



AGENDA
FINANCE AND AUDIT COMMITTEE MEETING

Wednesday, May 21, 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

5 - 12

Minutes of the Finance and Audit Committee meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2025-APR-16, at 9:00 a.m.

5. PRESENTATIONS:

a. 2026 - 2030 Draft Project Plan

13 - 45

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

6. DELEGATIONS:

7. REPORTS:

a. Nanaimo Aquatic Centre HVAC

46 - 50

To be introduced by Darcie Osborne, Director, Parks, Recreation and Culture.

Purpose: To seek the Committee's support for an increase to the project budget for the Nanaimo Aquatic Centre HVAC Equipment Upgrades.

Recommendation: That the Finance and Audit Committee recommend that Council increase the 2026 budget for the Nanaimo Aquatic Centre HVAC

Equipment Upgrades project by \$6,740,951 funded by \$1,500,000 from the Facility Development Reserve Fund and \$5,240,951 from the General Asset Management Reserve Fund in the 2025 – 2029 Financial Plan.

b. ERP Project - Budget Increase Request

51 - 54

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

Purpose: To provide an update to the Finance and Audit Committee on the Enterprise Resource Platform (ERP) project and request additional funding.

Recommendation: That the Finance and Audit Committee recommend that Council increase the budget for the ERP project by \$1,900,000 funded by \$200,000 in 2025 and \$900,000 in 2026 from the General Asset Management Reserve Fund and \$800,000 in 2025 from the IT Reserve Fund in the 2025 – 2029 Financial Plan.

c. Nanaimo Curling Club Assessment

55 - 58

To be introduced by Darcie Osborne, Director, Parks, Recreation and Culture.

Purpose: To provide an updated assessment of the condition of the Nanaimo Curling Club.

Recommendation: That the Finance and Audit Committee recommend that Council direct Staff to prioritize necessary funds to sustain services at the facility including a new roof and suitable surface to support ice, while investigating additional programming for the facility.

d. Community Watershed Restoration Grants 2025

59 - 73

To be introduced by Darcie Osborne, Director, Parks, Recreation and Culture.

Purpose: To allocate the funds for the Community Watershed Restoration Grants (the "Grant") for this year.

Recommendation: That the Finance and Audit Committee recommend that Council approve a total of \$20,000 in accordance with the Community Watershed Restoration Grant Guidelines and Criteria as attached to the Staff Report titled "Community Watershed Restoration Grant 2025", dated 2025-MAY-21, and that the grant allocations be as follows:

a) Nanaimo Area Land Trust - \$4,166

Project: Maintenance of Beaver Dam to Secure Flows

b) Wellington Action Committee - \$3,800

Project: Diver Lake Western Painted Turtle Protection

c) Pacific Garden Co-Housing - \$7,034

Project: Habitat Restoration Project-Chase River

d) Wildcoast Ecological Society - \$5,000

Project: East Wellington Park's Ecosystem Restoration and Wildlife Education Program

e. 2025 Community Environmental Sustainability Project Grant Applications

74 - 86

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

Purpose: To present to the Finance and Audit Committee the recommended Community Environmental Sustainability Project Grant allocations for the 2025 intake.

Recommendation: That the Finance and Audit Committee recommend that Council approve a total of \$17,500 in accordance with the Community Environmental Sustainability Project Grant Guidelines and Criteria as attached, and that the grant allocations be as follows:

a) Broombusters Invasive Plant Society - \$2,000

Project: Nanaimo Parkway Broom Removal 2025

b) Frank J Ney Parent Advisory Committee - \$5,000

Project: FJN Elementary Outdoor Classroom

c) Nanaimo Area Land Trust and Friends of Cottle Creek - \$5,000

Project: Monitoring Riparian Forest Health in Linley Valley

d) Nanaimo Area Cycling Coalition Society - \$1,000

Project: Cycle in Nanaimo

e) Nanaimo Science - \$1,500

Project: Science in the Park

f) Nanaimo Climate Action Hub - \$3,000

Project: Nanaimo Climate Action and Solutions Expo

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

87 - 93

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 2025-JAN-01 to 2025-MAR-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 Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonable be expected to harm the interests of the municipality if they were held in public; and,
- (n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (2).

11. ADJOURNMENT:



MINUTES

FINANCE AND AUDIT COMMITTEE MEETING

Wednesday, April 16, 2025, 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
Councillor H. Eastmure* (joined at 9:06 a.m.)
Councillor B. Geselbracht*
Councillor E. Hemmens
Councillor J. Perrino
Councillor I. Thorpe

Absent: Councillor P. Manly

Staff: D. Lindsay, Chief Administrative Officer
L. Mercer, General Manager, Corporate Services
B. Sims, General Manager, Engineering and Public Works
W. Fulla, Director, Finance
S. Gurrie, Director, Legislative Services
D. Osborne, Director, Parks, Recreation and Culture
C. Davis, Deputy Director, Parks and Natural Areas
A. Breen, Manager, Culture and Special Events
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 9:00 a.m.

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

2. PROCEDURAL MOTION:

It was moved and seconded 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 a meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public; and,
- (n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (2).

The motion carried unanimously.

The Finance and Audit Committee Meeting moved In Camera at 9:01 a.m.

The Finance and Audit Committee Meeting moved out of In Camera at 9:03 a.m.

3. INTRODUCTION OF LATE ITEMS:

- (a) Remove – Agenda Item 10(a) Correspondence from Nanaimo Airport Commission re: Funding Support for Hosting the Snowbirds August 2025

4. ADOPTION OF AGENDA:

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

5. 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, 2025-MAR-19, at 9:00 a.m. be adopted as circulated. The motion carried unanimously.

6. REPORTS:

Councillor Eastmure joined the meeting electronically at 9:06 a.m.

- (a) 2024 Annual Financial Statements

Laura Mercer, General Manager, Corporate Services provided an overview of the report included in the agenda package.

Presentation:

1. Liette Bates-Eamer, Lead Audit Engagement Partner, and Sarah Burden, Senior Manager, KPMG, provided an on-screen presentation included in the agenda package advising the following:
 - Once Council approves the 2024 Annual Financial Statements, KPMG will issue the audit opinion
 - All information required from City Staff to conduct the audit was received in a timely manner
 - The only significant risk identified during the planning stage was fraud risk due to management override of controls; however, KPMG found nothing to report regarding this risk
 - City Staff identified two uncorrected audit differences in 2023 and one in 2024; however, these errors are not considered material and do not have an impact on the audit opinion
 - KPMG recommended that the unspent portion of the Climate Action Plan grant funds be kept in deferred revenue instead of a reserve account in accordance with *PS3410 Government Transfers*

Committee discussion took place to confirm that while conducting the audit, KPMG only noted minor issues such as the location of unspent grants and not the allocation of those funds.

It was moved and seconded that the Finance and Audit Committee recommend that Council accept the 2024 Annual Financial Statements for the City of Nanaimo. The motion carried unanimously.

7. PRESENTATIONS:

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

Introduced by L. Mercer, General Manager, Corporate Services.

Presentation:

1. Wendy Fulla, Director, Finance, provided an on-screen presentation included in the agenda package advising the following:
 - The presentation reflects changes since the adoption of the provisional budget in January 2025; however, it does not include the impact of the new Nanaimo Art Gallery agreement or the Loudon Park Improvement decision which were approved at the 2025-APR-07 Council Meeting

- Included in the 2025 – 2029 Financial Plan are 12 new RCMP positions, 20 new firefighters, and the expansion of the Community Safety Officer (CSO) program
- The projected future rates reflect ending of the debts associated with the Vancouver Island Conference Centre as well as the ending of the 5-year funding commitment for the Nanaimo Systems Planning Organization

Committee and Staff discussion took place regarding costs associated with the CSO program, the downloading of Provincial responsibilities onto local governments and its impact on property taxes. \$1.45 million was spent on the CSO program in 2024, and an additional \$500,000 is allocated for six new CSOs starting in April 2025.

W. Fulla, Director, Finance, continued the presentation advising the following:

- Total revenue for 2025 is budgeted at \$276.5 million. This excludes any new borrowing or transfers from reserves as those are a funding source rather than revenue
- \$215.2 million has been allocated for annual operating and maintenance resources, which does not include funding for projects or the Vancouver Island Regional Library
- Added \$14,400 to the budget for 911 services to reflect final contract amounts
- Due to receiving the Emergency Treatment Fund grant, the CSO expansion program budget has been reduced by \$7,200
- Decreased investment income by \$100,000 due to a decline in interest rates; however, it is anticipated that investment income will be above historical returns

Committee and Staff discussion took place regarding the change in ownership of the local casino. Staff have been advised that no change to casino revenues are expected to occur due to the change in ownership.

W. Fulla, Director, Finance, continued the presentation and reviewed the Council decision points “Public Space Cleanliness” and “Increase to the Road Maintenance Budget.”

Committee and Staff discussion took place. Highlights included:

- Public Space Cleanliness Option 2 does not provide any additional funding or capacity to the program in 2025
- The need for additional support for the Clean Team program
- Inflationary costs and additional kilometres of roads may affect road maintenance in the future if the road maintenance budget is not increased
- Staff can bring options for incremental increases to the road maintenance budget to the 2026 – 2030 Financial Plan budget discussions
- If Public Space Cleanliness Option 2A is selected, the balance of the General Capital Reserve would be \$4.9 million
- Public Space Cleanliness Option 1 provides an immediate increase to 2025 Clean Team services
- The potential to fund public space cleanliness with one-time funding from reserves in 2025
- The Clean Team currently has capacity to support the CSOs; however, they are spread quite thin and require a supervisor to provide direction

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; and
2. Fund the Community Clean Team fleet unit and roll-off bin from the General Capital Reserve.

The motion was defeated.

Opposed: Mayor Krog, Councillors Armstrong, Brown, Eastmure, Geselbracht, Hemmens, Perrino and Thorpe

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

1. Increase funding for contracted services for public space cleanliness by \$30,000 in 2025 and \$75,000 in 2026; and
2. Add a full-time Superintendent, Sanitation, Recycling and Cemeteries and related costs effective September 1, 2025.

The motion carried unanimously.

6. REPORTS: (Continued)

(b) Approval to Bid to Host the 2026 Pacific Contact Showcase and Festival

Darcie Osborne, Director, Parks, Recreation and Culture, provided an overview of the report included in the agenda package.

Committee and Staff discussion took place. Highlights included:

- The Pacific Contact Showcase and Festival is intended to draw the cultural community together as an opportunity for communication and collaboration of local artists
- There are opportunities for the public to attend some showcases at the Pacific Contact Showcase
- Staff have recommended a commitment of \$20,000 funded from the Special Initiatives Reserve
- Hosting the 2026 Pacific Contact Showcase and Festival would have many benefits for local artists and the community

It was moved and seconded that the Finance and Audit Committee recommend that Council support the proposed bid to host Pacific Contact 2026 in Nanaimo and commit \$20,000 in 2026 of the 2025 – 2029 Financial Plan, funded from the Special Initiatives Reserve. The motion carried unanimously.

(c) Sport Tourism Grant Funding Application Approval

D. Osborne, Director, Parks, Recreation and Culture, provided an overview of the report included in the agenda package.

Committee and Staff discussion took place. Highlights included:

- Staff are not aware of any other groups or events that may be affected by the transition of the Municipal and Regional District Tax (MRDT) administration from Nanaimo Hospitality Association to Tourism Nanaimo
- The Sport Tournament Grant Fund is typically used to assist sports groups with the cost of local sporting events, and this grant stream has not been depleted in the past three years
- The changes to the application timelines during the MRDT transition are only expected to affect a two-month window

It was moved and seconded that the Finance and Audit Committee recommend that Council approve granting the Vancouver Island Slopestyle 2025 event at the Steve Smith Bike Park \$4,500 from the Sport Tournament Grant Fund. The motion carried unanimously.

(d) 7 Potatoes Project Update and Funding Request

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

Charlotte Davis, Deputy Director, Parks Natural Areas, provided an overview of the report included in the agenda package.

Delegation:

1. Tami Hirasawa, 7 Potatoes, spoke regarding the following:

- The history of Japanese Canadians in Central Vancouver Island, including the establishment of over 43 herring salteries in the area in the early 1900s
- While Nanaimo's Japanese-Canadian community made significant economic contributions to Nanaimo and the Province, they experienced forced displacement and relocation to internment camps in 1942. There are survivors of these experiences that reside in Nanaimo today
- The Japanese Canadian Legacies Society Fund supports projects that uplift the legacy of Japanese Canadians in BC
- The two projects outlined in the report included in the agenda package are intended to make Nanaimo visible to the next generation and learn to appreciate lasting legacies of Japanese Canadians

Committee and Staff discussion took place. Highlights included:

- Beban Park was selected as the location for the Outdoor Performance and Gathering Space Project to complement Room Six at Beban Social Centre, which is being renovated for the purposes of Japanese programming and cultural activities. The Performance and Gathering Space is planned to be constructed in the green space just outside of Room Six
- The capital costs for the projects would come from the Strategic Infrastructure Reserve Fund and any operating costs associated with maintaining the completed projects would impact the parks operating budget in future budget cycles
- Acknowledged that the Japanese-Canadian community is a significant part of Nanaimo's history and thanked 7 Potatoes for their work

It was moved and seconded that the Finance and Audit Committee recommend that Council:

1. Increase the budget for the Japanese-Canadian Memorial Garden project by \$341,000 funded from the Strategic Infrastructure Reserve Fund; and
2. Increase the budget for the Beban Park Outdoor Performance and Gathering Space project by \$400,000 funded from the Strategic Infrastructure Reserve Fund.

The motion carried unanimously.

11. QUESTION PERIOD:

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

12. ADJOURNMENT:

It was moved and seconded at 10:23 a.m. that the meeting adjourn. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER




2026 – 2030 Draft Project Plan

Based on 2025 – 2029 Financial Plan

Finance & Audit Committee Meeting
May 21, 2025

1



Purpose

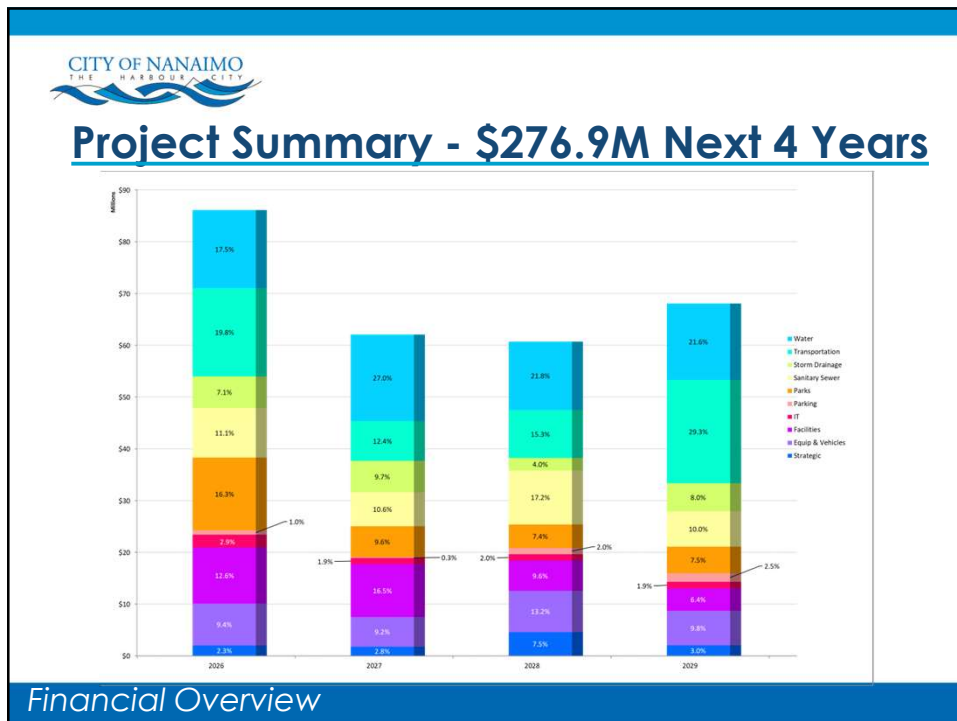
Opportunity for the Committee to guide direction of 2026 - 2030 Draft Project Plan.

