



AGENDA
SPECIAL FINANCE AND AUDIT COMMITTEE MEETING

August 10, 2017, 9:30 AM
Board Room, Service and Resource Centre,
411 Dunsmuir Street, Nanaimo, BC

Pages

1. **CALL THE SPECIAL FINANCE AND AUDIT COMMITTEE MEETING TO ORDER:**
2. **INTRODUCTION OF LATE ITEMS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**

a. Minutes

5 - 8

Minutes of the Finance and Audit Committee meeting held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday 2017-JUN-14 at 9:30 a.m.

5. **PRESENTATIONS:**
6. **REPORTS:**

a. Key Date Calendar

9 - 11

To be introduced by Victor Mema, Chief Financial Officer/Deputy City Manager.

Purpose: To obtain approval of the amended 2017 Finance and Audit Committee Key Date Calendar.

Recommendation: That the Finance and Audit Committee select the second Thursday of every month at 9:30 am as their meeting date and time.

- b. Travel Assistance Grant - Boxing BC Association** 12 - 18
- To be introduced by Richard Harding, Director, Parks & Recreation.
- Purpose: To obtain Council approval of a request for a Travel Assistance Grant for the Boxing BC Association.*
- Recommendation: That the Finance and Audit Committee recommend Council approve the request from the Boxing BC Association for a Travel Assistance Grant in the amount of \$200 for two (2) Nanaimo Boxing Club athletes to attend the 2017 Imperium Cup being held in Terrebonne, Quebec, during the period 2017-MAY-19 through 2017-MAY-21.
- c. Travel Assistance Grant - Nanaimo Lawn Bowling Club** 19 - 23
- To be introduced by Richard Harding, Director, Parks & Recreation.
- Purpose: To obtain Council approval of a request for a Travel Assistance Grant for the Nanaimo Lawn Bowling Club.*
- Recommendation: That the Finance and Audit Committee recommend Council approve the request from the Nanaimo Lawn Bowling Club for a Travel Assistance Grant in the amount of \$100 for one (1) Nanaimo Lawn Bowler to attend the National Junior & U25 Lawn Bowling Championships being held in Dartmouth, Nova Scotia, during the period 2017-JUL-13 through 2017-AUG-07.
- d. Automated Solid Waste Collection - Equipment Financing** 24 - 26
- To be introduced by Victor Mema, Chief Financial Officer/Deputy City Manager.
- Purpose: To provide the Finance and Audit Committee with information regarding anticipated borrowing from the Municipal Finance Authority (MFA) to fund the purchase of trucks and bins for the implementation of automated solid waste collection.*
- Recommendation: That the Finance and Audit Committee recommend that Council approves the borrowing of up to \$6,200,000 through the Equipment Financing Program for implementation of automated solid waste collection.
- e. Quarterly Sole Source and Single Submissions Purchases** 27 - 31
- To be introduced by Victor Mema, Chief Financial Officer/Deputy City Manager.
- Purpose: To provide the Finance and Audit Committee information on the City's Procurement Policy (03-1200-01) regarding; sole source, single submission purchases and policy compliance.*
- Recommendation: That the Finance and Audit Committee recommend that Council receive the Quarterly Sole Source and Single Submission Purchases report dated 2017-AUG-10 for information.

f. Capital Project Results for the Six Months Ending 2017-JUN-30 32 - 44

To be introduced by Victor Mema, Chief Financial Officer/Deputy City Manager.

Purpose: To present the Finance and Audit Committee with a summary of the capital project results for the six months ending 2017-JUN-30.

Recommendation: That the Capital Project Results for the Six Months Ending 2017-JUN-30 report dated 2017-AUG-10 be received for information.

g. Operating Results For the Six Months Ending 2017-JUN-30 45 - 53

To be introduced by Victor Mema, Chief Financial Officer/Deputy City Manager.

Purpose: To present the Finance and Audit Committee with a summary of the operating results for the six months ending 2017-JUN-30.

Recommendation: That the Operating Results for the Six Months Ending 2017-JUN-30 report dated 2017-AUG-10 be received for information.

h. Development Cost Charge Bylaw 54 - 83

To be introduced by Dale Lindsay, Director of Community Development.

Purpose: To update the Finance and Audit Committee on the input received through the community engagement phase, to outline proposed amendments to the Development Cost Charge Bylaw based on that feedback and to seek direction with respect to the introduction of a new Development Cost Charge Bylaw.

Recommendation: That the Finance and Audit Committee recommend that Council direct Staff to:

1. Prepare and introduce a draft Development Cost Charge Bylaw based on the framework outlined in this report; and,
2. Review and provide a report for Council's consideration on potential incentives for downtown development; including, but not limited to, the expansion of the existing tax exemption programs.

i. Social Planning Grants - 2017 Recommendations 84 - 87

To be introduced by Dale Lindsay, Director of Community Development.

Purpose: To obtain Council approval for the 2017 Social Response and 2017 Community Vitality grant allocations.

Recommendation: That the Finance and Audit Committee recommend that Council approve the 2017 Social Response and the 2017 Community Vitality grant recommendations.

7. OTHER BUSINESS:

8. QUESTION PERIOD:

9. ADJOURNMENT:

MINUTES
FINANCE AND AUDIT COMMITTEE MEETING
BOARD ROOM, SERVICE AND RESOURCE CENTRE
411 DUNSMUIR STREET, NANAIMO, BC
WEDNESDAY, 2017-JUN-14, AT 9:30 A.M.

PRESENT: Councillor W. L. Bestwick, Chair (vacated 11:31 a.m.)

Members: Mayor W.B. McKay (entered at 9:32 a.m., vacated 11:38 a.m.)
Councillor M. D. Brennan
Councillor G. W. Fuller
Councillor J. Hong
Councillor J. A. Kipp

Absent: Councillor I. W. Thorpe
Councillor W. M. Yoachim

Staff: T. Samra, Chief Administrative Officer (arrived 11:03 a.m.)
V. Mema, Chief Financial Officer
D. Duncan, Deputy Director of Financial Services
B. McRae, Chief Operations Officer (vacated 11:28 a.m.)
D. Lindsay, Director of Community Development
J. Slater, Senior Accountant (vacated 11:02 a.m.)
A. Coronica, Senior Financial Analyst (vacated 10:41 a.m.)
M. Loree, Financial Analyst (vacated 10:30 a.m.)
B. Anderson, Manager of Community & Culture Planning (arrived 10:55 a.m.)
C. Barfoot, Recreation Coordinator (arrived 10:55 a.m.)
D. Blackwood, Client Support Specialist
S. Gurrie, A/City Clerk, (vacated 10:51 a.m.)
S. Snelgrove, Deputy Corporate Officer
S. Griffin, Recording Secretary

1. CALL THE FINANCE AND AUDIT COMMITTEE MEETING TO ORDER:

The Open Finance and Audit Committee Meeting was called to order at 9:31 a.m.

2. INTRODUCTION OF LATE ITEMS

- (a) Agenda Item 6 (b) - Council Expenses for the Three Months Ending 2017-MAR-31 – correct the wording of recommendation.
- (b) Add Agenda Item 6 (d) – 2017 Downtown Event Grant Recommendation Update.
- (c) Add Agenda Item 6 (e) – TeenFest Funding Request.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Regular Meeting of the of the Finance and Audit Committee held in the Board Room, Service and Resource Centre, Nanaimo, BC, on Wednesday, 2017-MAY-10 at 9:30 a.m. be adopted as circulated. The motion carried unanimously.

Mayor McKay entered the Boardroom at 9:32 a.m.

