure on the proposed sewer upgrades and allow the existing funding to be directed to additional sewer projects allowing for more housing and less risk.
 - Financial Implications: The cost of the Millstone Trunk North Sewer System Project is \$5,823,000. If the grant application is successful, the 2025-2029 Financial Plan would be amended to include the grant funding. Any grant funding received will reduce other funding sources.

2. That the Finance and Audit Committee provide alternative direction.]

SUMMARY POINTS

- The City seeks approval to apply for funding from the Canada Housing Infrastructure Fund for the Millstone Trunk North Sewer System Project.
- The grant application deadline is March 31, 2025
- Funding announcements dates have not been determined by CHIF.

Submitted by:

Deanna Walker
Senior Accountant

Doris Fournier
Manager, Municipal Infrastructure]

Concurrence by:

Poul Rosen
Director, Engineering

Bill Sims
General Manager, Engineering & Public Works

Dhanya Balachandran
Manager, Financial Planning

Wendy Fulla
Director, Finance

Laura Mercer,
General Manager, Corporate Services]

DATE OF MEETING FEBRUARY 19, 2025

AUTHORED BY DEANNA WALKER, SENIOR ACCOUNTANT
EVAN LLOYD, MANAGER, EMERGENCY PROGRAM

SUBJECT UBCM Emergency Support Services Equipment and Training Program Grant Application

OVERVIEW

Purpose of Report

To obtain a Council resolution for the grant application submitted to the UBCM Emergency Support Services Equipment and Training Program.

Recommendation

That the Finance and Audit Committee recommend that Council approve the grant application to the UBCM Emergency Support Services Equipment and Training Program for funding for the Nanaimo ESS Group Lodging Supplies regional project and support the City of Nanaimo providing overall grant management as the primary applicant.

BACKGROUND

UBCM's Emergency Support Services Equipment and Training Funding Stream (ESSET) is part of the Community Emergency Preparedness Fund (CEPF) suite of programs intended to support First Nations and Local Governments to better prepare for disasters and reduce risks from natural hazards.

The intent of the ESSET funding stream is to support eligible applicants to build local capacity to provide emergency support services through Emergency Support Services (ESS) volunteer/responder recruitment, retention and training, and the purchase of ESS equipment.

The program provides funding to a maximum of \$40,000 per applicant. The City of Nanaimo (the City) has applied as the primary applicant of a regional project. Snuneymuxw First Nation (SFN) has agreed to partner with the City and at the time of this report, we have tacit agreement of partnership with the Regional District of Nanaimo (RDN) and the District of Lantzville (Lantzville) for total funding available of \$160,000.

The grant application deadline was **January 31, 2025**. Staff have received approval from UBCM to submit the Council resolution after the deadline. Applicants will be advised of the status of their application by May 1, 2025.

DISCUSSION

The Nanaimo region consisting of the City, the RDN, Lantzville and SFN is the only urban centre in mid-Vancouver Island. The Nanaimo ESS Group Lodging Supplies project will enable the

Nanaimo region to collaboratively develop the capacity to conduct emergency group lodging, both in the event of our own needs but also to serve as a host community if requested.

This project would enable the City to secure an inventory of approximately 700 cots, blankets and other incidentals needed in case of a group lodging activation. The City would manage and store this inventory. Having this equipment on hand would help to ensure a quick support response to any future emergencies requiring evacuations and temporary lodging.

FINANCIAL CONSIDERATIONS

The Nanaimo ESS Group Lodging Supplies project is not part of the 2025-2029 Financial Plan and is contingent on the grant funding being approved.

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve the grant application to the UBCM Emergency Support Services Equipment and Training Program for funding of the Nanaimo ESS Group Lodging Supplies regional project and supports the City of Nanaimo providing overall grant management as the primary applicant.
 - The advantages of this option: This project would enable the City and its partners to be able to lodge approximately 700 evacuees quickly and efficiently but having the necessary equipment readily available.
 - The disadvantages of this option: City staff time would be required to manage the inventory as a liaison with RDN, Lantzville and SFN, and the City would need to designate space for this equipment. A group lodging activation would likely displace scheduled programming at City facilities which would result in a loss of revenue.
 - Financial Implications: This project is contingent on a successful grant application. The 2025-2029 Financial Plan would be amended to include the grant funding if the application is successful.

2. That the Finance and Audit Committee recommend that Council instruct staff to withdraw the application for funding of the Nanaimo ESS Group Lodging Supplies.