2026 – 2030 Draft Project Plan

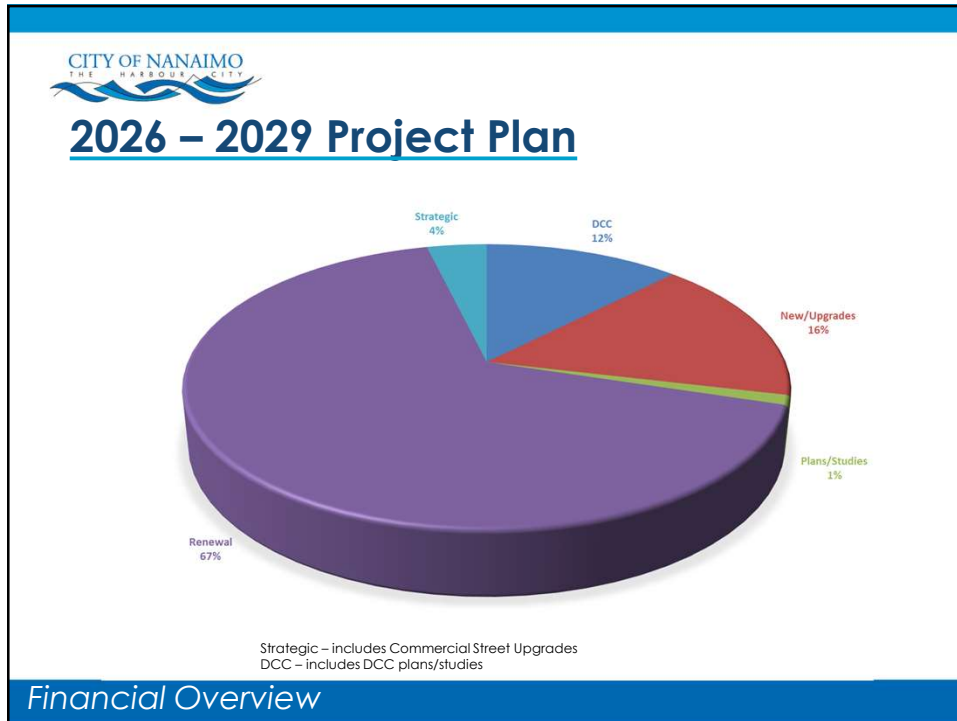
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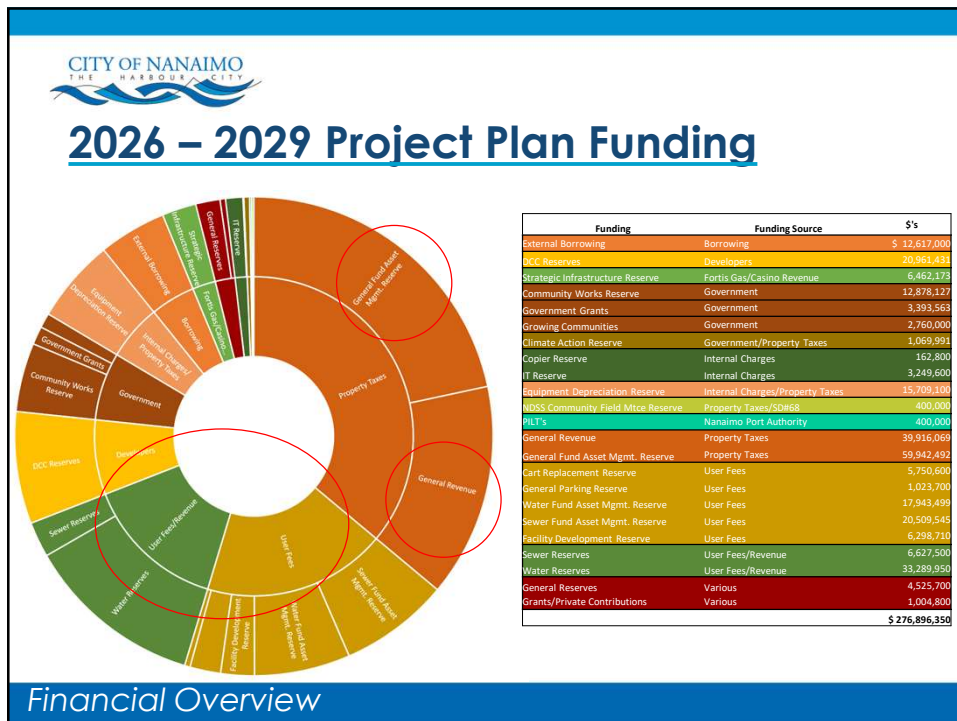
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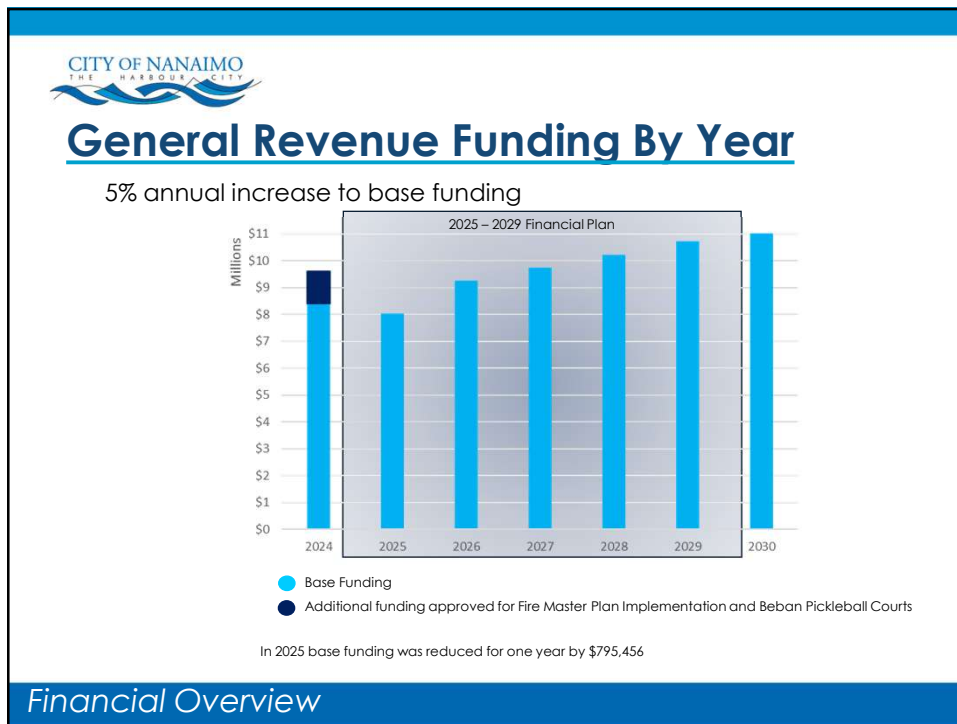
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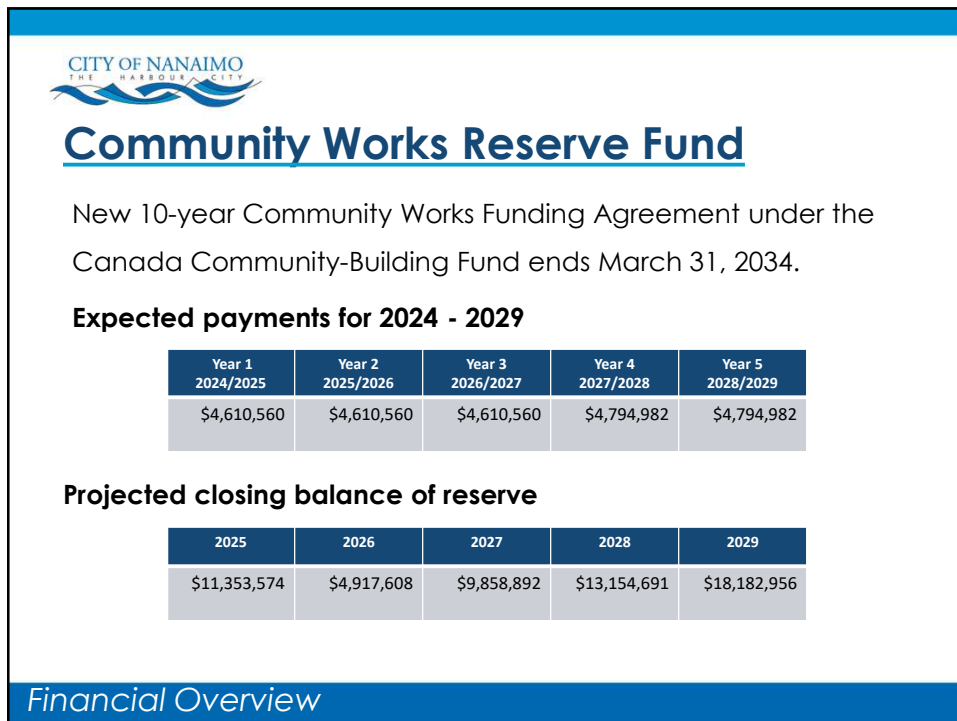
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Major Capital Projects

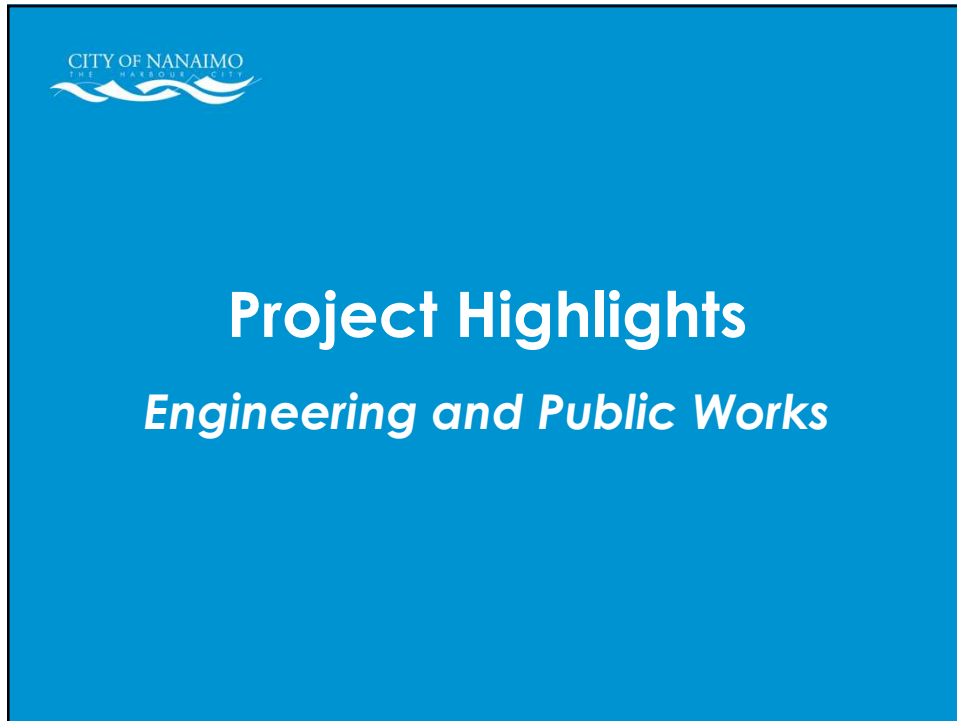
A number of emerging major capital projects are not currently included in the 2025 – 2029 Financial Plan.

- Beban Park Master Plan and Facility Implementation Plan
- Public Works Yard Upgrades - Construction
- Police Operations Building – Future Phases
- South End Community Center – Design and Construction
- Waterfront Walkway – Departure Bay Section

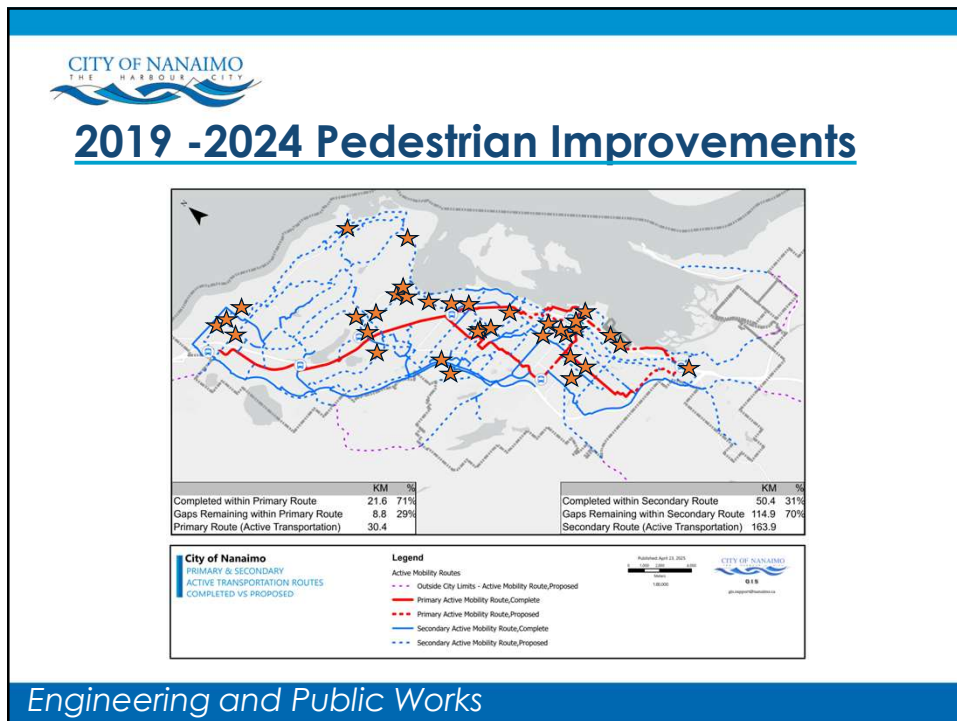
When timing and funding strategy is confirmed, projects will be added to Financial Plans.

Major Capital Projects

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11



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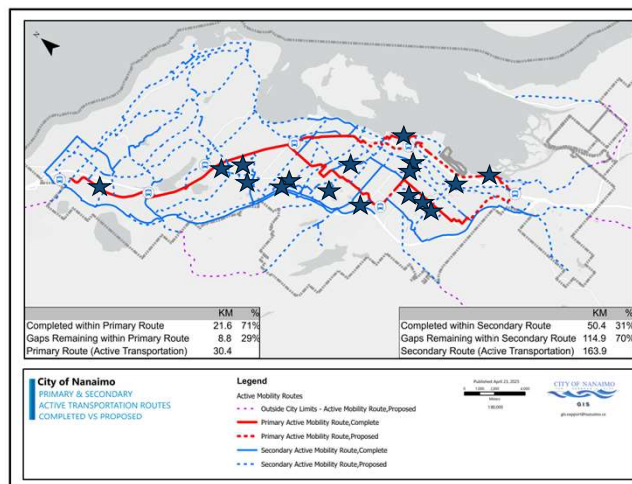
Transit Accessibility Improvements



Engineering and Public Works

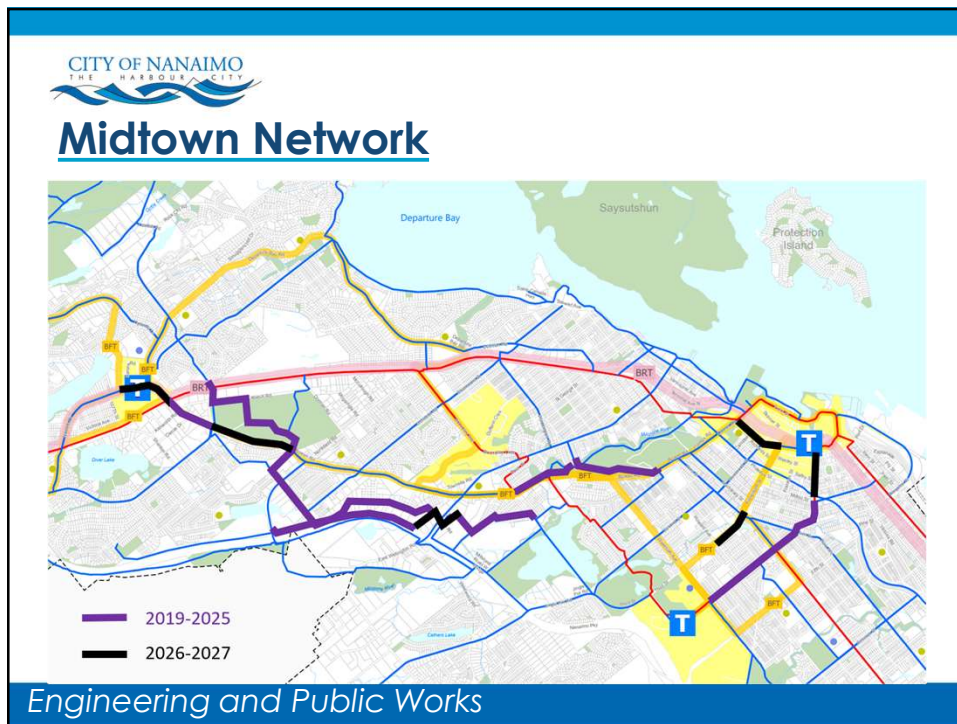
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2019 -2024 Mobility Projects