5. REPORTS:

(a) 2018 – 2022 Financial Plan Process Update Report and Presentation

Introduced by Victor Mema, Chief Financial Officer.

Presentation:

1. Deborah Duncan, Deputy Director, Financial Services, provided a presentation regarding the 2018 – 2022 Financial Plan Process Update.

Committee discussion took place regarding the following:

- Protected Services
- Garbage cost
- Alignment of Strategic Plan
- What to look at for the new budget and how to deliver those services
- Cost saving from the Core Review
- RCMP using overtime to cover day shifts and needing more clerical help
- Funding available for new RCMP members
- Needing to define what the Committee's priorities are for the next 5 years
- Property tax increase and what would be an affordable tax increase.

It was moved and seconded that 2018 – 2022 Financial Plan Process report dated 2017-MAY-10 be received for information. The motion carried unanimously.

It was moved and seconded that the Finance and Audit Committee direct Staff to hold a Strategic Plan session within the next 8 weeks, to complement the 2018 – 2022 Financial Plan Process. The motion carried unanimously.

It was moved and seconded that the Finance and Audit Committee direct Staff to determine a mutually acceptable alternate date, for the Finance and Audit Committee to meet, other than the 2nd Wednesday of the month. The motion carried unanimously.

M. Loree, Financial Analyst, vacated the Boardroom at 10:30 a.m.

A. Coronica, Senior Financial Analyst, vacated the Boardroom at 10:41 a.m.

Councillor Fuller vacated the Boardroom at 10:46 a.m.

(b) Council Expenses for the Three Months Ending 2017-MAR-31

Introduced by Victor Mema, Chief Financial Officer.

It was moved and seconded that the Finance and Audit Committee receive the report titled Council Expenses for the Three Months Ending 2017-MAR-31, dated 2017-JUN-14 for information. The motion carried unanimously.

Councillor Fuller returned to the Boardroom at 10:48 a.m.

S. Gurrie, A/City Clerk, vacated the Boardroom at 10:51 a.m.

B. Anderson, Manager of Community & Culture Planning, entered the Boardroom at 10:55 a.m.

C. Barfoot, Recreation Coordinator, entered the Boardroom at 10:55 a.m.

(c) User Fees and Charges Policy

It was moved and seconded that the Finance and Audit Committee recommend that Council approve the User Fees and Charges Policy. The motion unanimously.

J. Slater, Senior Accountant, vacated the Boardroom at 11:02 a.m.

T. Samra, Chief Administrative Officer, entered the Boardroom at 11:03 a.m.

(d) 2017 Downtown Event Grant Recommendation Update

It was moved and seconded that the Finance and Audit Committee recommend Council approve the remaining 2017 Downtown Event Grant funding of \$1,280.00 to the Indie J.A.M.Z. Society for the implementation the Summertime Music Series in Downtown Nanaimo. The motion carried.

Opposed: Councillor Hong

(e) TeenFest Funding Request

It was moved and seconded that the Finance and Audit Committee recommend Council approve a \$7,000 funding request from Tillicum Lelum Friend Centre in support of the TeenFest event, with \$4,000 to be allocated from the Grants Advisory Committee Contingency Fund and \$3,000 from Council's Contingency Fund. The motion carried unanimously.

6. OTHER BUSINESS:

- (a) Erralyn Thomas and Chris Beaton requested a partnership with the City and a onetime grant of \$22,500 for Canoe Journey 2017 and Nanaimo Aboriginal Day community celebrations.

B. McRae, Chief Operations Officer, vacated the Boardroom at 11:28 a.m.

Councillor Bestwick vacated the Boardroom at 11:31 a.m. and Acting Mayor Hong assumed the Chair.

It was moved and seconded that the Finance and Audit Committee recommend that Council support in principle the funding request of \$22,500 from Snuneymuxw First Nation for their National Aboriginal Day and Tribal Journey events.

It was moved and seconded that the motion be amended to read as follows:

That the Finance and Audit Committee recommend that Council support in principle the funding request of \$10,000 from Snuneymuxw First Nation for their National Aboriginal Day event and \$12,500 for their Tribal Journeys event. The motion carried unanimously.

The vote was taken on the main motion, as amended, in seriatim:

It was moved and seconded that the Finance and Audit Committee recommend that Council support in principle the funding request of \$10,000 from Snuneymuxw First Nation for their National Aboriginal Day event. The motion carried.

Opposed: Councillor Hong

It was moved and seconded that the Finance and Audit Committee recommend that Council support in principle the funding request of \$12,500 from Snuneymuxw First Nation for their Tribal Journeys event and that approval of the \$12,500 be deferred until a staff report regarding funding options is provided to Council. The motion carried.

Opposed: Councillor Brennan

7. QUESTION PERIOD:

- Mr. Bonner, re: Councillor Hong expenditures.

Mayor McKay vacated the Boardroom at 11:38 a.m.

8. ADJOURNMENT:

Quorum was lost and the meeting terminated at 11:38 a.m.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

DATE OF MEETING August 10, 2017
AUTHORED BY SHEILA GURRIE, CITY CLERK
SUBJECT KEY DATE CALENDAR

OVERVIEW

Purpose of Report

To obtain approval of the amended 2017 Finance and Audit Committee Key Date Calendar.

Recommendation

That the Finance and Audit Committee select the second Thursday of every month at 9:30 am as their meeting date and time.

BACKGROUND

At the June 14, 2017 Finance and Audit Committee meeting Staff were directed, by resolution, to determine a mutually agreeable date and time to hold Finance and Audit Committee meetings. Staff provided committee members with three options and the consensus was determined as the second Thursday of the month at 9:30 a.m. The location of meetings in the Board Room, Service and Resource Centre, will remain the same unless changed by notice.

OPTIONS

1. That the Finance and Audit Committee select the second Thursday of every month at 9:30 a.m. as their meeting date and time.
2. That the Finance and Audit Committee provide alternate direction.

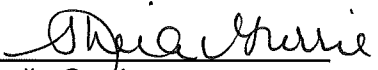
SUMMARY POINTS

- Staff were directed to determine a mutually agreeable alternate date for Finance and Audit Committee Meetings.
- Committee members were provided with three options to choose from.
- The second Thursday of the month at 9:30 a.m. was determined as a mutually agreeable date and time.

ATTACHMENTS

Draft Finance and Audit Committee 2017 Key Date Calendar

Submitted by:



Sheila Gurrie,
City Clerk

ATTACHMENT A

City of Nanaimo FINANCE AND AUDIT COMMITTEE KEY DATE CALENDAR – 2017

Committee meetings are held in the boardroom on the first floor of the Service and Resource Centre Building at 411 Dunsmuir Street unless otherwise stated.

Committee	Start Time	Day of the Month
Finance and Audit Committee	9:30 a.m.	2 nd Thursday

August 10 Finance and Audit Committee

August 7 BC Day Stat

September 4 Labour Day

September 14 Finance and Audit Committee

September 25 to 29 UBCM Conference - Vancouver

October 12 Finance and Audit Committee

October 9 Thanksgiving Day

November 9 Finance and Audit Committee

November 13 Remembrance Day Stat

December 14 Finance and Audit Committee

December 25 Christmas Day

December 26 Boxing Day

DATE OF MEETING August 10, 2017

AUTHORED BY MARY SMITH, MANAGER, RECREATION SERVICES

SUBJECT TRAVEL ASSISTANCE GRANT – BOXING BC ASSOCIATION

OVERVIEW

Purpose of Report

To obtain Council approval of a request for a Travel Assistance Grant for the BC Boxing Association.