SUMMARY POINTS

- The City has applied for funding for the Nanaimo ESS Group Lodging Supplies project under the UBCM Emergency Support Services Equipment and Training Program.
- The City expects to partner with the RDN, Lantzville and SFN for this project and agrees to provide overall grant management if the grant application is successful.
- The grant application deadline was January 31, 2025.

Submitted by:

Deanna Walker
Senior Accountant

Evan Lloyd
Manager, Emergency Program |

Concurrence by:

Tim Doyle
Fire Chief

Dhanya Balachandran
Manager, Financial Planning

Richard Harding,
General Manager, Community Services and
Deputy CAO

Wendy Fulla,
Director, Finance

Laura Mercer,
General Manager, Corporate Services |

DATE OF MEETING | FEBRUARY 19, 2025 |

AUTHORED BY | DEANNA WALKER, SENIOR ACCOUNTANT
EVAN LLOYD, MANAGER, EMERGENCY PROGRAM |

SUBJECT | **UBCM Emergency Operations Centres Equipment and Training Stream Grant Application**

OVERVIEW

Purpose of Report

To obtain a Council resolution supporting a grant application to the UBCM Emergency Operations Centres Equipment and Training Stream. |

Recommendation

That the Finance and Audit Committee recommend that Council approve a grant application to the UBCM Emergency Operations Centres Equipment and Training Program for funding for the Nanaimo EOC Equipment Upgrade project and supports the City of Nanaimo providing overall grant management.

BACKGROUND

UBCM's Emergency Operation Centres Equipment and Training Funding Stream (EOCET) is part of the Community Emergency Preparedness Fund (CEPF) suite of programs intended to support First Nations and Local Governments to better prepare for disasters and reduce risks from natural hazards.

The intent of the EOCET funding stream is to support eligible applicants to build local capacity through the purchase of equipment and supplies required to maintain or improve an Emergency Operations Centre (EOC) and to enhance EOC capacity through training and exercises. For CEPF funding EOC's must be in a First Nation owned building, or publicly owned building or an asset owned by the primary applicant or the sub-applicant.

The program provides 100% funding to a maximum of \$40,000 per applicant. Eligible applicants can submit one application per funding stream intake.

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities such as the purchase of supplies, purchase and installation of equipment, and costs of training and exercises.

The grant application deadline is **2025-Feb-28**. Applicants will be advised of the status of their application within 90 days of the application deadline.

DISCUSSION

The City of Nanaimo EOC would benefit from moderate equipment updating to fill some important gaps in the existing equipment stock. The Nanaimo EOC Equipment Upgrade project would result in the purchase of the following equipment to help the EOC operate as efficiently as possible:

- a new set of EOC Position vests, which are integral for identifying staff and their roles in the EOC;
- hard copies of permanent display boards such as EOC Org Chart, Incident Status Board, EOC Response Guide and Position Checklists and other important pieces;
- improvements to the EOC conferencing system; and
- IT equipment such as wireless computer mice.

FINANCIAL CONSIDERATIONS

The costs of the Nanaimo EOC Equipment Upgrade project are not yet final but will not exceed \$40,000. This project is not part of the 2025-2029 Financial Plan and is contingent on the grant funding being approved. If the grant application is successful, the 2025-2029 Financial Plan will be amended.

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve the grant application to the UBCM Emergency Operations Centres Equipment and Training Program for funding of the Nanaimo EOC Equipment Upgrade project and supports the City of Nanaimo providing overall grant management.
 - The EOC will benefit from moderate updates to equipment.
 - Financial Implications: This project is contingent on a successful grant application. The 2025-2029 Financial Plan would be amended to include the grant funding if the application is successful.
2. That the Finance and Audit Committee provide alternative direction to staff.

SUMMARY POINTS

- The City intends to apply for funding for the Nanaimo EOC Equipment Upgrade project under the UBCM Emergency Operations Centres Equipment and Training Program.
- The program provides 100% funding up to a maximum of \$40,000 per applicant.
- The grant application deadline is 2025-Feb-28.