Engineering and Public Works

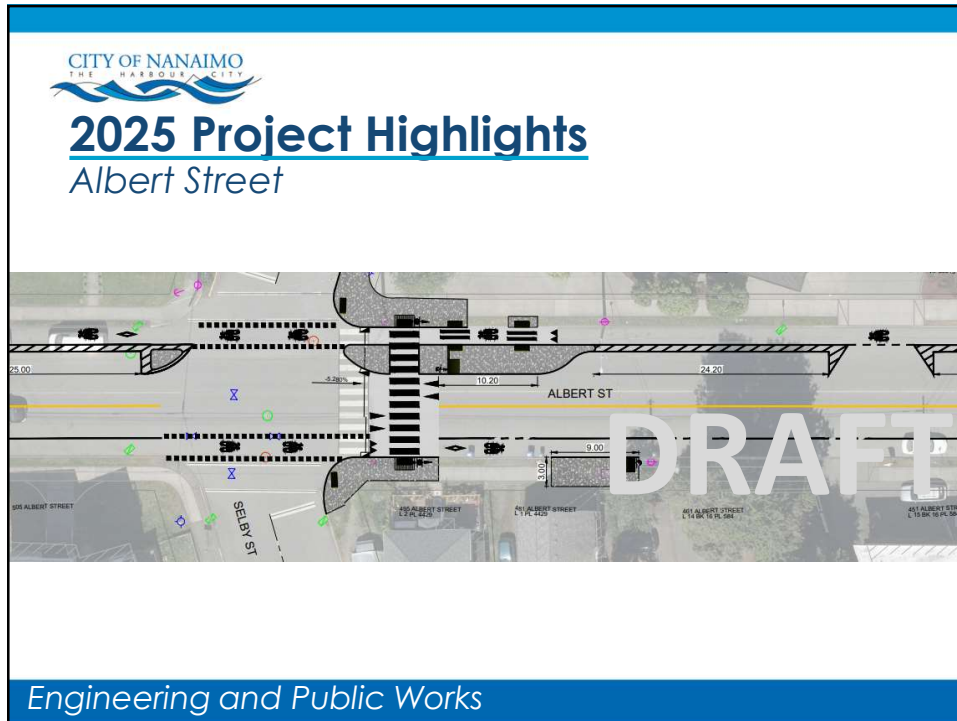
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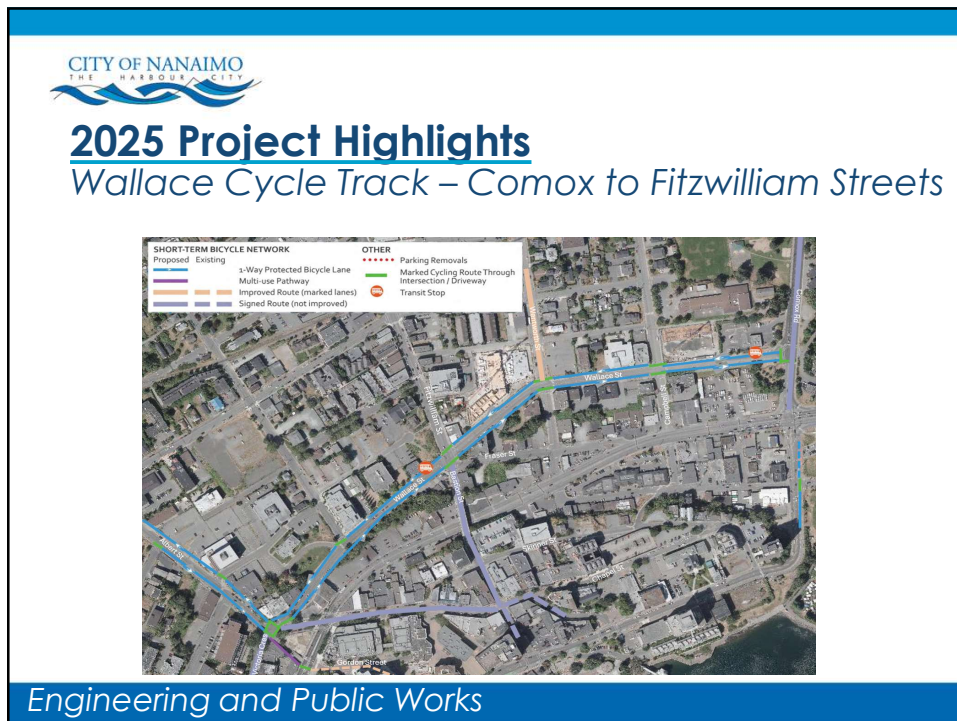
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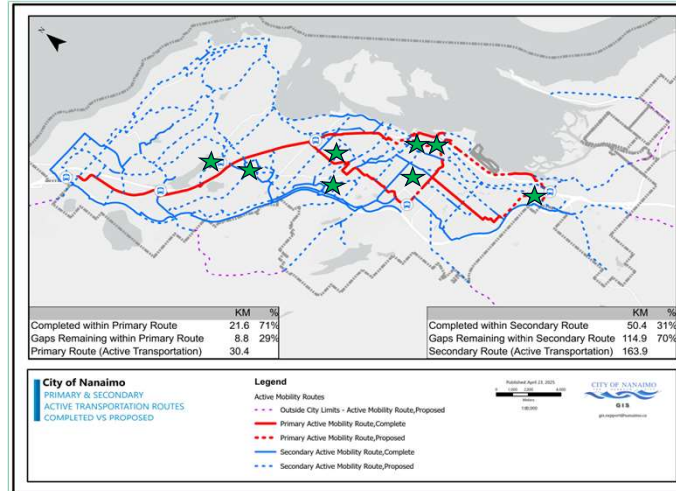


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2025 – 2026 Planned Projects



Engineering and Public Works

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Planned Projects

Third/Fitzwilliam Streets Utility & Road Upgrade
– 2025/2026



Engineering and Public Works

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CITY OF NANAIMO
THE HARBOUR CITY

Planned Projects

Bowen Road Rehab - 2026

Road Rehab - \$1.3M
Cycling Lane - \$1.9M subject to successful grant application



Bowen Road

Engineering and Public Works

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CITY OF NANAIMO
THE HARBOUR CITY

Planned Projects

East Wellington at Madsen - 2026

- East Wellington at Madsen Traffic Signal - \$3.0M
- Caspers Trail Connection
- Griffiths Trail Connection/Local Bikeway



Boxwood Rd

East Wellington Rd

Engineering and Public Works

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Planned Projects

End of Trip Facilities

\$75,000 per year from 2024 - 2026 for end-of-trip cycling facilities/ secure bicycle parking within the Downtown Urban Centre.



Year 1 - 2025



Year 2 - 2026/2027



Year 3 - 2027



Engineering and Public Works

23



Planned Projects

Norwell Drive/Country Club Transit Project - 2027

Budget: \$9.4M including utility renewal



Engineering and Public Works

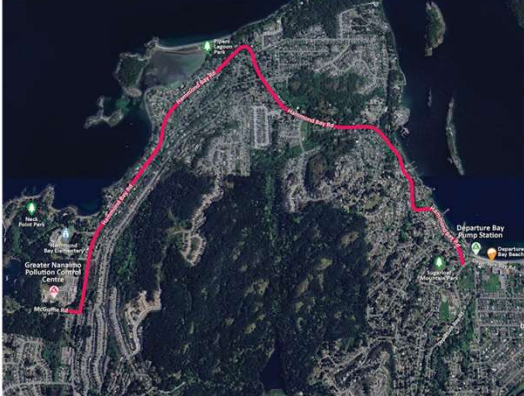
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CITY OF NANAIMO
THE HARBOUR CITY

Planned/Future Projects

Hammond Bay Road – 2026 to 2028

REGIONAL DISTRICT OF NANAIMO **Departure Bay Pump Station and Forcemain Project**



- Improve pedestrian/cyclist facilities when road is being restored
- Minor localized improvements along corridor \$1M budgeted in 2027/2028
- Additional funding would be required for impactful improvements (\$TBD)
- Localized ditch infill with storm sewer to provide additional width in north Hammond Bay Area (\$TBD)
- Address slope stability issues @ Hammond Bay Road & Prince John Way (~\$500K not budgeted)
- Upgrade undersized storm sewers (\$3.5M budgeted 2026/2027)
- Pavement restoration outside of work zone (\$TBD not budgeted)

Engineering and Public Works

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CITY OF NANAIMO
THE HARBOUR CITY

Planned Projects

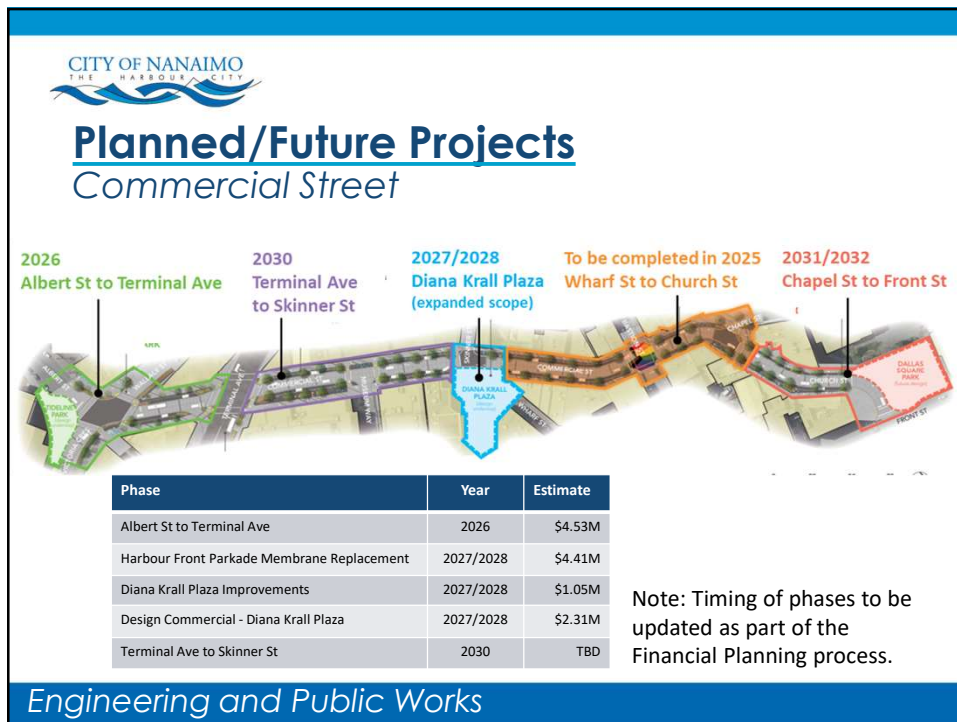
Water Supply

- 2029 - 2036 South Fork Dam: Seismic Upgrade & Second Intake - \$5.5M design
- 2028 – 2029 Towers Reservoir Upgrade - \$5.1M construction
- 2027 – 2031 North End Water Supply - \$49.5M design & construction



Engineering and Public Works

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CITY OF NANAIMO
THE HARBOUR CITY

Mobility Infrastructure Asset Management Forecast


Traffic Signals:

- Funding Needed is \$3.8M/yr
- Funding Planned is \$2.1M/yr

Road Paving and Maintenance:

- Funding Needed is \$4.8M/yr
- Funding Planned is \$2.5M/yr

TYPES OF ROAD CONDITIONS



Not adequately funding asset management projects increases risk (safety and continuity of service) and creates a backlog of project work that only gets more expensive over time.

Engineering and Public Works

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CITY OF NANAIMO
THE HARBOUR CITY

Utility Asset Management Management Overview

Assets:

- Water mains - 560 km
- Sanitary sewers - 600 km
- Storm sewers - 450 km

Service Life:

- Potentially 100 yrs.

Current Annual Replacement:

- 5 km of water mains
- 2 – 3 km of sanitary sewer
- < 2 km of storm sewer



Engineering and Public Works

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CITY OF NANAIMO
THE HARBOUR CITY

Utility Asset Management *Management Forecast*

Current Funding Sustainability Level:
 Water Distribution approx. 75%
 Sanitary Sewer approx. 40%
 Storm Sewer approx. 30%

Assessment:
 Significant shortfall in infrastructure renewal

Consequences:
 Growing backlog of projects
 Impact to level of service will become more frequent and of greater consequence



Engineering and Public Works

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CITY OF NANAIMO
THE HARBOUR CITY

Project Highlights

Facility Projects

(excluding PRC)

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Facility Asset Management

- ~100 facilities, worth ~\$1 Billion
- Focus on 40 strategic facilities across all departments:
 - Fire
 - Police
 - Aquatics
 - Arenas
 - Recreation
 - Culture
 - Water Resources
 - Public Works
 - Civic Services
- Projects include renewal and updating existing mechanical, electrical, building envelope, roofing, and structural systems.
- Corporate energy management

Facilities

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2025 Projects

- Update of Energy Conservation and Management Policy (IAP Priority Action 1)
- Elevator modernization at Harbourfront Parkade
- Inspection, testing and maintenance of high voltage electrical systems throughout the portfolio
- HVAC replacement units at the Police Annex and Operations Building
- Lighting and electrical service renewal at City Hall
- CCTV camera replacement at several civic facilities

Facilities

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2026-2029 Planned Project Examples

Over 500 facility sustainment projects in the 2026 - 2029 Project Plan with an average annual spend of about \$8M.

- 2026 Bastion Street Parkade: Repair traffic deck coating and post tensioning renewals - \$665,600
- 2027 Painting at select civic facilities - \$247,000
- 2028 Port of Nanaimo Centre Parkade: Replace traffic deck coating - \$789,300
- 2028 Police Operations Building: HVAC renewal - \$284,100
- 2028 City Hall: Building envelope remediation - \$304,300
- 2028 Fire Station #7: Addition and renovation - \$413,800

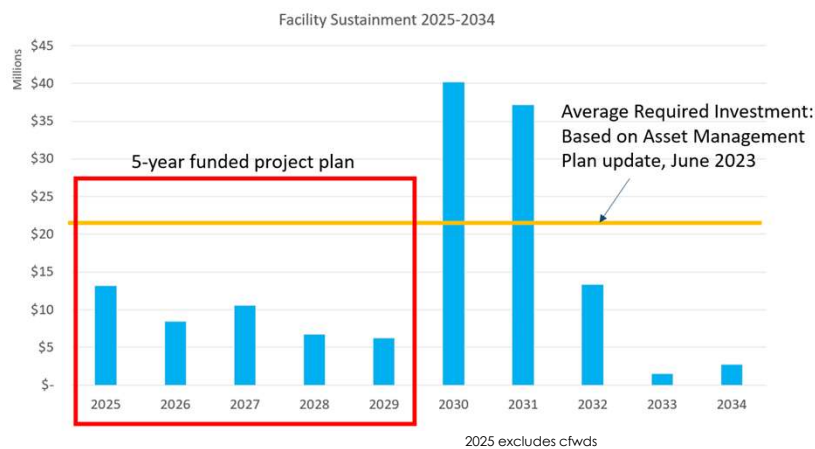


Facilities

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Project Funding Levels



Facilities

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Facility Asset Management *Management Forecast*

- Aging portfolio needs ongoing and increasing investment to maintain service levels.
- Significant investment in facility sustainment is currently outside of the 5-year, funded project plan. Order of magnitude is \$100+Million to support IAP Priority Action 24 : Infrastructure required to support existing and future growth.
- Increasing backlog of projects across all facilities.
- Increasing levels of risk to services delivered.



Facilities

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Project Highlights *Parks, Recreation & Culture*

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Recreation Facilities

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2025 Project Highlights *NAC Front Lobby*



Phase 1 was completed in 2023/2024

Phase 1: Glass wall and automatic door to allow access to the change rooms.

Phase 2: Guest services area

- Construction delayed to 2026 due to time constraints
- Design to be finalized in May
- Budget to be confirmed



Conceptual design

Parks, Recreation & Culture

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2025 Project Highlights

Performance Room at Beban Social Centre

In conjunction with 7 Potatoes Society, funded by a \$250,000 grant



Parks, Recreation & Culture

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Planned Projects

Beban Complex Roof – 2025 to 2027

Budget: \$10.8M

Phase 1 – Replace sloped roof (Frank Crane Arena) and replace one of the supporting cables with new.