Recommendation

That the Finance and Audit Committee recommend Council approve the request from the Boxing BC Association for a Travel Assistance Grant in the amount of \$200 for two (2) Nanaimo Boxing Club athletes to attend the 2017 Imperium Cup being held in Terrebonne, Quebec during the period 2017-MAY-19 through 2017-MAY-21.

BACKGROUND

The City of Nanaimo provides a contingency account for amateur sports and cultural groups, and individuals to travel within B.C. (excluding travel on Vancouver Island) and out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups qualifying in Provincial or Regional competitions and the current policy provides \$50 per person to a maximum of \$1,000 per application for travel within B.C., or \$100 per person to a maximum of \$2,000 per application for travel outside of B.C. Requests are considered on a first-come, first-served, basis as funds remain available.

Staff review all Travel Assistance Grant applications and forward the recommendation to the Finance and Audit Committee for recommendation to Council.

On 2017-MAY-17, Staff reviewed a Travel Assistance Grant application submitted by the Boxing BC Association in the amount of \$200 for two (2) Nanaimo Boxing Club athletes to attend the 2017 Imperium Cup being held in Terrebonne, Quebec during the period 2017-MAY-19 through 2017-MAY-21. Staff determined that this application met all of the grant criteria and recommend that Finance and Audit Committee approve the application.

OPTIONS

1. That the Finance and Audit Committee recommend Council approve the request from the Boxing BC Association for a Travel Assistance Grant in the amount of \$200 for two (2) Nanaimo Boxing Club athletes to attend the 2017 Imperium Cup being held in Terrebonne, Quebec during the period 2017-MAY-19 through 2017-MAY-21.
 - **Budget Implication** To date there has been \$2,900 allocated from the 2017 travel grant contingency funds. If the above travel grant of \$200 is

approved, \$4,400 will remain available for any additional 2017 travel grant requests.

- **Engagement Implication:** Promotes excellence in sports and culture.

2. Deny the Travel Assistance Grant.

- **Budget Implication:** To date there has been \$2,900 allocated from the 2017 travel grant contingency funds. \$4,600 will remain available for additional 2017 travel grant requests.

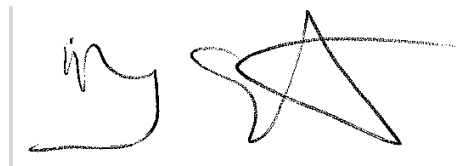
SUMMARY POINTS

- Funds are allocated yearly for Travel Assistance Grants.
- The group applying meets all of the required criteria.
- To date there has been \$2,900 allocated from the 2017 travel grants contingency funds and \$4,600 remains available for 2017 travel grant requests.

ATTACHMENTS

Attachment A – Application for Travel Assistance
Attachment B – Travel Assistance Grant Evaluation
Attachment C – 2017 Imperium Cup
Attachment D – Profit-Loss Summary

Submitted by:



Mary Smith
Manager, Recreation Services

Concurrence by:



Richard Harding
Director, Parks and Recreation

Attachment A




CITY OF NANAIMO

APPLICATION FOR TRAVEL ASSISTANCE

Office Use

Rec'd May 17/17

ORGANIZATION: Boxing BC Association		DATE: May 10, 2017	
ADDRESS:		PRESIDENT:	
		SENIOR STAFF MEMBER:	
		POSITION: Executive Director	
		CONTACT:	
TELEPHONE:		TELEPHONE:	
TOTAL NUMBER OF PERSONS TRAVELLING: 4	TOTAL NUMBER OF COMPETITORS TRAVELLING: 2	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: 2	TOTAL AMOUNT REQUESTED: \$200.00
DESTINATION: Terrebonne, Quebec		DATE OF DEPARTURE: May 18, 2017	
EVENT TO BE ATTENDED: 2017 Imperium Cup, May 19 to 21, 2017 Terrebonne, Quebec www.coupeimperium.com			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: 2017 Canadian Nationals - Bronze Medalist 2017 Oregon Golden Gloves - Gold Medalist			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: Boxing BC - Junior Athlete Assistance Go Fund Me - Athlete Fundraising			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? To reach their goals of National podium results and beyond, these athletes need to participate in as much high level competition as possible. They have travelled to and competed in the Oregon Golden Gloves, the Canadian Nationals, The BC Provincials, The "Moment of Truth" show in Seattle, and numerous shows across the Province of BC. All of this means travel and the associated costs. This can become a burden to families and coaches alike. These athletes have done private fundraising through the year to offset these travel costs, but it never seems to be enough. Your assistance would be greatly appreciated.			
SIGNATURE: 	TITLE/POSITION: Executive Director		DATE: May 11, 2017
<p style="text-align: center;">* IN SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA *</p> <p>NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION.</p>			

Attachment B

City of Nanaimo
Department of Parks, Recreation & Environment

Travel Assistance Grant Evaluation

Nanaimo Boxing Club 40
APPLICANT: Boxing BC Association

DATE: May 17/17

CRITERIA	Meets Criteria (✓)	Does not meet Criteria (✓)	NOTES
A. Winner of a Regional, Provincial or National Championship (or equivalent)	✓		2017 Canadian Nationals - Bronze 2017 Oregon Golden Gloves - Gold
B. Attending a Provincial, Regional, National, or International Championship	✓		2017 Imperium Cup - invitational but higher level competition
C. Traveling out of Province Max. \$100 per person up to \$2,000 per group	✓		Terrebonne, Quebec
D. Traveling within BC(excluded: Van. Is.) Max. \$50 per person up to \$1,000 per group	—	—	
E. Other sources of funding identified	✓		
F. Grant recipient(s) reside in Nanaimo	✓		
G. Application made by a local organization	✓		Nanaimo Boxing Club 40 Boxing BC Association
H. Grant for participants only, not coaches or chaperones	✓		
I. Demonstrated financial need	✓		
J. Applicant is a non-profit organization	✓		Boxing BC Assoc.
K. Budget & financial statements attached	✓		

RECOMMENDED FOR FUNDING (✓): ✓ AMOUNT: \$ 2000^{xx}

OR

NO GRANT RECOMMENDED (✓): — DOES NOT MEET CRITERIA: —

EVALUATOR: Mary Smith POSITION: Manager, Recreation Services

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Attachment C

2017 Imperium Cup

Expenses

Total Expenses - Boxing BC	Estimated	Actual
	\$2,666.95	\$2,622.25

	Estimated	Actual
Registration		
Elite Athletes 2 @ \$35.00 /person	\$ 70.00	\$ 70.00
Coaches 2 @ \$30.00 / person	\$ -	\$ -
Totals	\$ 70.00	\$ 70.00

Hotel		
2 Rooms Est \$129/ nt (with tax) x 4 nts	\$ 516.00	\$ 516.00
Totals	\$ 516.00	\$ 516.00

Meals		
Athletes' estimated Per Diem 2 x \$30/ day x 4 days	\$ 240.00	\$ 240.00
Coaches' estimated Per Diem 2 x \$30/ day x 4 days	\$ -	\$ -
Totals	\$ 240.00	\$ 240.00

	Estimated	Actual
Administration		
Administrative support - 3 hours @ \$26.50/ hour	\$ 79.50	\$ 79.50
Phone and Fax	\$ 10.00	\$ 10.00
Printing and Copying	\$ -	\$ -
Totals	\$ 89.50	\$ 89.50

Airfare		
Athletes - Nanaimo to Montreal rtn x 2	\$ 1,600.00	\$ 1,555.30
Coaches - Nanaimo to Montreal rtn x 2	\$ -	\$ -
Totals	\$ 1,600.00	\$ 1,555.30