Submitted by:

Deanna Walker
Senior Accountant

Evan Lloyd
Manager, Emergency Program

Concurrence by:

Tim Doyle
Fire Chief

Dhanya Balachandran
Manager, Financial Planning

Richard Harding,
General Manager, Community Services and
Deputy CAO

Wendy Fulla,
Director, Finance

Laura Mercer,
General Manager, Corporate Services

Name	Position
Laura Mercer	General Manager, Corporate Services

DATE OF MEETING | FEBRUARY 19, 2025 |

AUTHORED BY | DEANNA WALKER, SENIOR ACCOUNTANT
JAMIE ROSE, MANAGER, TRANSPORTATION |

**SUBJECT ACTIVE TRANSPORTATION FUND – CAPITAL PROJECT STREAM
2025 GRANT APPLICATION**

OVERVIEW

Purpose of Report

To provide the Finance and Audit Committee with information on the Active Transportation Fund Capital Project Stream Grant and obtain a Council resolution supporting an application.

Recommendation

That the Finance and Audit Committee recommend that Council:

- a) Directs staff to apply to the Active Transportation Fund – Capital Projects Stream 2025 for funding for the Bowen Road Bike Lane Expansion project; and,
- b) With the project being contingent on a successful grant application, approve adding the Bowen Road Bike Lane Expansion project to the 2025 – 2029 Financial Plan at a total cost of \$1,900,000, funded by \$1,140,000 from the Active Transportation Fund – Capital Project Stream and \$760,000 from the Growing Communities Reserve Fund.

BACKGROUND

The Federal Active Transportation Fund (ATF) Capital Project Stream is designed to support the expansion and enhancement of infrastructure making travel by active transportation easier, safer, more convenient, and more enjoyable. The fund aims to increase the use of active transportation, improve public transit connections, and contribute to climate change mitigation by reducing road congestion and air pollution. Through supporting projects that will increase the total amount, usage, and quality of active transportation infrastructure throughout Canada, the ATF will support projects that encourage a modal shift away from cars and towards active transportation. The ATF Capital Project Stream is part of the Canada Public Transit Fund, which provides \$3 billion annually on an average beginning in 2026 - 27 to support the expansion and enhancement of active transportation infrastructure across Canada.

The fund supports capital projects that involve new construction, enhancement of existing infrastructure, and improvements to design and safety features encouraging active transportation. Eligible projects may include building or enhancing infrastructure such as multi-use paths, sidewalks, footbridges, separated bicycle lanes, and connections to other roadways and safety features which promote active transportation such as crosswalks, speed bumps, fences, and wayfinding signage. Enhancements to existing infrastructure, including quality improvements that

support greater usage, are also eligible. Additionally, projects that build or enhance design features and facilities promoting active transportation, such as storage facilities, lighting, greenery, shade, and benches, are eligible.

This program offers funding of up to 60% of eligible project costs and allows stacking up to 100% with other Canadian Government funds. The application deadline is 2025-Feb-26. A Council resolution authorizing the project and confirming that the City's funding share is required. The project needs to be completed prior to 2030-Mar-31.

DISCUSSION

Within the Integrated Action Plan (IAP), Council has identified a list of priority actions targeted for implementation within the next four years. Staff have reviewed the "Connected Nanaimo" priority IAP projects and found that the ATF eligible projects on that list either involve complicated planning logistics, are already complete, or are substantially underway. While not currently on Council's IAP priority list, staff are recommending the Bowen Road Bike Lane Expansion from Labieux Road to Rosstown Road (IAP No. C2.2.12) for the Capital Project Stream of the ATF, as the project appears to be a strong fit for this significant funding opportunity. If approved, this project would expedite construction of planned active transportation infrastructure and leverage Council's recent investments in Complete Streets within the Bowen Corridor area.

Bowen Road is an important arterial route in Nanaimo. It is a well-developed corridor including a diverse mix of commercial services, employment opportunities, frequent transit service, and higher-density residential areas. Bowen Road intersects with connections to other important service centres (notably, the Hospital Area) and active mobility routes (notably, the E&N Trail). Most of Bowen Road is identified as a Secondary Active Mobility Route in Schedule 3 of CityPlan, and the entire road is a future Bus Frequent Transit Line, per the Regional District of Nanaimo's Transit Redevelopment Strategy (See Attachment A). Based on these factors, there is a clear need for All Ages and Abilities cycling connections in this area.

In recent years, two segments of road on or near Bowen Road have been constructed to a "Complete Street" standard with high quality cycling facilities. These include the Bowen Road Complete Street project (Hwy 19A to Labieux Road), completed in 2020, and the Mid-Town Gateway Complete Street (Boxwood Connector) completed in January 2025. Completing cycling facilities along the segment of Bowen Road between Labieux Road and the new Boxwood Road connector would significantly improve connectivity for cyclists in this area.