Phase 2 – Replace flat roof over Beban Pool and entrance area.

Phase 3 – Replace Beban Social Centre roof.



Parks, Recreation & Culture

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2026-2029 Planned Project Examples

- 2025 - 2027 NAC Dehumidification Improvements - \$5.3M
- 2026 NIC: Replacement of HVAC control system, spectator heaters and roof top unit - \$869,300
- 2026 OWCC: Refinish gymnasium floor - \$28,000
- 2026 Cliff McNabb Arena: Replace rubber flooring - \$151,900
- 2027 NAC: Replace moveable floor - \$247,700



Parks, Recreation & Culture

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2026-2029 Planned Project Examples *Continued*

- 2027 Port Theatre: Replacement of stage sound system - \$500,000
- 2027 Beban Pool: Replace HVAC control system - \$409,200
- 2028 Port Theatre: Renewal of seating on main floor - \$365,800
- 2029 Frank Crane Arena: LED score board - \$357,500
- 2028/2029 Bowen Complex: Elevator upgrades - \$267,100

Parks, Recreation & Culture

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Emerging Issues and Opportunities

Nanaimo Aquatic Centre Water Feature

Current Budget: \$500,000

Options:

1. Single Apparatus.
 - Functional but would not tie into the proposed design for a new water feature.
2. Complete all mechanical and structural work in 2025 and plan to build a water feature in future years.
 - Phase 1 estimate is \$900,000 for a multi leveled activity tower with spray features. All piping would be modified for future expansion.
 - Phase 2 estimate is \$1,233,900 for a water table, aqualogs, misters and custom rain forest.



Parks, Recreation & Culture

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Emerging Issues and Opportunities

Nanaimo Curling Club

- Assessment of facility completed
- The larger more immediate issues include:
 - Roof
 - Walls showing cracks to exterior
 - Cooling slab
 - Refrigeration system
- Significant investment required

Parks, Recreation & Culture

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Parks & Natural Areas

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2025 Project Highlights

*Westwood Lake Park Accessible Beach
& Washroom*

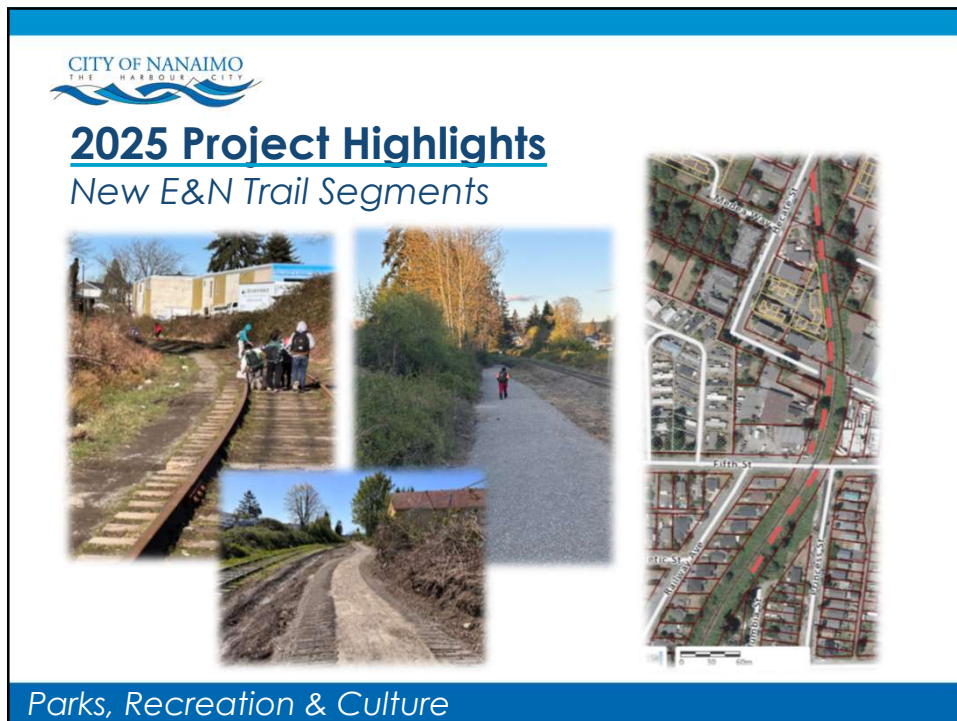


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CITY OF NANAIMO
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2025 Project Highlights

Bleacher Projects – HATF & Q Stadium






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2025 Project Highlights

Parking Lot Projects - Serauxmen Stadium & Neck Point Park

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2025 Project Highlights

Deverill Square Park Basketball Court



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2025 Project Highlights

Harewood Centennial Park Water Park



Flashflood and Aqua Gather

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2025 Project Highlights

Rotary Bowl High Jump Relocation & Infield Improvements



The diagram shows a plan view of the Rotary Bowl infield, highlighting the proposed high jump relocation and infield improvements. The photo shows a high jumper in mid-air over a bar, with the text 'A01' below it.


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2025 Project Highlights

Urban Forest Canopy Assessment



The images show two photographs of trees (one with red autumn leaves, one with green summer leaves) and a map of the Urban Forest Canopy Assessment area, which is highlighted in green on a map of Nanaimo.

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2025 Project Highlights

McGirr Sportsfield Netting





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2025 Project Highlights

Maffeo Sutton Park Washroom Design & Pre-construction

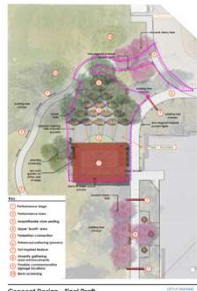
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2026-2029 Planned Project Examples

- 2025/2026 Japanese - Canadian Partnership Projects- \$1.8M
- 2026 Brechin Dock Upgrade - \$278,000
- 2026/2027 Smugglers Park Court Renewal - \$245,000
- 2026/2027 Merle Logan Improvements - \$1.2M
- 2027 East Wellington Park Improvements - \$206,500
- 2027/2028 Stadium District Improvements - \$4.3M
- 2028 Sid Clark Gyro Renovation - \$2.1M
- 2029 Harewood Youth Park Lighting - \$368,100



Concept Design - Final Draft
Japanese Canadian Outdoor Performance Garden
TULA project




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Planned/Future Projects

Westwood Lake Phase 3



Legend:

- Beach area
- Play area
- Recreation area
- Walking paths
- Green spaces
- Water features
- Existing vegetation

TULA project

Phase 3 Sketch
Westwood Lake Park

SK.01

Proposed Timing: 2030 Projected Budget: \$1.7M

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Planned/Future Projects

E&N Trail Lighting – Northfield to Rock City




Timing: TBD Projected Budget: \$1.2M

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Emerging Issues and Opportunities

Parks & Natural Areas

Each year new projects emerge for inclusion into the plan due to:

- Community feedback
- Partnership opportunities
- Changing demographics



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Committee Discussion

Opportunity for the committee to provide feedback and direction on the 2026 – 2030 Draft Project Plan as staff update the plan for consideration next Fall.



DATE OF MEETING MAY 21, 2025

AUTHORED BY JENNIFER MCASKILL, MANAGER, FACILITY ASSET PLANNING
MIKE BRYSON, DEPUTY DIRECTOR, CIVIC FACILITIES

SUBJECT **NANAIMO AQUATIC CENTRE HVAC**

OVERVIEW

Purpose of Report

To seek the Committee's support for an increase to the project budget for the Nanaimo Aquatic Centre HVAC Equipment Upgrades.

Recommendation

That the Finance and Audit Committee recommend that Council increase the 2026 budget for the Nanaimo Aquatic Centre HVAC Equipment Upgrades project by \$6,740,951 funded by \$1,500,000 from the Facility Development Reserve Fund and \$5,240,951 from the General Asset Management Reserve Fund in the 2025 – 2029 Financial Plan.

BACKGROUND

Nanaimo Aquatic Centre (NAC) is one of Nanaimo's flagship facilities, serving an average of 1,500 patrons daily. People of all ages, from all over Nanaimo, the Regional District and beyond attend NAC to recreate, rehabilitate, exercise, socialize, and compete. To maintain a safe, healthy environment for this service, a complex, highly integrated mechanical system is installed in the building. This mechanical system provides heating, cooling, and dehumidification to the air throughout the pool area. It also provides hot water to temper the pools, provide bathing and other sanitation facilities. These systems, when combined with the other systems in the building create the necessary environment to operate a pool in accordance with health and safety regulations. These systems are also necessary for patron enjoyment and Staff safety. The facility is the largest single producer of greenhouse (GHG) emissions in the City's portfolio, accounting for approximately 32% of all corporately consumed natural gas and 12% of all corporately consumed electricity. Typically, mechanical systems have a useful service life of 20 – 25 years. NAC finished construction in 2001, placing these systems at the later end of their service life. As systems deteriorate, Staff responses increase to address those items as best as possible. These responses are becoming less effective and may start to have a greater impact on service delivery without renewal of these critical systems.

On 2022-MAY-16 Council directed Staff to apply to Clean BC's Clean Communities Fund for the Nanaimo Aquatic Centre HVAC Equipment Upgrades. The project is expected to reduce facility GHG emissions by approximately 800 fCO₂ per year which is about 70% for the facility and 13% of overall corporate emissions. The Fund provides federal and provincial funding for community infrastructure that reduces reliance on fossil fuels. The project budget of \$5.6 million was based on a feasibility report completed on 2022-May-20 and included a grant funding contribution of 73.3%, with the remainder, and additional costs the responsibility of the City. At the time, the

project proceeding was contingent on a successful grant application; however, while awaiting the outcome of the application, the boilers at NAC suffered a catastrophic failure and underwent emergency replacement. This emphasized the importance of the timing of the greater project. As the replacement of the boilers was part of the proposed scope of work in the grant application, the project budget was commensurately reduced to \$5.27 million to reflect exclusion of the cost of the boilers. The City was ultimately successful with this application and entered into a Shared Cost Agreement with the Province of BC on 2023-July-18. Staff proceeded with a public procurement for a consultant team following which, past design efforts were reviewed to ensure validity and continued applicability. Following the funding announcement by the Federal Government on 2024-Sep-06, Staff completed a procurement to select a Construction Manager. Chandos Construction (Chandos) was the highest ranked proponent, and a construction management contract was signed 2024-Nov-06.

A detailed review of the facility has been completed to consider the extensive logistics for construction of a project of this magnitude. On 2025-Mar-31 Chandos submitted a Conceptual Budget Cost Plan for Staff review. This report provides a detailed description of the project, the steps and schedule needed to execute the work, and a conceptual budget of \$9,128,318 including an allowance to amend the existing ducting for better air quality.

In accordance with the City's Project Management Framework, for the current stage of project development, both a 10% risk reserve and 20% contingency has been added to the conceptual budget. Additionally, soft costs relating to consulting fees and permitting costs have been added for a total recommended budget to complete the project of \$12 million. |

DISCUSSION

A project budget increase to just over \$12 million represents a significant increase over the revised budget following the boiler replacement. Three years have passed since initial grant application and budget setting. During this time, record inflation has been experienced in many sectors, including construction. While this would account for a portion of this increase, other factors have become apparent. In developing the original budget, equipment requirements were the primary consideration with some allowance for installation. As the project develops through schematic design, the complexities of replacing the large and complex equipment in the existing constrained spaces and connecting the upper mechanical mezzanine with the mechanical plant on the opposite side of the building have driven the costs higher.

Included in the recommended budget increase is an allowance for approximately \$260,000 to amend the existing ducting for better air exchanges and movement. This is in response to a significant code update that came into affect shortly after NAC was constructed. Previously, large fans were installed on the ceilings to displace the air on the surface of the pool to mimic the code revisions. While this has been serving the purpose, it has not addressed the root issue and appears to be exposing additional assets to the corrosive properties of the pool environment. Given the extent of the proposed project, including the duct revisions within the pool area is recommended to achieve the intent of the code update, and expected to improve patron experience and work environment for Staff, and prolong the expected service life of other assets.

During project development Staff have emphasized preference for minimal site disruption. In response to this preference, Chandos detailed an onsite construction duration of 14 months with minimal service disruption for most of that time. A closure of the pool for approximately 60

consecutive days in the later portion of this schedule is included in the 14-month duration and would be required for the final integration of the new systems. This elongated schedule is intended to address the surgical nature of the project, allowing time to consider routing, adjacencies, impacts, serviceability, etc., and collaboration on the appropriate path forward as each situation is encountered. The tentative plan is to complete the majority of the work during the 2026 pool shutdown, and although that is a long way off, there are major components of the project that have a very long lead time for delivery, potentially up to 40 weeks or more. Given that the programming for the NAC occurs well in advance, often more than 6 months, the complexities of the project and the long lead time for materials means that the details, schedule, and commitments for the project need to be determined a long time in advance.

As the provider of the grant funding, Staff have contacted the Investing in Canada Infrastructure Program (ICIP) – Clean BC Communities Fund (CCF) to advise of the current budget for the project and investigate options. ICIP-CCF has confirmed no additional funding is available; however, they would consider an extension provided they agree with the rationale. ICIP-CCF will work with Nanaimo as much as possible if a reduction in scope is pursued; however, if there are significant changes to the emission reductions proposed in the grant application, grant funding may be jeopardized. Staff have not pursued a scope reduction as there are really only two scope components: emissions reduction and required asset renewals. The funding from the grant exceeds the value of the emission reduction work, thus providing a funding contribution for required asset renewals.

The Conceptual Budget Plan submitted by Chandos does not include for the ongoing trade tensions with the United States (USA). While the equipment budgeted is manufactured in Canada, the raw materials may be sourced from the USA and may be subject to tariffs. A risk contingency is included in the recommended project budget to mitigate this impact.

A construction contingency has also been included in the recommended project budget, appropriate for the project.

One option that will be pursued is an extended pool closure which will allow work to be completed more efficiently. This could reduce costs and result in faster completion. At the same time, this would be disruptive to facility programming and Staffing. Revenue and expenses would also be impacted. An advantage to this approach is that additional funding could be allocated to replace the play structure in the wave pool while the HVAC work proceeds. This way the public would see a result following a long closure. |

Financial Considerations

To the end of 2024 the project has incurred costs of \$14,131. The 2025-2029 Financial Plan currently includes a project budget of \$5,259,049 funded by \$843,017 from the Facility Development Reserve Fund, \$559,571 from the Climate Action Reserve Fund, and \$3,856,461 from ICIP-CCF. Increasing the total project budget to \$12,014,131 would require an additional \$6,740,951. The additional \$6,740,951 would be added to 2026 of the 2025 -2029 Financial Plan and funded by \$1,500,000 from the Facility Development Reserve Fund and \$5,240,951 from the General Asset Management Reserve Fund.

The Facility Development Reserve Fund currently has a minimum reserve balance requirement of \$814,000. The new revised 2026 projected closing balance of the reserve after the allocation of the additional funding is \$1,121,708. The General Asset Management Reserve Fund currently

has a minimum reserve balance requirement of \$6,117,500. The new revised 2026 projected closing balance of the reserve after the allocation of the additional funding is \$14,229,560. Both reserves have sufficient funding in the 2025 – 2029 Financial Plan to support the allocation.