Visa		
Rental Vehicle - 5 days	\$ 151.45	\$ 151.45
	\$ -	\$ -
Totals	\$ 151.45	\$ 151.45

Income

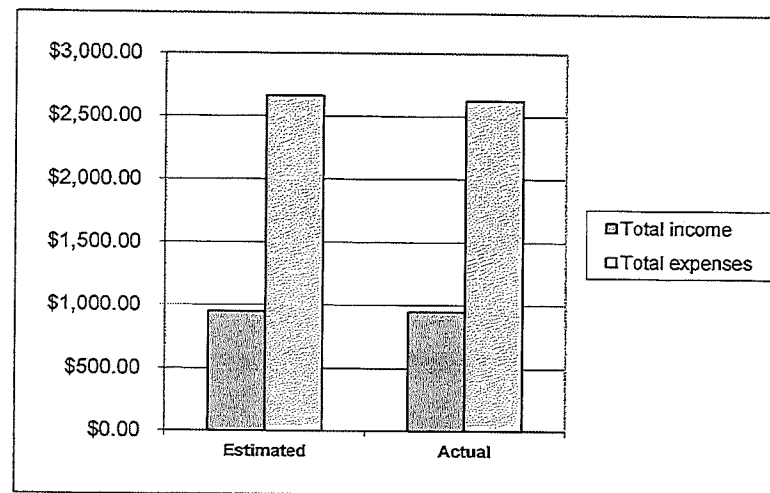
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Attachment D

2016 Junior, Youth, Elite Canadian National Championships

Profit - Loss Summary

	Estimated	Actual
Total income	\$950.00	\$950.00
Total expenses	\$2,666.95	\$2,622.25
Total profit (or loss)	(\$1,716.95)	(\$1,672.25)



DATE OF MEETING August 10, 2017

AUTHORED BY MARY SMITH, MANAGER, RECREATION SERVICES

SUBJECT TRAVEL ASSISTANCE GRANT – NANAIMO LAWN BOWLING CLUB

OVERVIEW

Purpose of Report

To obtain council approval of a request for a Travel Assistance Grant for the Nanaimo Lawn Bowling Club.

Recommendation

That the Finance and Audit Committee recommend Council approve the request from the Nanaimo Lawn Bowling Club for a Travel Assistance Grant in the amount of \$100 for one (1) Nanaimo Lawn Bowler to attend the National Junior & U25 Lawn Bowling Championships being held in Dartmouth, Nova Scotia, during the period 2017-JUL-31 through 2017-AUG-07.

BACKGROUND

The City of Nanaimo provides a contingency account for amateur sports and cultural groups, and individuals to travel within B.C. (excluding travel on Vancouver Island) and out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups qualifying in Provincial or Regional competitions and the current policy provides \$50 per person to a maximum of \$1,000 per application for travel within B.C., or \$100 per person to a maximum of \$2,000 per application for travel outside of B.C. Requests are considered on a first-come, first-served, basis as funds remain available.

Staff review all Travel Assistance Grant applications and forward the recommendation to the Finance and Audit Committee recommendation to Council.

On 2017-JUL-13, Staff reviewed a Travel Assistance Grant application submitted by the Nanaimo Lawn Bowling Club for a Travel Assistance Grant in the amount of \$100 for one (1) Nanaimo Lawn Bowler to attend the National Junior & U25 Lawn Bowling Championships being held in Dartmouth, Nova Scotia during the period 2017-JUL-31 through 2017-AUG-07. Staff determined that this application met all of the grant criteria and recommend that Finance and Audit Committee recommend Council approve the application.

OPTIONS

1. That the Finance and Audit Committee recommend Council approve the request from the Nanaimo Lawn Bowling Club for a Travel Assistance Grant in the amount of \$100 for one (1) Nanaimo Lawn Bowler to attend the National Junior & U25 Lawn Bowling Championships being held in Dartmouth, Nova Scotia during the period 2017-JUL-31 through 2017-AUG-07.

- **Budget Implication:** To date there has been \$3,100 allocated or pending from the 2017 travel grant contingency funds. If the above travel grant of \$100 is approved, \$4,300 will remain available for any additional 2017 travel grant requests.
- **Engagement Implication:** Promotes excellence in sports and culture.
- **Strategic Priorities Implication:** State implication here, otherwise delete.
- **Political Implication:** State implication here, otherwise delete.
- **Add Other Implications:** State implication here, otherwise delete.

2. Deny the Travel Assistance Grant.

- **Budget Implication:** To date there has been \$3,100 allocated or pending from the 2017 travel grant contingency funds. \$4,400 will remain available for additional 2017 travel grant requests.

SUMMARY POINTS

- Funds are allocated yearly for Travel Assistance Grants.
- The group applying meets all of the required criteria.
- To date there has been \$3,100 allocated or pending from the 2017 travel grants contingency funds and \$4,400 remains available for 2017 travel grant requests.

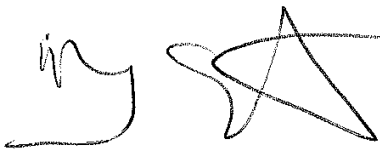
ATTACHMENTS

Attachment A – Travel Assistance Grant Evaluation

Attachment B – Application for Travel Assistance

Attachment C - Budget

Submitted by:



Mary Smith
Manager, Recreation Services

Concurrence by:



Richard Harding
Director, Parks and Recreation

Attachment A

City of Nanaimo
Department of Parks, Recreation & Environment

Travel Assistance Grant Evaluation

APPLICANT: Nanaimo Lawn Bowling Club DATE: July 13/17

CRITERIA	Meets Criteria (✓)	Does not meet Criteria (✓)	NOTES
<u>Qualifier</u> A. Winner of a Regional, Provincial or National Championship (or equivalent)	✓		BC Lawn Bowling Championships
B. Attending a Provincial, Regional, National, or International Championship	✓		National Jr. Lawn Bowling Championships U-25
C. Traveling out of Province Max. \$100 per person up to \$2,000 per group	✓		Dartmouth, NS
D. Traveling within BC(excluded: Van. Is.) Max. \$50 per person up to \$1,000 per group	—	—	
E. Other sources of funding identified	✓		
F. Grant recipient(s) reside in Nanaimo	✓		
G. Application made by a local organization	✓		
H. Grant for participants only, not coaches or chaperones	✓		
I. Demonstrated financial need	✓		
J. Applicant is a non-profit organization	✓		
K. Budget & financial statements attached	✓		

RECOMMENDED FOR FUNDING (✓): ✓ AMOUNT: \$ 100^{*x}

OR

NO GRANT RECOMMENDED (✓): — DOES NOT MEET CRITERIA: —

EVALUATOR: Mary Smith POSITION: Recreation Services Manager

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Attachment B



CITY OF NANAIMO
APPLICATION FOR TRAVEL ASSISTANCE

Office Use

Rec'd July 13/17

ORGANIZATION: NANAIMO LAWN BOWLING CLUB		DATE: JULY 3 2017	
ADDRESS:		PRESIDENT:	
		SENIOR STAFF MEMBER:	
		POSITION:	
		CON:	
TELEPHONE:		TELEPHONE:	
TOTAL NUMBER OF PERSONS TRAVELLING: 4	TOTAL NUMBER OF COMPETITORS TRAVELLING: 1	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: 1	TOTAL AMOUNT REQUESTED: \$100.00
DESTINATION: DARTMOUTH, NS		DATE OF DEPARTURE: JULY 30 2017	
EVENT TO BE ATTENDED: 2017, July 31-Aug 7 NATIONAL JUNIOR LAWN BOWLING CHAMPIONSHIPS U-25s			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: QUALIFIER THROUGH PLACEMENT IN BC CHAMPIONSHIPS			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: FUND RAISING DINNER \$1160.00 CROWD FUNDING 300. BABY SITTING INCOME 300 FURTHER FUNDRAISING TAKING PLACE THROUGH SILENT AUCTIONS, BOTTLE DRIVES, BAKE SALES			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? NANAIMO LAWN BOWLING CLUB IS DEVELOPING A YOUTH PROGRAM WHICH BEGAN WITH ONE MEMBER, THREE YEARS AGO. BECAUSE OF HIS SHOWING AT DISTRICT, PROVINCIAL & NATIONAL COMPETITIONS, THE PROFILE OF THE PROGRAM IS RAISED AND HAS ATTRACTED MORE YOUTH TO THE SPORT OF LAWN BOWLING.			
SIGNATURE:		TITLE/POSITION: PRESIDENT	DATE: July 3/2017
* IN SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA * NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION.			

