



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.

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

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

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

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

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

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)

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

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

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

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

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

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

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

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

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

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.

I. Quarterly Budget Transfer Report

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)

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:**