Project planning for the 2026 – 2030 Draft Financial Plan is in progress and the potential impact, if any, on the prioritization of projects as a result of the additional funding request allocation is unknown at this time. It is likely to increase the infrastructure funding gap and result in a greater backlog of needed asset management renewals. |

OPTIONS

1. | That the Finance and Audit Committee recommend that Council increase the 2026 budget for the Nanaimo Aquatic Centre HVAC Equipment Upgrades project by \$6,740,951 funded by \$1,500,000 from the Facility Development Reserve Fund and \$5,240,951 from the General Asset Management Reserve Fund in the 2025 – 2029 Financial Plan.
 - The advantages of this option: Allocating additional funds allows this critical project to move forward, replacing necessary assets at the end of life while reducing emissions from the facility. The construction schedule as proposed will allow comprehensive planning and integration of systems while reducing the Staff and patrons impact to a closure of about 60 days and minor service interruptions.
 - The disadvantages of this option: Maintaining standard operations for 14-months and accommodating a 60-day pool closure can wear on Staff and patrons. While this is less impact than a longer closure of the pool, it may wear on user patience.
 - Financial Implications: Additional funding from the Facility Development Reserve Fund and the General Asset Management Reserve Fund would be required to fund this initiative, leaving less funds available for other projects. The 2025 – 2029 Financial Plan will be amended at a future date to include the change.
2. That the Finance and Audit Committee recommend that Council defer the Nanaimo Aquatic Centre HVAC Equipment Upgrades project budget adjustment to coincide with the 2026 – 2030 Financial Planning discussions.
 - The advantages of this option: Delaying the funding allocation would provide Council with the full context of other financial priorities. This option would also provide more time to determine if a cost reduction is possible with a prolonged shutdown period.
 - The disadvantage of this option: This would push the construction of the upgrades to 2027, which would leave little wiggle room with the grant timing. **If the grant does not allow an extension and there are unexpected project delays, it could jeopardize the funding.** This risk could be mitigated but may involve timing the shutdown during a time of year that has more adverse impact on programming. Construction costs may also increase over the time frame.
3. That the Finance and Audit Committee provide alternate direction.
|

SUMMARY POINTS

- Nanaimo Aquatic Centre is a flagship facility for the community, welcoming an average of 1,500 people daily
- The City was successful with a grant application to Investing in Canada Infrastructure Program (ICIP) – Clean BC Communities Fund (CCF), however, are responsible for additional project costs beyond the grant amount
- The value of the grant is greater than the cost of the climate action initiatives, thus providing external funding for asset renewal
- The system to be replaced is required to ensure air quality and dehumidification within the pool area and is considered fundamental to the operation of the facility
- Staff will continue to explore opportunities to maximize value and minimize disruptions to the facility
- The project budget has increased from \$5.7 million to a projected cost of \$12 million over the past three years

Submitted by:

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Mike Bryson
Deputy Director, Civic Facilities

Concurrence by:

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Director, Engineering

Charlotte Davis
Deputy Director, Parks & Natural Areas

Wendy Fulla
Director, Finance

Bill Sims
General Manager, Engineering & Public Works

DATE OF MEETING May 21, 2025

AUTHORED BY Kerry Ing, Director Information Technology / CIO

SUBJECT ERP Project – Budget Increase Request

OVERVIEW

Purpose of Report

To provide an update to the Finance and Audit Committee on the Enterprise Resource Platform (ERP) project and request additional funding. |

Recommendation

That the Finance and Audit Committee recommend that Council increase the budget for the ERP project by \$1,900,000 funded by \$200,000 in 2025 and \$900,000 in 2026 from the General Asset Management Reserve Fund and \$800,000 in 2025 from the IT Reserve Fund in the 2025 – 2029 Financial Plan.

BACKGROUND

In 2018, the City was informed by their ERP software vendor, SAP, the system would not be supported at end of 2025. This notification initiated the City's ERP replacement activities that included requirements collection, market research and a competitive procurement. In 2022 the City selected Unit4's cloud-based ERP software suite, and Victoria, BC based Agilyx Group as the implementation consultant.

In addition to the software licensing and consultant costs, the project budget included Finance staff secondments. Secondments allow staff to direct their time to a project, however it also creates resource gaps which get covered by backfilling with temporary staff to take on the operational responsibilities vacated by staff seconded to a project. |

DISCUSSION

Despite the plans to fund secondments and procurement efforts that included contracted consultants to define system requirements, the project has incurred delays and additional costs because of staffing resource and technology constraints. To offset these challenges and move the project forward, the City requested (additional) contractor resources, seconded Information Technology (IT) staff to the project and purchased software that was not part of the original scope but deemed mandatory for the project's success. The additional contractor resources, IT staff secondment and software services have increased the project budget by \$1,900,000.

Contractor cost increase to augment project team

The project budget included funding for staff backfills as its scope and schedule depended on the seconded staff to be dedicated to the project. Unfortunately, in 2023 and 2024, the City was unable to backfill the roles and without these resources, seconded staff were needed to complete operational tasks, resulting in project delays. To compound the impact caused by the backfill challenges, the Finance department incurred staff departures reducing their ERP project time as most staff hours were required to maintain operational service levels.

To stem project delays caused by staff shortages, additional contractor resources have been procured. The scope for the additional resources includes:

- Coordination and assistance with data migration to the new system
- System test script development and configuration testing
- Financial report portfolio development
- Integration with the City's asset management system, Cartegraph
- Development and implement of the organizational change management plan

Most of these items were expected be to be covered within the original budget and staffing resource allocations.

The total contractor costs are expected to be approximately \$2,510,000. This is an increase of \$967,000 over the original budget and this increase in contractor resources will improve the project's progress, while allowing staff to maintain operational service levels.

Secondment of IT staff cost increase

The original project budget included \$811,000 for Finance staff secondments. As the project evolved and modifications to the original scope and schedule became necessary, IT staff resources needed to be dedicated to the project. The Manager, Application Services was selected as the Project Manager, and it was anticipated they would spend less than 40% of their time on the project. However, because of the project's complexity, the individual is now seconded and dedicated to the initiative and their wages and benefits are being charged to the project. This, along with the extension of secondments due to the delayed launch date and some other minor staffing changes, has increased the total expected secondment cost to \$1,145,000.

Software license cost increases

As the project progressed through various milestones, it became evident that additional software tools were necessary to complete specific tasks. These tools include a trouble ticket management system, data migration software, and year-to-date automation tools. Since these tools were not part of the original scope, their inclusion has increased the project's budget by \$145,000.

Due to delays caused by staff shortages and system complexity, the project schedule has been extended. The original launch date was Q3 2025, but the revised target is now Q2 2026. The Unit4 solution, which is cloud-based, carries an annual licensing fee of approximately \$375,000. This fee has been paid since the project began in 2023. Upon completion, the annual software fee shifts to IT's operating cost center. Consequently, the project extension means that a portion of the 2026 software license fee is now included in the project costs. The additional license costs for 2025 and 2026 total approximately \$472,000.

FINANCIAL CONSIDERATIONS

The \$1.9M budget increase will bring the total project budget to \$5.1M which reflects a 59% increase to the overall budget.

The IT Reserve Fund currently has a minimum reserve balance requirement of \$533,000, the allocation of \$800,000 in 2025 to the project will bring the 2025 projected closing balance of the reserve to \$932,007.

The General Asset Management Reserve Fund currently has a minimum balance requirement of \$6,117,500. The allocation of \$200,000 in 2025 and \$900,000 in 2026 to the project will bring the 2026 projected closing balance of the reserve to \$13,114,010 if the Committee recommends this budget increase and the funding increase for the Nanaimo Aquatic Centre HVAC Equipment Upgrades project or a 2026 projected closing balance of \$18,407,370 if only this budget increase is recommended.

SAP Support Extension – 2027

In 2024 SAP announced it extended system support to December 31, 2027, and removing the risk the existing system will be unsupported prior to the implementation of the new ERP.

OPTIONS

1. That the Finance and Audit Committee recommend that Council increase the budget for the Enterprise Resource Platform (ERP) project by \$1,900,000 funded by \$200,000 in 2025 and \$900,000 in 2026 from the General Asset Management Reserve Fund and \$800,000 in 2025 from the IT Reserve Fund in the 2025 – 2029 Financial Plan.
 - The advantages of this option: Address the challenges of staff resource constraints by augmenting the project team with IT staff and external contractors and enable for the successful completion and replacement of the City's ERP in 2026.
 - The disadvantages of this option: Less funding will be available in the reserves to fund other projects or initiatives.
 - Financial Implications: The 2025 – 2029 Financial Plan will be amended at a later date to reflect the budget increase.
2. That the Finance and Audit Committee recommend that Council provide alternative direction for staff to consider for the completion of the ERP project.

SUMMARY POINTS

- The Enterprise Resource Platform is software that facilitates all financial processes for the organization. The City is replacing its current ERP because it will no longer be supported by the vendor, SAP.
- Although the project budget included staff secondments, the City was unable to recruit the required backfill positions resulting in delays to the project because staff were needed to maintain operational service levels and could not work on the project.

- To mitigate the impact of staff resource constraints on the project, additional contractor hours and IT staff secondments are required for the successful completion of the project.

Submitted by:

Kerry Ing
Director, Information Technology/CIO

Concurrence by:

Wendy Fulla
Director, Finance

Laura Mercer
General Manager, Corporate Services

DATE OF MEETING MAY 21st, 2025

AUTHORED BY MIKE BRYSON, DEPUTY DIRECTOR, CIVIC FACILITIES
JENNIFER MCASKILL MANAGER, FACILITY ASSET PLANNING

SUBJECT NANAIMO CURLING CLUB ASSESSMENT

OVERVIEW

Purpose of Report

To provide an updated assessment of the condition of the Nanaimo Curling Club. |

Recommendation

That the Finance and Audit Committee recommend that Council direct Staff to prioritize necessary funds to sustain services at the facility including a new roof and suitable surface to support ice, while investigating additional programming for the facility.

BACKGROUND

At the 2024-JUN-19 Finance and Audit Committee Meeting, Council directed Staff to conduct a condition assessment of the Nanaimo Curling Club (Curling Club) to determine its present condition and any significant remediation required to maintain service levels and facilitate the continued viability of the facility.

The Curling Club was constructed in 1964 and operates under a Co-Management Agreement (Agreement) with the City of Nanaimo. Through this Agreement each party is responsible for various portions of the facility's assets. Two of the largest responsibilities at this facility for the City are the structure, including the roof and other building envelope elements, and the concrete slab under the ice which the holds the brine lines used to build and maintain an ice sheet.

The Curling Club has a membership of approximately 460 members as of 2023.

In July, 2022, a comprehensive condition assessment was completed at the facility. In January, 2025 a specific structural assessment was completed, which incorporated the known issues and aimed to identify new ones.

In addition to these reviews, Staff have also been monitoring the roof membrane and the concrete slab below the ice as these are the two known areas of concern intrinsic to service delivery as an ice facility.

DISCUSSION

The 2025 structural assessment determined the structure of the facility to be in overall satisfactory condition. The small through-wall cracks in the northeast walls that have been monitored by facility staff after being identified in a report in 2015 have not changed, suggesting the structure is stable.

The report does identify some marginally overstressed structural elements, which should be dealt with if any significant renovations or upgrades are undertaken.

The roof membrane was installed in 1992 and has surpassed its expected service life of 22 years and requires replacement. Budget for this replacement is approximately \$2.4 million and should be replaced in the immediate to near term. While the roof is 11 years past its expected service life, patching can continue for the immediate future; however, each leak allows water to enter the structure causing damage and the potential for hidden risks that could severely impact the structure. A roof is critical to the function of interior space and structural soundness regardless of the activity taking place. At the time of writing this report, it was not possible to access the underside of the roof structure from a lift due to the presence of the ice sheet. The ice has since been removed and a comprehensive review of the underside of the roof structure is planned in the near term to further inform the condition.

The concrete slab used to support the curling ice has several surface cracks. Additionally, it has a two-inch slope from one side to the other. Given that the ice must be level to curl, staff must maintain two extra inches of ice on the low side of the slab. This causes an increased load on the refrigeration plant, resulting in higher energy costs. There is one known, active leak in the brine lines that run within the slab. The leak is being monitored and managed by facility staff allowing the ice to be maintained and mitigating the possibility of increased brine loss. The temporary nature of the repair, however, means that eventual replacement of the brine lines will be required.

The slab and brine lines could be replaced with a new sand surface or replaced with a similar concrete slab. These two options for the slab replacement range in budget from \$1 million to \$3 million respectively. Should the less expensive sand pad be chosen, this would limit the usage to ice usage only. Alternately, a new concrete slab could be installed, allowing not only ice-based uses, but more versatile use of the dry-floor space for a myriad of indoor activities (dry floor sports, trade shows, etc.).

The roof renewal and slab replacement do not need to happen simultaneously. Maintaining of the roof ensures maintaining the structure and integrity as an indoor facility. Maintaining the concrete slab (or changing to a sand pad) with brine lines ensures the ability to build an ice surface.

Each year, the project plan is prioritized across all funding needs of the City. To date, other more pressing obligations and community needs have prevented these renewals from moving forward into the 5-year financial plan. While there is always demand for additional ice and indoor recreation space in the City, expanding the uses has not been explored. With the size and needs of the facility portfolio alone, there may always be more pressing priorities if the usage remains primarily for curling.

FINANCIAL CONSIDERATIONS

Over the last five years, the City has spent approximately \$175,000 sustaining the facility. Annual costs incurred by the City are in the order of \$10,000-\$12,000, primarily for electricity used at the facility. In 2024 approx. \$35,000 was invested in the boiler system, and an additional almost \$68,000 in grant funds for the chiller repair. Thus far in 2025, approximately \$21,000 has been invested in the HVAC system. Based on the condition assessment and future forecast renewals, additional investment of the order of \$4 million to \$5.5 million is anticipated in the next few years.

A high-level cost projection for a new ice facility would be in the order of \$40 million assuming similar size and complexity

OPTIONS

1. That the Finance and Audit Committee recommend that Council direct Staff to prioritize necessary funds to sustain services at the Curling Club including a new roof and suitable surface to support ice, while investigating additional programming for the facility.
 - a. The advantage of this option is the continued sustainment of this facility for curling and other uses, benefitting the community.
 - b. The disadvantage of this option is that it will reduce resources available for other priorities of the City that may benefit a wider range of the community.
 - c. The financial implications of this option are in the order of \$4 million to \$5.5 million investment over the next 5-7 years. Any project will be included in 5-year financial plan and follow the same process as other capital projects.
2. That the Finance and Audit Committee recommend that Council direct Staff to mitigate deterioration while alternate solutions for users are investigated.
 - a. The impact of this option is the diminished worth of the facility, and eventual migration of services to alternate locations.
3. That the Finance and Audit Committee recommend that Council provide alternative direction to Staff.

CONCLUSION

The Nanaimo Curling Club provides much-needed ice space for the community however requires significant investment to sustain the current services.

SUMMARY POINTS

- The Nanaimo Curling Club was constructed in 1964 and the club had a membership of around 460 as of 2023.
- A 2025 structural condition assessment of the Nanaimo Curling Club has found that investment in the order of \$4 Million to \$5.5 Million over the next 5-7 years is required to sustain operations as a curling facility.
- The recommendation is to direct staff to begin to prioritize necessary funds to sustain services by placing required projects within the 5 year financial plan.

Submitted by:

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Jennifer McAskill
Manager, Facility Asset Planning

|

Concurrence by:

Charlotte Davis
Deputy Director, Parks and Natural Areas

Wendy Fulla
Director, Finance

Laura Mercer
GM, Corporate Services

Dale Lindsey
CAO

|

DATE OF MEETING MAY 21, 2025

AUTHORED BY KIRSTY MACDONALD

SUBJECT COMMUNITY WATERSHED RESTORATION GRANTS 2025

OVERVIEW

Purpose of Report

To allocate the funds for the Community Watershed Restoration Grants (the “Grant”) for this year.

Recommendation

That the Finance and Audit Committee recommend that Council approve a total of \$20,000 in accordance with the Community Watershed Restoration Grant Guidelines and Criteria as attached to the Staff Report titled “Community Watershed Restoration Grant 2025”, dated 2025-MAY-21, and that the grant allocations be as follows:

- a) Nanaimo Area Land Trust - \$4,166
Project: Maintenance of Beaver Dam to Secure Flows
- b) Wellington Action Committee - \$3,800
Project: Diver Lake Western Painted Turtle Protection
- c) Pacific Garden Co-Housing - \$7,034
Project: Habitat Restoration Project-Chase River
- d) Wildcoast Ecological Society - \$5,000
Project: East Wellington Park’s Ecosystem Restoration and Wildlife Education Program

BACKGROUND

The Community Watershed Restoration Grant was initiated by Council in 2021 to support organizations, environmental non-profits, or individual residents that aim to carry out projects that advance the City Plan’s green goals such as watershed restoration projects, urban stream and riparian restoration enhancement, natural environment protection, and climate change adaptation solutions.

The Grant intake for 2025 was launched on 2025-FEB-14 and remained open until 2025-APR-07. Grant information was posted on the City’s website and advertised through news releases, social media, and direct emails to neighbourhood associations and community stewardship groups. Staff also offered an information session on 2025-FEB-20 to discuss the Grant guidelines and Grant goals with prospective applicants. The evaluation of applications involved an integrated review committee with Staff from several divisions of Parks, Recreation and Culture as well as the Finance department.

DISCUSSION

Five Grant applications were received totalling \$31,636 in requests. Staff reviewed the applications according to the Grant guidelines and criteria (Attachment A) and City Plan and the Integrated Action Plan priorities. Below is a summary table of the Grant.