Attachment C

BUDGET: NATIONAL JUNIOR LAWN BOWLING CHAMPIONSHIPS

Revenues:

Fundraising dinner	\$1160.00
Crowdfunding website	300.00
Babysitting	200.00
Silent Auctions, Bottle drives, bake sales (estimated)	100.00
Estimated Total	\$1760

Expenses:

Air Ticket:	\$824.91
Entry fee	50.00
Hotel: \$125night + taxes 10% X 6 nights	825.00
Food at tournament	80.00
Food while travelling	70.00
Transport & Ferries (estimated)	100000
Estimated Total	1949.91

DATE OF MEETING | August 10, 2017 |

AUTHORED BY | DEBORAH DUNCAN, DEPUTY DIRECTOR, FINANCIAL SERVICES |

SUBJECT AUTOMATED SOLID WASTE COLLECTION – EQUIPMENT FINANCING

OVERVIEW

Purpose of Report

To provide the Finance and Audit Committee with information regarding anticipated borrowing from the Municipal Finance Authority (MFA) to fund the purchase of trucks and bins for the implementation of automated solid waste collection. |

Recommendation

That the Finance and Audit Committee recommend that Council approves the borrowing of up to \$6,200,000 through the Equipment Financing Program for implementation of automated solid waste collection.

BACKGROUND

Further to council's direction, the City is implementing automated solid waste collection services. This change in service delivery requires significant investment in new equipment including eight automated trucks and special wheeled carts for each household. Two automated garbage trucks were purchased in 2016 and were fully funded from the City's Equipment Replacement Reserve. Automated collection will be implemented in two phases: the first phase in late 2017 and the second and final phase in the spring of 2018.

Annual user fees are calculated and collected to fund the cost of residential solid waste collection in the City. Internal charges are included in those costs that contribute to the Equipment Replacement Reserve. The Equipment Replacement Reserve provides funding for replacement of the City's fleet.

Due to the implementation of automated solid waste collection most of the City's current garbage trucks will be replaced early. Therefore, there is not adequate funding available in the Equipment Replacement Reserve for the purchase of the remaining six automated garbage trucks. As well, the City will need to purchase wheeled carts for each residential household to accommodate automated collection. The business case presented to Council at meetings during 2016 and 2017 outlined that in addition to funding from the Equipment Replacement Reserve short term borrowing through the MFA would be required to complete the purchase of six additional automated garbage trucks and for all the wheeled carts. Repayment of the borrowing was included in projected user fees over the next five years.

Below is a summary of purchases and funding sources to complete the purchase of six additional automated trucks and wheeled carts. The funding sources include a \$144,000 grant from Fortis as an incentive to purchase CNG units.

			Funding Sources	
			Equipment Replacement Reserve, Grant	MFA - Equipment Financing Program
	#	Cost		
Automated Garbage Trucks	6	\$ 2,600,000	\$ 900,000	\$ 1,700,000
Wheeled Bins	72,000	\$ 4,500,000	\$ -	\$ 4,500,000
		\$ 7,100,000	\$ 900,000	\$ 6,200,000

The MFA provides equipment, short and long term borrowing to local governments and public institutions in BC. The MFA Equipment Financing Program provides short term borrowing (one to five years) under section 175 of the *Community Charter* and requires a Council resolution for each borrowing. This program offers low interest rates and no fees.

Staff recommend two borrowings through the MFA Equipment Financing Program: the first borrowing later this year to provide funding for the wheeled carts required for Phase 1 and a second borrowing in early 2018 to provide funding for the purchase of six automated trucks and the remainder of the wheeled carts. Each borrowing will be for five years. A summary of key borrowing information is provided below.

Borrowing	Current Interest Rate	Term	Year Repaid	Annual Payment	Total Interest Expense	Estimated Interest Expense/ Household
\$ 1,500,000	1.72%	5 Years	2022	\$ 313,300	\$ 68,619	\$ 2.53
\$ 4,700,000	1.72%	5 Years	2023	\$ 981,672	\$ 215,006	\$ 7.94
\$ 6,200,000				\$ 1,294,972	\$ 283,625	\$ 10.47

OPTIONS

- The Finance and Audit Committee recommends that Council approve up to \$6.2 million borrowing through the MFA Equipment Financing Program.
 - Budget Implication:** The funding strategy for automated solid waste collection can be reflected in the next 2017 – 2021 Financial Plan bylaw amendment.
- The Finance and Audit Committee direct Staff to provide more information.
 - Budget Implication:** The implementation of automated solid waste collection is on hold pending Council's direction.

SUMMARY POINTS

- Council approved phased implementation of automated solid waste collection with Phase 1 implementation in late 2017 and final implementation in the Spring of 2018. Two automated garbage trucks were purchased in 2016 and were fully funded from the Equipment Replacement Reserve.
- Implementation of automated collection requires the purchase of six additional automated garbage trucks and approximately 72,000 wheeled carts.
- Funding for additional trucks and wheeled carts will be from the City's Equipment Replacement Reserve, a Fortis grant and from borrowing through the MFA Equipment Financing Program.
- Repayment costs of all borrowing will be included in solid waste collection fees for the next five years
- The Finance and Audit Committee recommend that Council approves up to \$6.2 million borrowing through the MFA Equipment Financing Program for implementation of automated solid waste collection.

Submitted by:



Deborah Duncan
Deputy Director, Financial Services

Concurrence by:



Victor Mema
Chief Financial Officer

DATE OF MEETING | August 10, 2017 |

AUTHORED BY | JANE RUSHTON, MANAGER, PURCHASING AND STORES |

SUBJECT | **QUARTERLY SOLE SOURCE AND SINGLE SUBMISSION PURCHASES** |

OVERVIEW

Purpose of Report

To provide the Finance and Audit Committee information on the City's Procurement Policy (03-1200-01) regarding; sole source, single submission purchases and policy compliance.

Recommendation

That the Finance and Audit Committee recommend that Council receive the Quarterly Sole Source and Single Submission Purchases report dated 2017-AUG-10 for information.

DISCUSSION

The City's Procurement Policy (03-1200-01) 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 Non-Compliance and action taken in each instance*

This report outlines results of the above processes for information. Further details are summarized in Appendices 1, 2 and 3 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. The City's internal controls have been updated to flag non-compliance going forward using current staff and if it is determined that the related risks are significant additional resources will be requested from Council.