The Bowen Road Bike Lane Expansion project preliminary design concepts include:

- Continuing the Complete Street standard by constructing raised and separated uni-directional cycle tracks on either side of Bowen Road; and
- Upgrading the existing mid-block crosswalk to be fully stop controlled, enhancing safety for pedestrians, cyclists, and transit riders.

FINANCIAL CONSIDERATIONS

The Bowen Road Bike Lane Expansion project is not currently part of the 2025 - 2029 Financial Plan. This expansion is estimated to cost \$1,900,000. A successful grant application would provide funding of up to \$1,140,000 with the remaining funding to be provided by the Growing Communities Reserve Fund. The Growing Communities Reserve Fund must be fully spent on

eligible projects by March 2028. Based on the Provisional Financial Plan the 2025 projected closing balance of the reserve after allocating funds to this project is \$31,008.]

OPTIONS

1. That the Finance and Audit Committee recommend that Council:
 - a) Directs staff to apply to the Active Transportation Fund – Capital Projects Stream 2025 for funding for the Bowen Road Bike Lane Expansion project; and
 - b) With the project being contingent on a successful grant application, approve adding the Bowen Road Bike Lane Expansion project to the 2025 – 2029 Financial Plan at a total cost of \$1,900,000, funded by \$1,140,000 from the Active Transportation Fund – Capital Project Stream and \$760,000 from the Growing Communities Reserve Fund.
 - If successful, this grant application would allow the City to expedite the Bowen Road Bike Lane Expansion project to coincide with the scheduled Bowen Road repaving in 2026, while taking advantage of a significant funding opportunity.
 - Financial Implications: The Bowen Road Bike Lane Expansion project is not currently in the 2025 - 2029 Financial Plan. A successful grant application would provide funding of up to \$1,140,000 with the remaining funding to be provided by the Growing Communities Reserve Fund. The 2025 – 2029 Financial Plan will be amended for final to include the project contingent on a successful grant application.
2. That the Finance and Audit Committee provide alternative direction for a project to be submitted as an application to the Active Transportation Fund – Capital Project Stream 2025.]

SUMMARY POINTS

- The Active Transportation Fund – Capital Project Stream 2025 provides up to 60% funding for eligible project costs.
- Staff has proposed the Bowen Road Bike Lane Expansion project as an eligible project for an application.
- The application deadline for this funding application deadline is 2025-Feb-26.

ATTACHMENTS:

Attachment A: Schedule 3 of City Plan (Active Mobility & Primary Transit Network)

Submitted by:

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Manager, Transportation

Concurrence by:

Poul Rosen
Director, Engineering

Dhanya Balachandran
Manager, Financial Planning

Bill Sims,
General Manager, Engineering & Public
Works

Wendy Fulla
Director, Finance

Laura Mercer
General Manager, Corporate Services

ATTACHMENT A

RPT_FA250219_Active Transportation Fund Capital Project Stream 2025

Please use the following link to access

<https://www.nanaimo.ca/docs/transportation-and-mobility/schedule-3---active-mobility-primary-transit-network.pdf>

DATE OF MEETING FEBRUARY 19, 2025
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-OCT-01 to 2024-DEC-31.

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, budget transfers that result in a greater than 10% budget increase, or budget transfers that result in the delay or cancellation of a project over \$100,000.

This report covers Q4 of 2024. |

DISCUSSION

Rotary Bowl Throwing Cage Pads

The Rotary Bowl throwing cage pads required a budget transfer of \$168,877 to cover additional work caused by discovered contaminated soils and an extended timeline due to overlap with the track and field season. The additional budget was covered by cancelling the parking lot fencing at Serausmen Sports Field and the Rotary Bowl irrigation system with the remainder of the funds coming from under-budget completed projects. The parking lot fencing was determined to be able to be rebudgeted in a future year with the possibility of completing the work at a lower cost using some readily available boulders. The irrigation project was cancelled as the existing budget was significantly lower than what was required to complete the scope of work. The work has been rebudgeted in 2025.

Westwood Lake Improvements

A budget transfer of \$52,546 was completed to supplement the Westwood Lake Improvements project's budget; of which, \$24,685 was from the Parks Accessibility fund. The accessibility funds will be used for the beach access ramp and accessible deck at Westwood Lake.