Table 1: 2025 Community Watershed Restoration Grant Application Summary (in ranked order).

<u>Organization</u>	<u>Project</u>	<u>Requested Amount</u>	<u>Recommended Amount</u>
Nanaimo Area Land Trust	Maintenance of Beaver Dam to Secure Flows	\$4,166	\$4,166
Wellington Action Committee	Diver Lake Western Painted Turtle Protection	\$3,800	\$3,800
Pacific Garden Co-housing	Habitat Restoration Project-Chase River	\$8,670	\$7,034
Wildcoast Ecological Society	East Wellington Park's Ecosystem Restoration and Wildlife Education Program	\$5,000	\$5,000
Kayla Zielke	Chase River Watershed Project	\$10,000	<u>0</u>

1. Nanaimo Area Land Trust

The Nanaimo Area Land Trust has a successful track record of improving watershed health through this grant and submitted the strongest ranked application this year. In 2024, they carried out a benchmarking monitoring project along the Cottle Creek as well as a partnership “cleanup” project along Joseph Creek with students from Rock City School. Their application this year focusses on a beaver dam assessment and restoration proposal in Linley Valley Cottle Lake Park at the outlet of Cottle Creek. This dam has undergone change over the last 20 years that the City has owned this park and the project is of benefit from a parks management and downstream health perspective. Staff look forward to learning more about the dam dynamics and their consultant's recommendations.

2. Wellington Action Committee

The Wellington Action Committee received grant funding in previous years for water quality monitoring at Diver Lake and Long Lake (2023) and an environmental assessment of Diver Lake (2024). They are actively removing invasive plants at Diver Lake Park and other neighbourhood locations under the Partners in Parks program. Their application for this year focusses on surveying nests and basking sites for the Western Painted Turtle. This work would be done in partnership with the City, Nanaimo Area Land Trust and the Province. Staff feel that this is a worthwhile project that can benefit the park, the overall Diver Lake watershed, and our knowledge of this red-listed species. Staff would also like to ensure that this project raises public awareness about this and other special turtle habitat areas in Nanaimo (mapping, signage, videos etc.). Staff will also ensure that this project is done to accordance best practices for this species and without duplicating any ongoing work by the project partners.

3. Pacific Garden Cohousing

The Pacific Garden Cohousing submitted the only request for funds to spend on private property. In 2023, they received funding from this Grant to develop a wetland on their property. In 2024, they received additional funds to remove invasive plants (primarily reed canary grass and blackberry) and replace with native vegetation. This year they are again reapplying to remove invasive plants on an additional 1 acre and replant with native vegetation. Staff feel that this application is worthy and that efforts over the last few years are improving the health of the Chase River watershed. As part of this year's recommended partial funding toward this ongoing project, staff would also like to see this group work with our staff to further market and share this successful work with the public through partnerships tours/videos.

4. Wildcoast Ecological Society

The Wildcoast Ecological Society is a newer organization in Nanaimo, with a past project track record in the Lower Mainland. Their application focussed on removal of invasive plants and replanting along the Millstone River in East Wellington Park as well as a collaboration project with the Stream of Dreams Mural Society. Staff are very supportive of the workplan for East Wellington Park and would like to proceed with funding the proposed invasive removal and riparian planting efforts at this site which are consistent with Nanaimo's Integrated Action Plan and the East Wellington Park Management Plan. Staff were not supportive of funding the suggested art and school projects and would like to focus this group on watershed restoration and planting to support the Millstone watershed and East Wellington Park. It is unclear if the group has been successful in several of the partner grants that they are applying for, but staff would like to work with them on a narrowed and focussed scope.

5. Kayla Zielke

Kayla Zielke is a local biologist with aspirations to improve habitat in the Chase River. Supporting health in the Chase River is a focus of City Plan and Nanaimo's goals. Staff would like to learn more about this project and potentially support it at a future time. However, there were many gaps in this application including where the issues were geographically, who's jurisdiction they are under, how the site would be accessed physically to carry out the work, what professional assessments have been completed to support the needs and impacts, who the Partners would be and what communication/collaboration with Snuneymuxw' might be carried out, and budget details. Consequently, no funding is recommended at this time.

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve a total of \$20,000 in accordance with the Community Watershed Restoration Grant Guidelines and Criteria as attached to the Staff Report titled "Community Watershed Restoration Grant 2025", dated 2025-MAY-21, and that the grant allocations be as follows:
 - a) Nanaimo Area Land Trust - \$4,166
Project: Maintenance of Beaver Dam to Secure Flows
 - b) Wellington Action Committee - \$3,800
Project: Diver Lake Western Painted Turtle Protection

- c) Pacific Garden Co-Housing - \$7,034
Project: Habitat Restoration Project-Chase River
 - d) Wildcoast Ecological Society - \$5,000
Project- East Wellington Park's Ecosystem Restoration and Wildlife Education Program
- The advantages of this option: The recommended funding supports projects that fulfill the criteria of the grant and advance City Plan green goals. These are all projects that are community driven and would not otherwise get done without partnerships and efforts.
 - The disadvantages of this option: None of the projects are identified in the Integrated Action Plans or were previously priority projects in the Parks Operations workplans. Due to the smaller scale and nature of the projects, it's hard to measure or quantify their significance and impact.
 - Financial Implications: Council will not have the option to spend the funds on other projects in 2025 or on late applications.
2. That the Finance and Audit Committee recommend that Council not approve the \$20,000 expenditure of the \$20,000 allocated for the 2025 Community Watershed Restoration Grant, but instead suggest priority site(s) as identified in the Integrated Action Plans and invite all groups to focus on that project i.e. Millstone River riparian area restoration as identified in the East Wellington Park Plan, Departure Creek and Catstream enhancement, or Linley Point environmental management.
- The advantages of this option: This would help advance already identified strategic priorities.
 - The disadvantages of this option: Volunteers and community groups have their own goals and priorities that may not align with City projects. They may not participate in re-focussed projects.
 - Financial Implications: Allocated money would not go to community organizations but instead would be spent internally or by contract on trees, plant material and other project needs.
3. That Council provide other direction.

SUMMARY POINTS

- The Community Watershed Restoration Grant supports community volunteers and organizations with up to \$20,000 available for projects that advance Nanaimo City Plan's policies and initiatives.
- Staff received five applications, with total requested funding of \$31,636 in the 2025 intake.
- The City supports environmentally focused community organizations and partnership projects through a number of funding sources and collaborations including the Community Watershed Restoration Grant, Community Environmental Sustainability Project grant, and Partners in Parks process and program.

ATTACHMENTS:

ATTACHMENT A: COMMUNITY WATERSHED RESTORATION GRANT 2025.
ATTACHMENT B: HYPERLINK TO APPLICATIONS FOR COMMUNITY WATERSHED
RESTORATION GRANT 2025 |

Submitted by:

Kirsty MacDonald |
Manager, Park Operations

Concurrence by:

Charlotte Davis
Deputy Director, Parks and Natural Areas

Wendy Fulla
Director, Finance

Laura Mercer
GM, Corporate Services

Dale Lindsay
CAO |

ATTACHMENT A



City of Nanaimo Community Watershed Restoration Grant Program

Guidelines and Criteria

2025

How to Submit your Application

- **Online (by 4:00 pm) April 3, 2025**

Upload the PDF of the signed application and attachments for all sections using the online submission process.

- **Hardcopy application at the Bowen Complex Dropbox (by 4:00 pm) by April 3, 2025**, located at 500 Bowen Road. The dropbox is accessible from outside, and is located on the lower level of the building near the tennis courts (Pine Street Entrance). Please make sure your package is clearly marked with the applicable grant name.

A confirmation email will be sent to all applicants using the email address indicated in your application form to confirm that we have received your submission.

- By email to parksandrecreation@nanaimo.ca

Important Notes

- **Late applications will not be reviewed.**
- Applicant (or representative) should plan to attend an online information session on **Feb 20th at 5PM** to answer any questions about the application process. Staff will send the link to interested parties upon request.

**For more information call: 250-756-5200 or
email parksandrecreation@nanaimo.ca**

Introduction

City Plan - Nanaimo ReImagined (adopted in 2022) is the City's strategic planning document. The Plan provides direction for the coming 25 years on land use, Truth and Reconciliation, climate adaptation, health and wellness, diversity, accessibility and inclusion, economic prosperity, sustainable living, and more. Because cities work best when interdependent systems are considered together, *City Plan: Nanaimo ReImagined* integrates several interdependent documents and goal areas.

The City Plan recognizes the vital role of natural assets and green and blue spaces in the community. Urban tree canopies, natural areas, and greenways are a fundamental part of the city's infrastructure and provide many benefits. They provide wildlife habitat; ecological services, including stormwater management and air and water quality improvements; reduction of urban heat island effects and climate resiliency; human health and safety; and community livability.

The City now manages over 1,000 hectares of parkland, of which more than 70% is natural area with significant tree canopy and lands along watercourses. Expanding and maintaining a connected urban tree canopy, natural areas, and greenway network is essential to our ongoing pride, identify community health, and wellbeing.

On 2020-DEC-14, Council allocated \$20,000 to support a Community Watershed Restoration Grant Program to fund eligible projects that strive to improve the environment and ecosystems of Nanaimo. In 2024, a total of \$20,000 in funding is available. Individual applications for up to \$20,000 in funding will be accepted; however, funding of less than \$20,000 may also be split between more than one successful applicant.

Purpose

The purpose of the Community Watershed Restoration Grant is to assist property owners and organizations in supporting the City of Nanaimo's City Plan goals and Environmental Responsibility objectives by providing annual funding to support community restoration projects.

Strategic Priorities

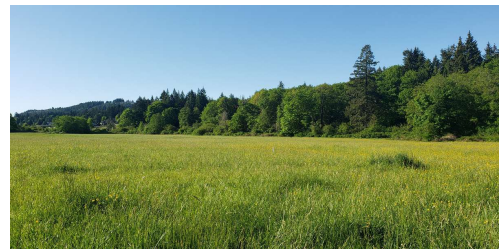
The City's strategic funding priorities for the Community Watershed Restoration Grant should be aligned with the Green Goals as identified in City Plan and its Integrated Action Plan projects and programs.

The green goals identified in City Plan include:

- Watershed Protection (e.g. projects that protect/enhance or restore the riparian environments,



Linley Valley Park and the Cottle Creek watershed.



View across East Wellington Park.



Forest understory at Woodstream Park.

sustainably manage stormwater (including daylighting piped systems), recognize the natural capital value of a wetland, river or other watercourses, and/or improve the water quality and fish habitats in City rivers, lakes, and wetlands.

- Urban Tree Canopy, Natural Areas, and Greenways (e.g. projects that protect and/or enhance the City’s natural environment including the urban tree canopy, marine foreshore, environmentally sensitive areas, nature parks, and green corridors).
- Climate Adaptation (e.g. projects that support people, the environment, buildings, and/or infrastructure adapting to the impacts of climate change).

Due to the integrated nature of natural assets, in addition to the green goals stated above, projects may also demonstrate connections to other City Plan goals such as active and healthy communities, empowerment and reconciliation.

All projects should also support the “Environmental Responsibility” theme within the City’s Strategic Plan including projects that “will protect and enhance Nanaimo’s natural environment by looking after the community’s biological diversity and adapt the way we live, work, recreate, and move.”

Eligible Organizations

Funding will be available annually to community organizations, environmental non-profits, and individual residents to provide financial support for community watershed restoration project and related eligible activities.

Organizations and individuals applying for funding must be based in Nanaimo and/or be proposing a project that primarily serves Nanaimo residents. Eligible applicants include:

- Individual property owners (proof of ownership required) who own property that includes or is adjacent to a watercourse or other environmentally sensitive area where they wish to do environmental restoration or enhancement work that is not required as a condition of a development approval;
- A non-profit society incorporated under the BC Provincial Societies Act or federally designated as a registered charity;
- A recognized religious group with ongoing activities and a congregation; and
- A neighborhood association recognized by the City of Nanaimo.

Ineligible Organizations

- Groups, organizations, or individuals with outstanding balances owed to the City of Nanaimo.



View of wetland and Richards Marsh Park.



Daylighted section of Departure Creek at Departure Bay Centennial Park.



Buttertubs Conservation area and the West Marsh Park.

- Groups, organizations, or individuals that are subject to active enforcement with the City of Nanaimo or not in good standing with the City of Nanaimo, Federal, or Provincial Governments.
- Organizations or individuals may not be eligible for Community Environment Grant funding if they have received other funding assistance through the City of Nanaimo within the same grant year period.

Eligible Activities

Grant funding may be used to support the following project expenses:

- Project planning and design studies completed by a qualified professional including but not limited environmental assessments, restoration plans, site plan or surveys, landscape plans, slope/erosion stabilization study, and/or an archeological assessment.
- Plant and landscape material purchase and installation
- Disposal costs (e.g. bins to store and dispose of invasive material, waste removal, landfill fees)
- Construction equipment rental and labor costs

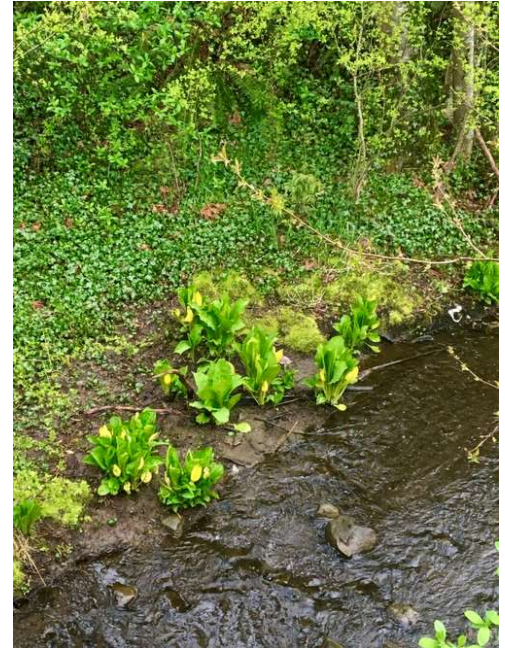
Ineligible Activities

Funds from the Community Watershed Restoration Grants may not be used for the following purposes:

- Ongoing operational expenses incurred during the normal course of business;
- Projects occurring outside the City of Nanaimo;
- Projects that would not be in compliance with Federal and/or Provincial law or City of Nanaimo Bylaws;
- Payment of pre-existing debts; and
- Proposed development projects that require environmental restoration as a condition of development approval.
- Bursaries and scholarships

Project Criteria

- Where the proposed project is on land not owned by the applicant, landowner permission is required. This includes property owned by the City of Nanaimo and other levels of government.
- All proposed expenses must be used to support a proposed community environmental restoration project



Restoration and native plantings along the Catstream.



Forested banks along the Catsream River.

Assessment Criteria

30% - Merit

- What is the overall quality of the proposal?
- Is the project aligned with the applicant organization's mandate and/or individual stewardship goals?
- Is there any community support and partnership with other organizations, including First Nations?
- Has the applicant shown a commitment and history of environmental restoration and/or land stewardship?

40% - Relevance/Feasibility

- Does the project reflect the City's identified strategic priorities or objectives/programs and projects as identified within City Plan and its integrated action plan?
- Is the project supported by the City's Environmental Responsibility theme with the City's Strategic Plan?
- Does the project potentially impact Snuneymuxw First Nation interests? If so, would it be supported by Snuneymuxw?
- What is the capacity and demonstrated ability of the applicant?
- Does the applicant have the budget and capacity to carry out the project? Have the applicants' partners and/or consultants been identified?
- Has the applicant leveraged other funding sources available?

30% - Potential Impact

- What area will be impacted?
- How great is the impact?
- Is the anticipated impact measurable?
- How critical is the issue being addressed?
- Is the project advancing actions and capital projects identified in Nanaimo's integrated action plans or ongoing work /initiatives through the City of Nanaimo Parks Recreation and Culture department and/or partners?



The Millstone River flowing through Bowen Park.



Volunteers removing invasive plants in Bowen Park.



City staff and volunteers partnering to remove invasive plants and replant native plants in disturbed areas.

Adjudication Process

Applications will be received by the City of Nanaimo and reviewed by a cross section of Staff from a number of relevant departments. Recommendations will be forwarded to the Finance and Audit Committee and then to Nanaimo's City Council for approval. Once disbursed, funding must be spent within the next twelve (12) months and a report (including copies of studies and reports funded by the grant) and/or videos or photos must be provided at project completion or at the end of the twelve-month period, whichever comes first. If the applicant chooses to submit an application for the following year, a report regarding the previous project-funding grant must be received prior to the submission of the new grant.