SUMMARY POINTS

- The City undertook seven (7) Sole Source purchases subject to Procurement Policy (03-1200-01) reporting for a total amount of \$300,835.36 for the period ending 2017-JUN-30.
- The City undertook four (4) Single Source purchases subject to Procurement Policy (03-1200-01) reporting for a total amount of \$1,790,529.90 for the period ending 2017-JUN-30.
- The City undertook two (2) Instances of Procurement Policy non-compliance purchases subject to Procurement Policy (03-1200-01) reporting for a total amount of \$274,757.51 for the period ending 2017-JUN-30.

Submitted by:



Jane Rushton
Manager, Purchasing and Stores

Concurrence by:



Victor Mema
Chief Financial Officer

APPENDIX 1
Q2 2017 – Single & Sole Source Purchases: >\$25,000<=\$250,000

File/ Competition #	Department	Vendor Name	Transaction Description	Amount	Reason/Comment
1938	Fleet	Vimar Equipment Ltd.	Purchase Used Sweeper	\$80,000.00	Used equipment purchase
1948	Parks	Nevco Scoreboard Company ULC	Second Scoreboard – Beban Park	\$29,526.88	Match existing equipment
1967	Engineering	Adept Transportation Solutions Consulting Analysts	Transportation Engineer Secondment	\$50,000.00	Temporary fill for vacant position
1998	Engineering	Coastal Invasive Species Committee	Approach to Invasive Species Management	\$25,000.00	Third year of a coordinated regional program
	Public Works	Island Radio	Annual Radio Advertising	\$28,330.48	Required local advertising on contamination reduction & the Sort & Toss Roll project
1973	Water Resources	Jewel Holdings Ltd.	Pipe Re-coating	\$50,000.00	Leveraged an already mobilized contractor
1929	Parks	Shaw Electrical Services	Hometown Hockey	\$37,978.00	Utilized the electrical contractor contracted to the City for this event for consistency

APPENDIX 2
Q2 2017 – Purchases: >\$250,000

File/ Competition #	Department	Vendor Name	Transaction Description	Amount
1873	Parks	Canbuild Smart Solutions Inc.	Supply & install a pre-engineered steel building at Harewood Centennial Park	\$745,674.24 plus applicable taxes
1951	Construction	Milestone Equipment Contracting	Corunna & Apsley Sanitary Sewer Upgrade	\$259,317.55 plus applicable taxes
1931	Construction	Suttle Recreating Inc.	Harewood Centennial Park Outdoor Lacrosse Box	\$367,108.11 plus applicable taxes
1717	Finance	Municipal Insurance Association of BC	General Insurance	\$418,430.00

APPENDIX 3

Q2 2017 – Instances of Non-Compliance and Action: >\$25,000<=\$250,000

File/ Competition #	Department	Vendor Name	Transaction Description	Start Amount	Current Balance	Reason/Comment
1952	Parks	Herold Engineering Ltd.	Harewood Centennial Park Site Upgrades	\$24,900.00	\$77,050.00	Consultant originally contracted for design was required to complete additional upgrade requirements

DATE OF MEETING | August 10, 2017 |

AUTHORED BY | LAURA L. MERCER, MANAGER, ACCOUNTING SERVICES |

SUBJECT | **CAPITAL PROJECT RESULTS FOR THE SIX MONTHS ENDING 2017-JUN-30** |

OVERVIEW

Purpose of Report

To present the Finance and Audit Committee with a summary of the capital project results for the six months ending 2017-JUN-30.

Recommendation

That the Capital Project Results for the Six Months Ending 2017-JUN-30 dated 2017-AUG-10 be received for information.

DISCUSSION

Projects that satisfy specific requirements as outlined in the City's Capital Asset Policy are classified as capital expenditures and are accounted for in the City's capital funds. There are three (3) Capital funds: General Capital, Sewer Capital and Water Capital funds. Projects that are smaller in scope and below specific capitalization thresholds are classified as "operating projects" and are accounted for in the City's operating funds.

Funding for project expenditures comes from a number of sources including general tax revenues, operating and statutory reserves, grants and borrowing. Statutory reserve funding sources include Development Cost Charges, Equipment Replacement Reserve, Asset Management Reserve, Community Works Reserve and the Facility Development Reserve.

Unfinished projects at the end of the year are usually carried forward to be completed in the following year. Due to this, capital fund variances usually do not impact the operating surplus value.

Attached to this report is Appendix 2 which outlines the summary of the capital project results by project type for the six months ending 2017-JUN-30. The summary is divided into two sections: Concurrent projects (i.e.: projects undertaken together to minimize disruption and maximize cost and service efficiencies) and all other capital projects.

Each section has been broken out into the following categories; which are defined as follows:

Status	Description
Completed	Project is fully complete and no additional costs are expected
Substantially Complete	Project is almost fully complete but there are a few minor costs still remaining to be incurred
In Progress	Project is currently underway
Not Started	Project has not been started but is anticipated to start by the end of the year
Delayed	Project has not been started or halted
Other	Project that does not fit into the categories above

For projects that have a '*Completed*' status and come in under budget, the unused funds that are not transferred to other capital projects are transferred back to general reserves and/or other initial funding sources as appropriate to fund future projects.

Appendix 1 provides a brief explanation for individual projects with a budget variance in excess of \$1 million dollars.

Appendix 2 lists the total year-to-date expenditures for each project. This listing illustrates at a glance the status of individual projects as at 2017-JUN-30 compared to the budget for the year.

The City of Nanaimo has a capital budget of \$58.5 million for 2017, which includes \$20.1 million of carry-forwards from 2016. This is represented by 245 projects: 49 projects are now complete; 114 projects are in progress; 53 projects have not started and 29 have been delayed or other; 34% of the 2017 budget has either been spent to-date or committed.

Summary by Project Status as at 2017-JUN-30:

<i>Project Status</i>	<i># of Projects</i>	<i>% of Total Budget</i>	<i>Annual Budget</i>	<i>Actual Costs To June 30</i>	<i>Available Funds</i>
Completed / Substantially Complete	49	14%	\$ 8,466,600	\$ 6,763,436	\$ 1,703,164
In-Progress	114	52%	30,279,509	13,277,657	17,001,852
Not Started	53	12%	6,938,407	7,826	6,930,581
Delayed/Other	<u>29</u>	22%	<u>12,909,627</u>	<u>99,633</u>	<u>12,809,994</u>
Total	<u>245</u>		<u>\$ 58,594,143</u>	<u>\$ 20,148,552</u>	<u>\$ 38,445,591</u>

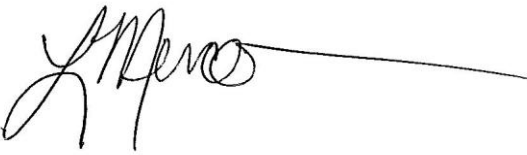
SUMMARY POINTS

- \$20,148,552 of the \$58,594,143 capital budget has been spent or committed as at 2017-JUN-30.

ATTACHMENTS

- Appendix 1: Variance Analysis of the summary of Capital Results for the Six Months Ending 2017-JUN-30.
- Appendix 2: Summary of Capital Results for the Six Months Ending 2017-JUN-30.

Submitted by:



Laura L. Mercer
Manager, Accounting Services

Concurrence by:



Victor Mema
Chief Financial Officer

Appendix 1: Variance Analysis of the Summary of Capital Results for the Six Months Ending 2017-JUN-30

The following section provides an explanation of the significant project variances over \$1,000,000. Positive budget balance indicate that the project is under budget while a negative budget balance indicate that the project is over budget as at the date of reporting.