Stadium District Parking Lot

The Stadium District Parking Lot required a budget transfer of \$200,000 in order to cover the additional amenity improvements that were not accounted for in the original scope of the project from 2020. These include a more extensive storm water management system, and increased

pedestrian safety measures such as raised crosswalks. The budget transfer was taken from a complete project that had come in under-budget.

City Hall and SARC Fencing

A budget transfer of \$112,000 was done to set up a new project for safety fencing around City Hall and SARC. The fencing was needed to help promote employee safety in the nearby parking lots, and to help reduce instances of trespass and property damage. The budget transfer came from complete projects that were under-budget.

Fire Master Plan Implementation

The pricing for the fire station renovations required for the new firefighters came in higher than had been budgeted. A budget transfer of \$460,124 was completed to cover the work to be done. While the scope of the work has not increased, the bids for the work were much higher than was expected. The budget transfers came from projects that were completed under-budget.

Transportation Model Recalibration

The City maintains a transportation demand Model which is used to predict mobility needs across the City. Historically, this model has been maintained internally; however, staffing changes have triggered a need to engage a specialized consultant to support the update and maintenance of the model. A budget transfer of \$35,000 from the general project contingency was required to cover the increased costs of this work.

Fleet Upfitting Units #276, #319, and #416

Upfitting for fleet units #276, #319, and #416 came in significantly higher than expected which required a cumulative budget transfer of \$181,321 in order to complete the work. Despite the quote used to originally budget the work being from April 2023, fleet services saw more than a 50% increase in the total price to upfit the three units by November 2024. The budget transfer was completed by cancelling fleet units #108, #117, and #151. These units were determined to be in sufficient condition to delay their replacements until they can be budgeted for again in a future year.

Stewart Ave Sewer

A budget transfer totalling \$84,860 was completed to set up a new project for sewer site servicing at 1361 and 1371 Stewart Ave. The work was completed in unison with the property being built at 1371 Stewart Ave. The budget transfer was completed from the sanitary contingency fund.

Midtown Water Supply

While working on the Midtown Water Supply project, a 25-meter section of faulty pipe was discovered at the Bowen and East Wellington intersection that had not been previously flagged to be replaced. A budget transfer of \$81,450 was completed so that the pipe could be replaced while the work was being performed in the area. The budget transfer was completed from a completed project that was under-budget.

Water Fill Station Point of Sale System Replacement

In order to replace the existing POS system which was causing frustrations with customers, a more robust and user-friendly system is being implemented at the Duke Point and Labieux Rd water fill stations. The new system allows customers to pay via credit-card as opposed to a prepaid FOB which in turn reduces the staff time required to manage customer accounts. A budget transfer of \$90,000 from the water supply contingency fund was completed to fund the new project. |

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
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General Manager, Engineering & Public Works

Richard Harding
General Manager Community Services & Deputy CAO

Dhanya Balachandran
Manager, Financial Planning

Wendy Fulla
Director, Finance

Laura Mercer
General Manager, Corporate Services

DATE OF MEETING FEBRUARY 19, 2025

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-OCT-01 to 2024-DEC-31.

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 and B to this report.

In addition to the purchases summarized in the Single and Sole Source purchases and Purchases in Excess of \$250,000 attachments, the City also provided funding for the Drop-In Hubs to United Way British Columbia for an amount of \$584,257.00.

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.

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 thirty-six (36) Single and Sole Source purchases subject to Procurement Policy (COU-209) reporting for a total amount of \$1,126,809.60 including PST for the period ending 2024-DEC-31.
- The City undertook four (4) purchases in excess of \$250,000 subject to Procurement Policy (COU-209) reporting for a total amount of \$3,753,943.00 including PST for the period ending 2024-DEC-31.
- One (1) additional contract awarded to United Way British Columbia for a total amount of \$584,257.00.
- The City undertook no Instances of Exceptions to Trade Agreements subject to Procurement Policy (COU-209) for the period ending 2024-DEC-31.
- The City's Procurement Policy requires Staff to provide this information to Council on a quarterly basis.