Appeal

If there was an error in the assessment process (for example, that support material was misplaced), applicants may file a formal complaint, in writing, within 10 calendar days of notification of results. All appeals will be reviewed by an appeals committee.

Previous Successful Projects

Previous projects receiving funding through this grant include:

- Wetland restoration and Habitat Creation (Pacific Garden Cohousing)
- Restoration of the Cat Stream between 5th and 7th Street (South end Eco Development)
- Diver Lake storm water contamination study (Wellington Action Committee)
- Northfield Marsh Restoration (Nanaimo Area Land trust and syuwéñct Elementary School)
- Walley Creek Bank Stabilization (Walley Creek Streamkeepers)



Volunteers hard at work along Walley Creek and Morningside Park.



Bank stabilization along the Walley Creek corridor in Morningside Park.



Main trailhead at Diver Lake Park.

Terms & Conditions of Funding	
General Terms and Conditions	<p>The awarding of a grant is at the sole and absolute discretion of the City of Nanaimo. The City of Nanaimo retains the right to rescind or reduce any grant previously awarded. The circumstances for rescinding a grant include but are not limited to:</p> <ul style="list-style-type: none"> • failure to meet the terms and conditions of the grant • failure to comply with legal obligations • failure to respect the commitment to provide a workplace free from harassment, discrimination and sexual misconduct • unapproved changes to funded activities • significant risk of insolvency or bankruptcy
Project Kick-off Meeting	<p>Prior to receiving grant funding the grant recipient is required to contact the City to arrange a project kickoff meeting. Funding will not be disbursed until after the kick off meeting. The purpose of the kickoff meeting is to ensure a shared understanding of the project scope, goals, and limitations between the recipient and the City and ensure the recipient is aware of all City requirements and permissions.</p>
Final Reports and Submissions	<p>Grant recipients must use the Grant Report Form to complete and submit their final report by the due date specified in the results letter. Final reports must detail any substantial changes to your original proposal and must include an accounting of spent and unspent funds. Failure to provide a final report will result in the rejection of all new funding applications. Videos and photos are also desired as part of the final report submission to further raise awareness about the grant and the works carried out within the community.</p>
Grant Repayment	<p>If for any reason you cannot use the grant at the expected time, decide not to carry out the plans described in your grant application or refuse the grant conditions, you must notify us immediately. If you are unable to complete your project or event any unspent funds must be returned to the City of Nanaimo. Unused grant funds will not be carried over to the next calendar year without written permission from the City of Nanaimo. If you do not use the entire grant amount, any unused portion belongs to the City of Nanaimo.</p>
Payment	<p>The City of Nanaimo can deliver awarded funds by cheque or direct deposit. To receive funds via electronic funds transfer (EFT), recipient must fill out and return the EFT form, along with VOID cheque or verified account information printout from banking institution.</p>

Statement of Inclusivity	<p>Recipients of City of the Grant funding must demonstrate commitment to City of Nanaimo Policy C4.2 Equity and Inclusivity:</p> <p><i>“Equity recognizes that each person has different circumstances and allocates resources and opportunities to support more positive outcomes for all regardless of age, ability, gender, sexual orientation, faith practice, ancestry, or background. By identifying inequities and targeting investment in prevention and intervention, the wellbeing and inclusion of the diversity of people that make up our entire community can be enhanced, creating a city that puts people first and supports a sense of belonging.”</i></p> <p>Funding is provided with the expectation that recipients will:</p> <ul style="list-style-type: none"> • Create a welcoming, inclusive atmosphere where all people feel safe, comfortable and represented (Policy C4.2.1) • Encourage diversity awareness and build a culture of compassion for people of all cultures, genders, orientations, ages and abilities (Policy C4.2.8)
Changes to Activities	<p>Changes to the scope of your original proposal must be approved by the City of Nanaimo. You must notify the City of Nanaimo immediately if you cannot use part or the entire grant during the period stated in your application or if there are changes to your proposed activities.</p>
Acknowledgement of the City of Nanaimo and Logo Use	<p>Public acknowledgement of support is required for all grant recipients. Please ensure that all materials (including copies of reports, advertising, oral presentations and publicity relating to the project(s) or programming credit the support of the grant. Please ensure proper logo use when crediting the City of Nanaimo’s support. You can request logo files by contacting parksandrecreation@nanaimo.ca.</p>
Permits, Fees, Applications	<p>The approval of this grant does not indicate approval of associated required permits for public events or activities in public space that is not identified in the application. It is the responsibility of the applicant to ensure that all necessary permits and permission have been obtained prior to commencing project and or event and ensure compliance with all required permits.</p>
Confidentiality	<p>Documents submitted by applicants become property of the City of Nanaimo. The City will make every effort to maintain the confidentiality of each application and the information contained therein except to the extent necessary to communicate information to Staff and the committee for the purpose of evaluation and analysis. The City will not release this information to the public except required under the Province of BC’s Freedom of Information and Protection of Privacy Act or other legal disclosure process. Project information, including event pictures may be shared on the City’s website and social media.</p>
Tax Implications (if applicable)	<p>Non-profit societies, in good standing, can receive payment in the society name.</p>

ATTACHMENT B



Hyperlink to Applications for
[Community Watershed Restoration Grant 2025](#)

DATE OF MEETING May 21, 2025

AUTHORED BY DAVE STEWART, ENVIRONMENTAL PLANNER

SUBJECT 2025 COMMUNITY ENVIRONMENTAL SUSTAINABILITY PROJECT GRANT APPLICATIONS

OVERVIEW

Purpose of Report

To present to the Finance and Audit Committee the recommended Community Environmental Sustainability Project Grant allocations for the 2025 intake.

Recommendation

That the Finance and Audit Committee recommend that Council approve a total of \$17,500 in accordance with the Community Environmental Sustainability Project Grant Guidelines and Criteria as attached, and that the grant allocations be as follows:

- a) Broombusters Invasive Plant Society - \$2,000
Project: Nanaimo Parkway Broom Removal 2025
- b) Frank J Ney Parent Advisory Committee - \$5,000
Project: FJN Elementary Outdoor Classroom
- c) Nanaimo Area Land Trust and Friends of Cottle Creek - \$5,000
Project: Monitoring Riparian Forest Health in Linley Valley
- d) Nanaimo Area Cycling Coalition Society - \$1,000
Project: Cycle in Nanaimo
- e) Nanaimo Science - \$1,500
Project: Science in the Park
- f) Nanaimo Climate Action Hub - \$3,000
Project: Nanaimo Climate Action and Solutions Expo

BACKGROUND

In 2023, the City of Nanaimo introduced the Community Environmental Sustainability Project Grant program to support small environmental sustainability and climate projects. The grant supports projects that would not be covered by other City grants and would improve the environmental health of natural systems, enhance residents' connections to nature, provide educational values, and contribute to climate mitigation and adaptation.

A total of \$20,000 in funding is available for this grant intake. The grant can provide up to \$5,000 per project for eligible projects. The Grant intake for 2025 was launched on 2025-FEB-14 and remained open until 2025-APR-04.

The evaluation of applications involved an integrated review committee with staff from Sustainability; Parks, Recreation and Culture; and Finance. Staff reviewed the applications according to the Grant guidelines and criteria (Attachment A) and the City Plan and Integrated Action Plan priorities.

DISCUSSION

Eight Community Environmental Sustainability Project Grant applications were received. A total of \$32,687 was requested, which was \$12,687 more than the available grant funding. Staff are recommending a total of \$17,500 be allocated as follows. Not all funding is allocated because the requested items are deemed either ineligible expenses or not meeting the intent of the grant.

Applicant	Project Name	Requested Amount	Recommended Amount
Art Action Earwig	A Circle of Protection	\$5,000	\$0
Broombusters Invasive Plant Society	Nanaimo Parkway Broom Removal Project 2025	\$2,000	\$2,000
Frank J. Ney Parent Advisory Committee	FJN Elementary Outdoor Classroom	\$5,000	\$5,000
Nanaimo Area Land Trust and Friends of Cottle Creek	Monitoring Riparian Forest Health in Linley Valley	\$5,000	\$5,000
Nanaimo Area Cycling Coalition Society	Cycle in Nanaimo	\$2,687	\$1,000
Nanaimo Science	Science in the Park	\$5,000	\$1,500
Nanaimo Climate Action Hub	Nanaimo Climate Actions and Solutions Expo	\$3,000	\$3,000
South End Eco Development	SEED Library of Things	\$5,000	\$0
Total		\$32,687	\$17,500

A summary of each application, including the staff review team's feedback, is provided below.

1. Art Action Earwig

Project Summary: Two “contemporary participatory art” celebrations for Rivers Day and Earth Day.

Staff Comments: Art Action Earwig previously received funding from the 2023 Community Environmental Sustainability Project Grant. The evaluation team was impressed with the applicant's commitment to working with Snuneymuxw First Nation, including receiving a letter of support from the Nation; however, they would have liked to see more environmental focus, including increased plantings in key areas identified by

City Staff. The review team noted the majority of the project budget was for 'artist and facilitator fees' or 'co-producer fees' and felt the application would be better suited for a cultural and events grant as opposed to an environmental grant.

2. Broombusters Invasive Plant Society

Project summary: To remove Scotch broom from the lands adjacent to the Nanaimo Parkway.

Staff Comments: Broombusters also previously received grant funding in 2023 for removing broom in a similar area. The review team was impressed with the applicants' long-term commitment to removing broom in our area since 2008. While the project is partially funded by the Ministry of Transportation and Transit (MOTT) funding, the applicants noted additional funding is required to remove broom in areas not covered by the MOTT funding. Scotch broom is extremely flammable and poses a fire risk if not removed; as such, the project scored well for impact and climate resiliency due to its importance in preventing wildfire spread.

3. Frank J. Ney PAC

Project summary: To build an outdoor classroom for the students of Frank J. Ney Elementary School and remove invasive species, and replace them with a pollinator garden and native trees and shrubs.

Staff Comments: The applicant previously applied for this grant in 2023 for a similar project, but were not awarded any funding. At that time, Staff were concerned that the applicant had not shown a partnership with the school regarding the use of the outdoor classroom. The applicants have addressed that concern by including a letter from the school principal and one of the teachers in the current application. This application scored the highest in the staff review process. Staff were impressed with the quality of the application, the plans for the outdoor classroom space, and how the project will support the school's continued outdoor learning.

4. Nanaimo Area Land Trust (NALT) and Friends of Cottle Creek

Project summary: To conduct a field assessment of riparian zones to determine if the forests maintain "properly functioning conditions" for future ecological sustainability.

Staff Comments: This application represents a partnership between NALT and the Friends of Cottle Creek. The review team was impressed with the quality of the application, including its science-based approach to understanding environmental health. The application takes a unique and holistic approach to riparian monitoring by looking at the forest area that supports watershed health.

5. Nanaimo Area Cycling Coalition Society

Project Summary: To promote the presence of the newly established Society in support of more people in Nanaimo choosing to adopt car free or car light mobility practices.

Staff Comments: The establishment of a volunteer cycling advocacy organization in Nanaimo fills an important gap that was created when a previous local cycling organization stopped functioning a number of years ago. The applicants have worked with the City in supporting cycling events such as GoByBike week and actively participate in the City and RDN's *Acting for Climate Together* program. The review team supports providing funding for a website and promotional material and activities to facilitate its initial community outreach efforts.

6. Nanaimo Science

Project Summary: To expand Science in the Park into a year-round environmental education program.

Staff Comments: The review team liked the program but wanted to see information regarding the number of people that attended the summer program or other information to show the demand and need to extend the program beyond the summer.

7. Nanaimo Climate Action Hub (NCAH)

Project Summary: To host a Climate Solutions Expo at the Wellington Hall over two days.

Staff Comments: Prior to the establishment of the Community Environmental Sustainability Project Grant, NCAH received a Community Vitality grant in 2023 for their Climate Pledge program. NCAH has worked well with the City in the past and has a history of supporting action on climate change. The proposed expo will provide residents an opportunity to connect with local climate focused groups and learn more about local climate actions. City Staff plan to work with NCAH to ensure the event reflects City Plan priorities.

8. South End Eco Development (SEED)

Project summary: To continue and expand the library of things project and tool library project.

Staff Comments: SEED received a 2024 Community Environmental Sustainability Project grant to establish the tool sharing project. After the grant was approved, SEED requested and received permission to revise the project budget to focus less on tool purchase (they were able to have tools and other items donated) and instead include an honorarium to support the volunteer hours needed to inventory and manage the library. The 2025 application also includes an honorarium and hopes to expand the library, host workshops, recruit volunteers, and add a mural to the shed. The review committee would have liked to see more information regarding the use of the existing library and felt many of the expenses included in the budget could be considered ongoing or operational expenses.

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve a total of \$17,500 in accordance with the Community Environmental Sustainability Project Grant Guidelines and Criteria as attached, and that the grant allocations be as follows:
 - a) Broombusters Invasive Plant Society - \$2,000
Project: Nanaimo Parkway Broom Removal 2025
 - b) Frank J Ney Parent Advisory Committee - \$5,000
Project: FJN Elementary Outdoor Classroom
 - c) Nanaimo Area Land Trust and Friends of Cottle Creek - \$5,000
Project: Monitoring Riparian Forest Health in Linley Valley

d) Nanaimo Area Cycling Coalition Society - \$1,000
Project: Cycle in Nanaimo

e) Nanaimo Science- \$1,500
Project: Science in the Park

f) Nanaimo Climate Action Hub - \$3,000
Project: Nanaimo Climate Action and Solutions Expo

- The advantages of this option: Six proposed projects of higher merit based on fulfilling the guidelines and criteria of the Community Environmental Sustainability Project Grant will receive full or partial funding.
- The disadvantages of this option: Two applications will not receive any funding, while other applications will only receive partial funding.
- Financial Implications: The recommendation allocates \$17,500 of the \$20,000 in available project funding. The remaining funding will be reallocated to other City projects.

2. That the Finance and Audit Committee provide alternate direction. |

SUMMARY POINTS

- The Community Environmental Sustainability Project Grant was launched in 2023 to support small and creative environmental sustainability and climate projects.
- The City received eight applications requesting a total amount of \$32,687.
- Staff are recommending \$17,500 of the \$20,000 be awarded to six proposed projects.

ATTACHMENTS:

ATTACHMENT A: Community Environmental Sustainability Project Grant Guidelines & Criteria |

Submitted by:

Ting Pan
Manager, Sustainability |

Concurrence by:

Wendy Fulla
Director, Finance

Jeremy Holm
Director, Planning & Development

Laura Mercer
General Manager, Corporate Services

ATTACHMENT A



City of Nanaimo – Community Environmental Sustainability Project Grant

Guidelines and Criteria

2025

City of Nanaimo – Community Environmental Sustainability Project Grant

How to Submit your Application

In Person:

Hardcopy applications will be accepted until 4:00 PM on April 3, 2025 at the Service and Resource Centre located at 411 Dunsmuir Street, Nanaimo, BC. Please ensure your package is clearly marked with the applicable grant name care of Sustainability. Staff will receive and date stamp your application.

A confirmation email will be sent to all applicants using the email address provided in your application form to confirm that we have received your submission.

Email:

Please send your full application to sustainability@nanaimo.ca

Important Notes:

- Late applications will not be reviewed.
- Applicant (or representative) may plan to attend an optional online information session on February 20 at 5:00 PM to answer any questions about the application process. Staff will send the link to interested parties upon request.

For more information, contact:

Dave Stewart, Environmental Planner

Email: sustainability@nanaimo.ca

Phone: 250-755-4491

Community Environmental Sustainability Project Grant — Guidelines and Criteria

Introduction

In 2023, the City of Nanaimo launched a new grant program to support small environmental sustainability and climate projects that would improve environmental health of natural systems, enhance residents' connections to nature, provide educational values, and contribute to climate mitigation and adaptation. The program is available to community organizations, environmental non-profits, or participants in the Acting for Climate Together (ACT) program to provide financial support for small environmental projects.

Purpose

The purpose of the Community Environmental Sustainability Grant is to support small and creative environmental projects not already covered by existing City of Nanaimo grants. Program funding will be used to support community based projects intended to support the Green Nanaimo policies and described outcomes included in [City Plan: Nanaimo Relimagined](#). Funding will be available annually to community organizations, environmental non-profits, and groups that have established or plan to establish a program or project to tackle critical environmental and climate issues locally and help raise awareness of those issues in the community.