Departure Bay Area Utility Project \$ 1,657,398

This concurrent project relates to drainage, sewer and water upgrades in the Departure Bay area. This project has been funded from general reserve funds (\$10,604), General Fund Asset Management statutory reserve funds (\$360,000) general sewer reserves (\$375,000) and general water reserves (\$928,130). This project is currently in design phase and will be tendered this Summer for construction in the Fall and Winter of 2017/2018.

Boundary/Northfield Intersection Upgrade \$ 2,528,628

This project includes the upgrade of the Northfield Boundary Intersection and associated underground utilities. This project is in partnership with the Ministry of Transportation and Infrastructure who have agreed to contribute funding of \$1,395,487. The balance of the project is funded from general transportation reserve funds (\$267,626), general water reserve funds (\$30,000), ICBC contributions (\$95,000), and from the DCC statutory reserve funds (\$753,100). Council has directed staff to proceed with project after the project was put on hold for one year. The budget is being reviewed and project is anticipated to be tendered later this year.

Hammond Bay Corridor and Utility Project \$ 1,822,453

This project relates to the road and water main upgrades in this area. The funding sources for this project are the Roads DCC Statutory reserve funds (\$853,061), Sewer DCC statutory reserve funds (\$257,501) and the General Fund Asset Management statutory reserve funds (\$786,900). This project is currently on hold as no bids were received when the project was tendered this Spring. As a result, the project will be delayed at least one year.

Property Acquisitions – School District Lands \$ 4,100,000

This project is funded from the general property acquisitions reserve funds (\$1,500,000), strategic infrastructure reserve funds (\$600,000), Property Purchase reserve fund (\$900,000) and Parks DCC statutory reserve fund (\$1,100,000). This project is in progress.

DCC SS17: Millstone Trunk Sanitary Sewer \$ 1,059,939

This project relates to the upsizing of sanitary sewer piping between Jingle Pot Road and Maxey Road to address capacity shortfalls. The funding sources for the year are Sewer DCC statutory reserve fund (\$1,902,667) and general water supply reserves (\$577,500). Phase 1 of the project is substantially completed and phase 2 is anticipated to be completed this summer.

Emergency Water Supply Pump Station

\$ 3,008,363

This project relates to the construction of a new pump station from Harmac to Duke Point Supply Main. The funding sources for the year are Sewer DCC statutory reserve fund (\$1,902,667)) and general water supply reserves (\$577,500). Design is underway.

Port Theatre Expansion

\$ 5,700,000

This project relates to the rehearsal hall expansion at the Port Theatre. The funding sources for the year are Provincial grants (\$2,300,000) and fundraising and sponsorship contributions (\$3,400,000). The City of Nanaimo and the Port Theatre Society are currently working together to secure funding for this project. This project has not been started yet.

Bastion Bridge Rehab

\$ 1,823,711

This project relates to the rehabilitation and seismic retrofit of the Bastion Street bridge to extend its service life. The funding sources for the year are General Fund Asset Management statutory reserve fund (\$1,800,000) and general reserves (\$31,477). This project is currently not started but is in the queue.

City of Nanaimo

Summary of Capital Results
Six Months Ended June 30, 2017

		2017 CAPITAL BUDGET	2017 YTD ACTUALS	2017 TOTAL COMMITMENTS	2017 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
								General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	Other Sources
<u>CONCURRENT PROJECTS:</u>												
<u>COMPLETED PROJECTS</u>												
P-7279	Old College Pressure Reducing Valve - Construction	280,000	203,411	-	203,411	76,589				76,589		
P-9260	DCC WS 41 #1 Reservoir - College Pk Duplicate Supply Main	2,932,532	2,437,425	80,132	2,517,557	414,975					414,975	
#1 RES to College Park Dup Supply Watermain & PRV		3,212,532	2,640,836	80,132	2,720,968	491,564	Substantially Complete	-	-	76,589	414,975	-
P-5183	Beban Plaza Storm - Design	694,128	671,482		671,482	22,646				22,646		
P-6208	Beban Plaza Sanitary Sewer	225,237	218,370	-	218,370	6,867					6,867	
Beban Plaza Utilities Project		919,365	889,852	-	889,852	29,513	Substantially Complete	-	-	22,646	6,867	-
P-4040	Trailway Development and Rehab - Buttertubs Drive	2,000	3,844	-	3,844	(1,844)						(1,844)
P-6149	DCC SS19 Millstone: Buttertubs Easement	100,000	24,938	27,355	52,293	47,707				-	47,707	
Buttertubs Utility Upgrade Project		102,000	28,782	27,355	56,137	45,863	Substantially Complete	-	-	-	47,707	(1,844)
P-5218	Cinnabar Dr. Drainage - Design	25,000	7,594	134	7,729	17,271				17,271		
P-7286	Cinnabar Dr. Water Main: Stacey to End - Design & Construction	452,176	382,657	673	383,329	68,847					68,847	
P-7296	Cinnabar Drive Improvements - Construction	677,039	392,031	538	392,569	284,470					284,470	
Cinnabar Drive RHB & Utility Upgrade		1,154,215	782,282	1,345	783,627	370,588	Substantially Complete	-	-	17,271	353,317	-
P-5174	Cliff St. Area Corridor & Utility - Drainage Construction	21,588	2,458	-	2,458	19,130				19,130		
P-6182	Cliff St. Corridor & Utility Sanitary Sewer - Design & Construction	43,898	6,374	3,467	9,841	34,057					34,057	
P-7325	Cliff St. Area Water - Design & Construction	14,707	2,422	-	2,422	12,285				12,034	251	
Cliff Street Area Corridor & Utility Projects		80,193	11,255	3,467	14,721	65,472	Substantially Complete	-	-	31,164	34,308	-
P-5212	Departure Bay Seawall & Utility Project	79,668	36,169	-	36,169	43,499				43,499		
Departure Bay Seawall & Utility Project		79,668	36,169	-	36,169	43,499	Substantially Complete	-	-	43,499	-	-
P-6209	Garner Cres Sewer Sanitary	100,000	15,027	-	15,027	84,973					84,973	
P-7334	Garner Cres Area Utility Upgrade	28,789	4,052	-	4,052	24,737				24,737		
Garner Cres Area Utility Upgrade		128,789	19,079	-	19,079	109,710	Substantially Complete	-	-	24,737	84,973	-
P-5156	1597 Boundary Works & Services - Parking Lot.	54,212	5,400	31,066	36,466	17,746					17,746	
Boundary Works & Services Project		54,212	5,400	31,066	36,466	17,746	Substantially Complete	-	-	-	17,746	-
P-5197	Nanaimo Lakes: Wakesiah to Lincoln - Rehab	1,017,504	15,808	932,305	948,113	69,391				69,391		
Nanaimo Lakes DR & RHB Project		1,017,504	15,808	932,305	948,113	69,391	Substantially Complete	-	-	69,391	-	-
P-7306	Nanaimo Parkway & Cranberry Water Main - Design	34,613	-	-	-	34,613					34,613	
Nanaimo Parkway & Cranberry Water Main		34,613	-	-	-	34,613	Complete	-	-	-	34,613	-
P-5209	Victoria Rd. SW Utility Project - Roads	170,000	4,597	-	4,597	165,403	In Progress				165,403	
P-6179	Victoria Rd. SW Utility Project - Sanitary Sewer	20,000	10,185	9,291	19,477	523	Substantially Complete				523	
Victoria Road SW & Utility Project		190,000	14,783	9,291	24,074	165,926		-	-	-	165,926	-
TOTAL PROJECTS 'COMPLETED'		6,973,091	4,444,246	1,084,961	5,529,207	1,443,884		-	-	285,297	1,160,431	(1,844)
<u>PROJECTS "IN-PROGRESS"</u>												
P-7279	Addison Pressure Reducing Valve - Design	15,000	2,323	10,677	13,000	2,000				2,000		
P-7363	Black Diamond Drainage Watermain: JP - JP - Design	235,000	2,323	10,677	13,000	222,000				222,000		
Black Diamond Drainage Watermain: Jingle Pot		250,000	4,645	21,355	26,000	224,000	In Progress - Design Stage. Construction anticipated for 2019.	-	-	224,000	-	-
P-7279	Townsite & Boundary Pressure Reducing Valve	149,988	-	855	855	149,133					149,133	
Boundary Area Corridor and Utility Project		149,988	-	855	855	149,133	In Progress - Design complete. Construction anticipated over Fall 2017 & Winter 2018.	-	-	-	149,133	-
P-5157	DCC R85 Boxwood Connector - Design/Construction	546,500	27,704	153,020	180,724	365,776				365,776		
P-5164	DCC R49 Northfield: Bowen to Boxwood - Design	70,000	-	-	-	70,000				57,400	12,600	
P-5193	Boxwood Connector Pond Drainage	30,000	-	-	-	30,000					30,000	
P-6174	Boxwood Connector & Utility Project Sanitary Sewer- Design	45,000	-	-	-	45,000					45,000	
P-7290	Boxwood Connector Water Services - Design	50,000	-	-	-	50,000					50,000	