ATTACHMENTS

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

Attachment B – Purchases Greater than \$250,000 Summary

Submitted by:

Jane Rushton
Manager, Supply Chain Management

Concurrence by:

Wendy Fulla
Director, Finance

Laura Mercer
General Manager, Corporate Services

Richard Harding
Community Services & Deputy CAO

Bill Sims
General Manager, Engineering & Public Works

Dale Lindsay
Chief Administrative Officer

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Reason/Comment
3310	Community Services – Recreation Facilities	Capex Project Advisory Services Inc.	Development and scope finalization of the Loudon Boathouse project.	\$32,500.00	One with which staff have specialized training and/or expertise.
3851	Community Services – Police Support Services	Monk Office Supply Ltd.	Augment existing furniture within the Main Detachment and Police Annex 2 locations.	\$33,066.00	To ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative.
3302	Engineering & Public Works – Transportation	Urban Systems Ltd.	Active school travel project support 2023 and 2024.	\$64,688.70	One with which staff have specialized training and/or expertise.
3671	Development Engineering & Environmental Protection	Newcastle Engineering Ltd.	Complete a feasibility review of a sewer diversion downstream of a proposed subdivision.	\$10,500.00 (increase to previously reported \$27,900.00)	One with which staff have specialized training and/or expertise.
3852	CAO Office	Lorne Brownsey	Land Management Framework facilitation services.	\$50,000.00	One with which staff have specialized training and/or expertise.
3862	Community Services – Parks Recreation and Culture	BC Hydro CAD	Hydro design at 385 Westwood Road.	\$51,799.30	Where there is an absence of competition and no acceptable alternative or substitute exists.
3553	Corporate Services – Information Technology	Softchoice LP	Continued system updates on the Ommissa Horizon software platform.	\$36,450.00	One with which staff have specialized training and/or expertise.

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Reason/Comment
3855	Engineering & Public Works – Engineering Projects	Brian Mills and Associates	Country Club Urban Mobility Upgrade specialized transit planning advisory services.	\$40,000.00	One with which staff have specialized training and/or expertise.
3856	Engineering & Public Works – Facility Asset Planning	The AME Consulting Group Ltd.	Mechanical consulting and engineering design services to explore electrification of the existing dehumidification units at Nanaimo Ice Centre.	\$52,200.00	One with which staff have specialized training and/or expertise.
3869	Engineering & Public Works – Fleet Operations	Rollins Machinery Ltd.	Sanitation Truck Repair consisting of packer rebuild & floor replacement.	\$56,710.00	To ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative. One with which staff have specialized training and/or expertise.
3875	Community Services – Parks Recreation & Culture	Oakcreek Golf & Turf LP	Purchase of specialized artificial turf grooming equipment.	\$29,622.95	Where it can be demonstrated the product or service is available only through one authorized manufacturer, distributor, dealer, or service provider.
3889	Engineering & Public Works – Municipal Infrastructure	Vimar Equipment Ltd.	Purchase of one (1) crawler and one (1) CCTV camera to inspect 100mm diameter and 150mm diameter sanitary mains.	\$54,809.68	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
2311	Corporate Services – Information Technology	MPowered Ventures Ltd.	2025 Maintenance for the mobile Building Inspection application FieldPro.	\$4,710.84	To maintain specialized product. One with which staff have specialized training and/or expertise. Accumulated spend exceeds \$25K.
3876	Community Services – Civic Facilities	R&G Cleaning Ltd.	Cleaning services for the OV Arts Centre at 25 Victoria Road 2023 and 2024.	\$30,816.00	One with which staff have specialized training and/or expertise.
2891	Engineering & Public Works – Municipal Infrastructure	Solid CADGroup Inc.	InfoWater Pro Software 2025 renewal.	\$7,468.60	To ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative. One with which staff have specialized training and/or expertise. Accumulated spend exceeds \$25K.
2309	Corporate Services – Information Technology	Safe Software Inc.	2025 renewal of spatial Extract, Transform and Load (ETL) tool for the City's GIS data and data rich applications.	\$14,477.10	To ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative. One with which staff have specialized training and/or expertise. Accumulated spend exceeds \$25K.