Ineligible Projects

Funds from the Community Environment Sustainability Project Grants may not be used for the following purposes:

- Ongoing operational expenses incurred during the normal course of business.
- Projects occurring outside the City of Nanaimo.
- Projects that would not be in compliance with Federal and/or Provincial law or City of Nanaimo Bylaws.
- Payment of pre-existing debts.
- Projects that already received funding assistance from another City of Nanaimo grant within the same grant year period.

Eligible Applicant Criteria

Organizations applying for funding must be based in Nanaimo and/or be proposing a project that primarily serves Nanaimo residents and benefits the local environment. Eligible applicants include:

- A non-profit society incorporated under the BC Provincial Societies Act or federally designated as a registered charity.
- A recognized religious group with ongoing activities and a congregation.
- A neighbourhood association or by the City of Nanaimo.
- School groups, classes or clubs recognized by the Nanaimo-Ladysmith School District (District 68).
- Established stewardship groups working with the City of Nanaimo.
- A team registered and participating in the City of Nanaimo/Regional District of Nanaimo [Acting for Climate Together \(ACT\)](#) program.

Ineligible Applicants

- Groups or organizations with outstanding balances owed to the City of Nanaimo.
- Groups or organizations, or individuals that are subject to active bylaw enforcement with the City of Nanaimo or not in good standing with the City of Nanaimo, Federal, or Provincial Governments.

Annual Program Funding

A total of \$20,000 in funding is available for 2025.

Maximum Grants Amount

Eligible organizations may submit one application per project annually for a maximum of \$5,000 in funding. If an organization wishes to submit multiple projects, they will be asked to identify which project they wish to consider as their primary project. If the grant funding is oversubscribed, priority consideration will be given to primary projects and awarding to only one project per eligible organization.

City Plan Priorities

The City's funding priorities for the Community Environmental Sustainability Grant are aligned with the [Green Goals in City Plan – Nanaimo Relmaged](#) as follows:

- **Greenhouse Gas Emission Reduction (C1)** - Projects that will result in a measurable reduction in community greenhouse gas emissions and/or educate residents about how they can reduce emissions.

Example Projects:

- Organize or host a sustainable buildings tour.
 - Organize a neighbourhood bulk heat pump purchase.
 - Create a walking school bus program to encourage students to walk to school together.
- **Climate Adaptation (C2)** – Projects that support people, the environment, buildings, and/or infrastructure adapting to the impacts of climate change.

Example projects:

- A public art project to educate residents about climate impacts.
 - Create a program to prevent overheating during extreme heat events.
 - Create or support a neighbours helping neighbours program to support residents during an extreme event.
- **Urban Tree Canopy, Nature Areas, and Greenways (C3)** - Projects that protect or enhance local wildlife habitat and ecological services.

Example projects:

- Convert a lawn to a pollinator friendly garden.
 - Host a tree planting event (consider four-year maintenance).
 - Organize a native plant workshop or tour.
 - Bird habitat boxes (consider maintenance).

- **Solid Waste Management (C6)** - Projects that support waste reduction and diversion by reducing consumption of materials and aim to maximize the use of finite resources, transition to renewable resources, and recovery of materials and products to minimize waste generation.

Example projects:

- Create a tool library, share shed or other sharing resource to share items that would otherwise need to be individually owned.
- Host a repair café to reduce waste and educate residents on how to repair an item before throwing it away.
- Organize a waste diversion program in a multiple-family residential complex, organization, business, or other area not normally support by City of Nanaimo waste pickup.

Project proposals will be evaluated with how well they meet and align with the above priorities. Projects do not have to align with the example projects provided. Overall projects should support the Green Goals of City Plan: Nanaimo ReImagine by “advancing climate knowledge, living in harmony with our environment, and responding to and reducing the impacts of climate change, while protecting natural systems.”

Application Review Criteria

30% - Merit/ Project Team

- What is the overall quality of the proposal?
- Does the project align with the applicant organization’s mandate and/or individual stewardship goals?
- Is there any community support and partnership with other organizations, including First Nations?
- Has the applicant shown a commitment and history of environmental restoration and/or land stewardship?
- Is the applicant an active participant in a recognized City of Nanaimo environmental program, such as Acting for Climate Together.
- What is the capacity and demonstrated ability of the applicant?

35% - Relevance/Feasibility

- Does the project reflect City Plan priorities?
- Does the project potentially impact Snuneymuxw First Nation interests? If so, would it be supported by Snuneymuxw?
- Does the applicant have the budget and capacity to carry out the project? Have the applicants’ partners and/or consultants been identified?
- Has the applicant leveraged other funding sources (including in-kind) available?
- Does the project address a unique gap not addressed by other projects or programs in the region?
- Does the project include a maintenance plan (if relevant)?
- Does the project provide a unique or creative solution to an environmental problem?

35% - Potential Impact

- What area will be impacted?
- How great is the impact?
- Is the anticipated impact measurable? What statistics/indicators are being proposed to measure the impact?
- How critical is the issue being addressed?
- How well are resources utilized?

Grant Process

Applications will be received by the City of Nanaimo and reviewed by a cross section of Staff from a number of relevant departments. Recommendations will be forwarded to the Finance and Audit Committee and then to Nanaimo's City Council for approval. Once disbursed, funding must be spent within the next twelve (12) months.

Terms & Conditions of Funding	
General Terms and Conditions	<p>The awarding of a grant is at the sole and absolute discretion of the City of Nanaimo. The City of Nanaimo retains the right to rescind or reduce any grant previously awarded. The circumstances for rescinding a grant include but are not limited to:</p> <ul style="list-style-type: none"> • failure to meet the terms and conditions of the grant • failure to comply with legal obligations • failure to respect the commitment to provide a workplace free from harassment, discrimination and sexual misconduct • unapproved changes to funded activities • significant risk of insolvency or bankruptcy
Project Kick-Off Meeting	<p>Prior to receiving grant funding, the grant recipient is required to contact the City to arrange a project kickoff meeting. Funding will not be disbursed until after the kickoff meeting. The purpose of the kickoff meeting is to ensure a shared understanding of the project scope, goals, and limitations between the recipient and the City and ensure the recipient is aware of all City requirements and permissions.</p>
Final Reports and Submissions	<p>Grant recipients must submit their final report by the due date specified in the results letter. Final reports must detail any substantial changes to your original proposal and must include an accounting of spent and unspent funds. Failure to provide a final report will result in the rejection of all new funding applications. Videos and photos are also desired as part of the final report submission further to raise awareness about the grant and the works carried out within the community. Unless otherwise specified, the City of Nanaimo reserves the right to use photos submitted for publication and promotion of the grant and related activities. The final report should include a description of what activities were completed, how many people participated, and the results of the activities (le: acres of land restored, number of trees planted, estimated greenhouse gases reduced)</p>
Grant Repayment	<p>If for any reason you cannot use the grant at the expected time, decide not to carry out the plans described in your grant application or refuse the grant conditions, you must notify us immediately. If you are unable to complete your project or event any unspent funds must be returned to the City of Nanaimo. Unused grant funds cannot be carried over to the next calendar year without written permission from the City of Nanaimo. If you do not use the entire grant amount, any unused portion belongs to the City of Nanaimo.</p>

Payment	The City of Nanaimo prefers to deliver awarded funds by direct deposit. To receive funds via electronic funds transfer (EFT), the recipient must fill out and return the EFT form, along with VOID cheque or verified account information printout from banking institution. Alternatively, please let us know if you prefer a cheque. Please ensure your "Legal Name of Organization" matches the legal name on the bank account that will receive the funds.
Statement of Inclusivity	<p>Recipients of City of the Grant funding must demonstrate commitment to City of Nanaimo Policy C4.2 Equity and Inclusivity:</p> <p><i>"Equity recognizes that each person has different circumstances and allocates resources and opportunities to support more positive outcomes for all regardless of age, ability, gender, sexual orientation, faith practice, ancestry, or background. By identifying inequities and targeting investment in prevention and intervention, the wellbeing and inclusion of the diversity of people that make up our entire community can be enhanced, creating a city that puts people first and supports a sense of belonging."</i></p> <p>Funding is provided with the expectation that recipients will:</p> <ul style="list-style-type: none"> • Create a welcoming, inclusive atmosphere where all people feel safe, comfortable and represented (Policy C4.2.1) • Encourage diversity awareness and build a culture of compassion for people of all cultures, genders, orientations, ages, and abilities (Policy C4.2.8)
Changes to Activities	Changes to the scope of your original proposal must be approved by the City of Nanaimo. You must notify the City of Nanaimo immediately if you cannot use part or the entire grant during the period stated in your application or if there are changes to your proposed activities.
Acknowledgement of the City of Nanaimo and Logo Use	Public acknowledgement of support is required for all grant recipients. Please ensure that all materials (including copies of reports, advertising, oral presentations, and publicity relating to the project(s) or programming credit the support of the grant. Please ensure proper logo use when crediting the City of Nanaimo's support. You can request logo files by contacting sustainability@nanaimo.ca .
Permits, Fees, Applications	The approval of this grant does not indicate approval of associated required permits for public events or environmental restoration work or activities in public space. It is the responsibility of the applicant to ensure that all necessary permits and permission have been obtained prior to commencing the project and or event and ensure compliance with all required permits.

Confidentiality	Documents submitted by applicants become property of the City of Nanaimo. The City will make every effort to maintain the confidentiality of each application and the information contained therein except to the extent necessary to communicate information to Staff and the committee for the purpose of evaluation and analysis. The City will not release this information to the public except when required under the Province of BC's Freedom of Information and Protection of Privacy Act or other legal disclosure process. Project information, including event pictures may be shared on the City's website and social media.
Tax Implications (if applicable)	Non-profit societies, in good standing, can receive payment in the society name.

DATE OF MEETING MAY 21, 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 2025-JAN-01 to 2025-MAR-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.

Sole Source Purchases

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

Single Source Purchases

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

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

SUMMARY POINTS

- The City undertook twenty-three (23) Single and Sole Source purchases subject to Procurement Policy (COU-209) reporting for a total amount of \$1,160,717.07 including PST for the period ending 2025-MAR-31.
- The City undertook four (4) purchases in excess of \$250,000 subject to Procurement Policy (COU-209) reporting for a total amount of \$1,967,324.70 including PST for the period ending 2025-MAR-31.
- The City undertook no Instances of Exceptions to Trade Agreements subject to Procurement Policy (COU-209) for the period ending 2025-MAR-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

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Reason/Comment
3621	Community Services – Nanaimo Fire Rescue	Steve Wright	Officer & hazmat curriculum development and training for VIERA for 2024 & 2025.	\$211,567.87	One with which staff have specialized training and/or expertise.
3860	Community Services – Nanaimo Fire Rescue	B.M. Truck Sales Ltd.	Purchase of one (1) used ambulance.	\$40,868.65	For the purchase of used equipment or at auction.
3922	Engineering & Public Works – Fleet Operations	Rollins Machinery Ltd.	As and when required repairs of equipment by the OEM (Original Equipment Manufacturer) for 2025.	\$99,510.00	To ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative.
2457	Community Services – Parks, Recreation and Culture	RecStaff Inc.	Annual renewal of scheduling software for Recreation staff.	\$4,911.30	One with which staff have specialized training and/or expertise. Accumulated spend exceeds \$25K.
3926	Corporate Services – Information Technology	Charter Telecom Inc.	Vancouver Island Conference Centre (VICC) network appliance replacement supply, installation and configuration.	\$34,085.00	To ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative.
3386	Community Services – Parks, Recreation & Culture	Sea Song Studio – Karita Sedun	Contractor delivered Parks, Recreation & Culture music program in 2025.	\$52,000.00	One with which staff have specialized training and/or expertise. Parks, Recreation & Culture Activity Guide

3927	Community Services – Parks, Recreation & Culture	Advanced Listening Systems Ltd.	Supply and install of assistive listening systems 2024 and 2025.	\$36,276.80	Item is purchased for testing or trial use.
3936	Engineering & Public Works – Fleet Operations	Williams Machinery LP	Operator Training.	\$19,360.00	One with which staff have specialized training and/or expertise.
3690	Community Services – Parks Recreation & Culture	Vibrant Studios	Contractor delivered Parks, Recreation & Culture dance program in 2025.	\$20,000.00	One with which staff have specialized training and/or expertise. Parks, Recreation & Culture Activity Guide.
3375	Engineering & Public Works – Traffic/ Transportation	Avenue Intelligence	Continuation of City's Pilot Project 2024 and 2025.	\$59,460.00	Item is purchased for testing or trial use.
3915	Engineering & Public Works – Fleet Operations	National Truck Centre Inc. dba Berk's Intertruck	Original Equipment Manufacturer (OEM) repairs on Rescue Truck, Unit 729 for 2024.	\$37,029.70	To ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative.
3384	Community Services – Parks, Recreation & Culture	JSA Sports Architect Inc.	Relocation of the high jump and infield leveling.	\$40,700.00	One with which staff have specialized training and/or expertise. Where there is demonstrated value to continue consultant services into the next project phase.

3210	Engineering & Public Works – Facility Asset Planning	Prism Engineering (PUMA Utility Monitoring Inc.)	One year extension to the existing contract that examines historical billing records, consolidation of consumption across sites, and benchmarking energy and emissions performance for City facilities.	\$7,800.00	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. Accumulated spend exceeds \$25K.
3950	Planning & Development – Community Planning	CitySpaces	Consulting services to meet the new Bill 44 Provincial housing legislation requirements.	\$33,188.75	One with which staff have specialized training and/or expertise.
3643	Community Services – Parks Recreation & Culture	Lifesaving Society	Staff training, certification, and proprietary support materials for the Recreation swim program for 2024.	\$20,000.00	One with which staff have specialized training and/or expertise. Accumulated spend exceeds \$25K.
3640	Community Services – Parks Recreation & Culture	North Island Tennis Academy	Tennis Lessons estimated contract value for 2025.	\$25,000.00	One with which staff have specialized training and/or expertise. Parks, Recreation & Culture Activity Guide
3933	Engineering & Public Works – Utilities	Beaver Electrical Machinery Ltd.	As and when required pump motor repairs for Q3, 2024.	\$46,658.00	One with which staff have specialized training and/or expertise.
2689	Community Services – Parks Recreation & Culture	Green Thumb Nurseries & Landscape Co Ltd.	Tree and shrub purchases for 2024.	\$48,230.78	Where there is an absence of competition, and no acceptable alternative or substitute exists.

3598	Legislative Services – Communications	Local Intel Inc.	Online Economic Development Tools for 2022 to 2025.	\$33,047.38	Where there is an absence of competition, and no acceptable alternative or substitute exists.
2516	Roads and Traffic	WeatherNet LLC	Detailed local weather forecasting for winter snow and ice control and summer construction for 2024 and 2025.	\$68,530.00	One with which staff have specialized training and/or expertise. Accumulated spend exceeds \$25K.
3957	Community Services – Parks Recreation & Culture	Island Healing	Yoga and Pilates classes for 5 to 90 years old for 2023, 2024, and 2025.	\$62,380.00	One with which staff have specialized training and/or expertise. Parks, Recreation & Culture Activity Guide
3861	Legislative Services	Nanaimo Community Archives	The services consist of archiving records and assisting the public in finding records and research for 2025 and 2026.	\$117,719.81	One with which staff have specialized training and/or extensive experience. Not-For-Profit Society exempt from Trade Legislation.
3943	Engineering & Public Works – Fleet Operations	Rollins Machinery Ltd.	Sharpening of Ranson Reels.	\$42,393.03	Where it can be demonstrated the product or service is available only through one authorized manufacturer, distributor, dealer, or service provider.

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Comment
3832-C1780	Engineering & Public Works - Engineering Projects	David Stalker Excavating Ltd.	Comox Road and Wall Street Intersection Upgrades.	\$628,209.20	Five compliant submissions were received; awarded to lowest bid.
3934	Corporate & Business Development	Tourism Nanaimo Society	2025 Tourism Services.	\$752,653.00	New West Partnership Trade Agreement excluded Procure Article A-3 2.(b) procurement from a public body.
2187	Community Services - Nanaimo Fire Rescue	E-Comm Emergency Communications for BC Inc.	Continuation of the 9-1-1 Call Answer Centre Contract for 2025.	\$522,510.00	CVRD, RDN and City contract extension.
3490	Community Service - Police Services	Kasian Architecture Interior Design and Planning	Engineering design services for 303 Prideaux renovation.	\$63,952.50 (previously reported \$254,059.67)	Continued consultant services.