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Reason/Comment
3051	Community Services – Nanaimo Fire Rescue	MedTeq Solutions CA Ltd. and TargetSolutions Learning LLC dba Vector Solutions	Annual Maintenance Fee February 28, 2025, to February 27, 2026.	\$21,361.01	A Notice of Intent to Direct Award was posted electronically and was not challenged. Accumulated spend exceeds \$25K.
3706	Corporate Services – Information Technology	9397108 Canada Inc.	Cyber Security Leadership Services.	\$13,000.00 (increase to previously reported \$50,000.00)	One with which staff have specialized training and/or expertise. Where there is demonstrated value to continue consultant services into the next project phase.
3893	Engineering & Public Works – Roads & Traffic Services	CMF Construction Ltd.	Conduct urgent repairs to the Wellcox Trestle.	\$79,031.00	One with which staff have specialized training and/or expertise. Urgently required on an emergency basis.
3899	Community Services Nanaimo Fire Rescue	B.A. Blackwell & Associates Ltd.	Assistance with the completion of the CRI Worksheet 3 development for the Community Wildfire Resiliency Plan (CWRP)	\$31,352.00	One with which staff have specialized training and/or expertise.
3903	Community Service – Public Safety	Nanaimo Family Life Association	Shower Program for 2025.	\$75,556.27	One with which staff have specialized training and/or expertise. Not for Profit organization exempt from the Trade Agreements.

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Reason/Comment
2410	Engineering & Public Works – Water Resources	Computrol Fuel Systems Inc.	Annual subscription service fee, software implementation/ commissioning fee, and plug-in for online payment features for the City’s automatic prebilling system for the Bulk Water Filling Stations.	\$4,700.00	To ensure compatibility with existing equipment. One with which staff have specialized training and/or expertise. Accumulated spend exceeds \$25K.
3906	Engineering & Public Works – Roads & Traffic Services	Interprovincial Traffic Services	Supply and delivery of Uninterrupted Power Supply (UPS) units for Traffic Signals.	\$40,660.00	To ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative.
3878	Community Services – Parks, Recreation and Culture	Kendrick Equipment (2003) Ltd.	Zamboni rental and Original Equipment Manufacturer (OEM) replacement batteries and repairs.	\$35,185.93	To ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative.
2840	Community Services – Nanaimo Fire Rescue	SMZ Solutions Inc.	Managed Cloud Server and maintenance fees for 2025 for moodle learning management system software for VIERA.	\$5,000.00	To ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative. Accumulated spend exceeds \$25K.

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Reason/Comment
3620	Community Services – Nanaimo Fire Rescue	Scott Philip	Officer & hazmat curriculum development and training for VIERA to December 31, 2025.	\$71,495.00	One with which staff have specialized training and/or expertise.
3640	Community Services – Parks, Recreation & Culture	North Island Tennis Academy	Tennis Lessons under the Nanaimo Parks, Recreation & Culture Activity Guide.	\$29,739.51 (previously reported \$47,000.00)	Application for services awarded through the Parks, Recreation & Culture Activity Guide.
2764	Engineering & Public Works – Water Resources	SUEZ Water Technologies & Solutions	Annual asset management software solution (InSight) for data collection and analytics (2022 Oct 15 to 2023 Oct 14) additional technical support, and new Human-Machine Interface (HMI).	\$20,522.23	One with which staff have specialized training and/or expertise. Accumulated spend exceeds \$25K.
3190	Engineering & Public Works – Utilities	M.C. Wright and Associates Ltd.	Engineering, design, fish salvaging, monitoring and permit work for the Cottle Creek remediation.	\$36,495.00	One with which staff have specialized training and/or expertise.
3695	Engineering & Public Works – Engineering Projects	Aplin Martin Consultant Ltd.	Short term professional inspection services to backfill.	\$71,819.91	A Notice of Intent to Direct Award is posted electronically and was not challenged.
3866	Engineering & Public Works – Sewer Division	Victoria Drain Services Ltd.	Trenchless repair of three high profile sites.	\$21,072.57	To ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative. One with which staff have specialized training and/or expertise.

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Comment
3544	Planning & Development – Community Planning	Dialog BC Architecture Engineering Interior Design Planning Inc.	Woodgrove Urban Centre Assessment	\$278,943.00	Two compliant submissions were received and evaluated on published criteria.
3586	Corporate & Business Development – Finance	Municipal Insurance Association of British Columbia	Property Insurance Brokerage Services for an initial three-year term.	\$2,175,000.00	A single submission received and accepted.
3680	Corporate & Business Development – Information Technology	Island Key Computers Ltd.	Value Added Reseller for Computer Hardware and Peripherals for an initial one-year term.	\$850,000.00	Six compliant submissions were received and evaluated on published criteria.
3704	Public Works – Fleet Operations	Steve Marshall Ford Lincoln Ltd.	Supply and Delivery of Light Duty Trucks for an initial one-year term.	\$450,000.00	Four compliant submissions were received and evaluated on published criteria.