City of Nanaimo

Summary of Capital Results
Six Months Ended June 30, 2017

		2017 CAPITAL BUDGET	2017 YTD ACTUALS	2017 YTD COMMITMENTS	2017 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
								General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	Other Sources
Boxwood Connector & Utility Project		741,500	27,704	153,020	180,724	560,776	In Progress - Pre Design stage. Site preparation anticipated for 2018.	-	-	423,176	137,600	-
P-5208	Holly Ave Drainage: Rosehill/Townsite Area	132,020	39,438	50,486	89,924	42,096		42,096				
P-5223	529 Bradley St Drainage - Construction	102,000	7,866	75,729	83,595	18,405				18,405		
P-6243	FDCC Bradley St Sanitary Sewer: 529 Bradley to Holly - Construction	240,000	14,637	140,908	155,545	84,455					84,455	
Bradley/Wall Drainage & Sanitary Sewer Project		474,020	61,941	267,122	329,064	144,956	In Progress - Under construction. Anticipated to be constructed Winter 2018.	42,096	-	18,405	84,455	-
P-5237	Bruce Cycling - Pine to Bowen	170,500	93	238,727	238,820	(68,320)	Under construction. Anticipated to be constructed Fall 2017. Design Stage.	(68,320)				
P-5237	Bruce Rehab - Catstream to Elizabeth	80,000				80,000						
Bruce Area Rehab & Cycling		250,500	93	238,727	238,820	11,680	In Progress	(68,320)	-	-	-	-
P-5238	Bruce Drainage & Cycling	35,900	-	31,592	31,592	4,308		4,308				
P-6253	Bruce Sanitary Sewer: Bruce to Catstream	8,700	-	7,011	7,011	1,689					1,689	
P-7385	Bruce Water Main: Fourth to 320 Bruce	15,400		12,329	12,329	3,071					3,071	
Bruce Areas Utility, Rehab & Cycling Project		60,000	-	50,932	50,932	9,068	In Progress - Design Stage	4,308	-	-	4,760	-
P-6191	DCC SS45 Chase River Trunk Sanitary Sewer	659,409	417,019	68,918	485,937	173,472					173,472	
Chase River Trunk Sanitary Sewer		659,409	417,019	68,918	485,937	173,472	In Progress Design Stage. Construction anticipated for 2018.	-	-	-	173,472	-
P-5235	Tower Reservoir Access - Drainage	8,000	-	-	-	8,000		8,000				
P-6222	Douglas Place Sanitary Sewer	7,000	-	5,022	5,022	1,978					1,978	
P-7343	College Drive Area: Douglas and Mount Royal	13,900		10,000	10,000	3,900					3,900	
P-9266	College Drive Area Supply Water Main	65,000	-	65,000	65,000	-					-	
College Drive Area Watermain Twining		93,900	-	80,022	80,022	13,878		8,000	-	-	5,878	-
P-5217	Glenayr Drive Drainage: Loat to Bay	370,604	2,514	2,645	5,159	365,445				360,000	5,445	
P-6223	Departure Bay Area Sanitary Sewer	375,000	-	-	-	375,000					375,000	
P-7327	Bay St & Norfolk Hill Looping Water Main	618,336	2,095	2,204	4,299	614,037					614,037	
P-7328	Glenayr/Wingrove Area Utility Upgrade: Glenayr to Elk	309,794	3,352	3,526	6,878	302,916					302,916	
Departure Bay Area Utility Project		1,673,734	7,961	8,375	16,336	1,657,398		-	-	360,000	1,297,398	-
P-6176	Sixth St. Sanitary Sewer: Bruce to Georgia - Design	35,820	18,616	25,380	43,995	(8,175)					(8,175)	
P-7335	Sixth St. Water Main: Bruce to Georgia	32,140	11,184	16,354	27,538	4,602					4,602	
Duke & Sixth St. Utility Upgrade		67,960	29,800	41,733	71,533	(3,573)	In Progress - Design Stage. Construction anticipated to begin in 2018.	-	-	-	(3,573)	-
P-5199	Estevan: Terminal to Poplar - Cycle and Pedestrian	210,000	-	-	-	210,000		210,000				
Estevan Rd Complete St Corridor Project		210,000	-	-	-	210,000	In Progress - Design Stage. Construction anticipated for Spring 2018.	210,000	-	-	-	-
P-6247	Fillinger Cres Sanitary Sewer: 5100 Fillinger to 5190 Fillinger - Design	175,000	-	-	-	175,000					175,000	
P-7364	Fillinger Cres Water Main: Entwhistle to 5100 Fillinger - Design	38,000	-	-	-	38,000					38,000	
Fillinger Cres Utility Upgrade		213,000	-	-	-	213,000	In Progress - Pre-design Stage.	-	-	-	213,000	-
P-5242	FDCC Jingle Pot @ Westwood New Signal Vehicle - Design	50,000	-	50,000	50,000	-				-		
P-6259	Westwood Sanitary Sewer: MH6282 Westwood to RPL 238 Westwood	5,000	-	-	-	5,000					5,000	
P-7391	Jingle Pot Water Main: Ashelee to Westwood	23,000	-	23,000	23,000	-					-	
Jingle Pot @ Westwood Area Complete Street & Utility Project		78,000	-	73,000	73,000	5,000	In Progress - Design Stage. Construction anticipated for 2019.	-	-	-	5,000	-
P-5204	Lambert Ave. Utility Upgrade - Roads	26,407	11,564	9,322	20,886	5,521					5,521	
P-6183	Lambert Ave. Utility Upgrade - Sanitary Sewer	54,069	13,865	10,339	24,205	29,864					29,864	
P-7392	Lambert Ave Utility Upgrade	37,000	8,269	6,615	14,883	22,117					22,117	
Lambert Ave. Utility Upgrade		117,476	33,698	26,275	59,974	57,502	In Progress - Design Stage. Construction anticipated for 2019.	-	-	-	57,502	-
P-5191	DCC R65 - Linley Valley Phase 2	2,193,686	217,261	1,859,363	2,076,623	117,063				117,063		
P-6206	Linley Valley Sewer Rutherford to 5884 Linyard	20,000			-	20,000					20,000	
P-7340	Linley Valley Water Main Phase 2	70,000			-	70,000					70,000	
Linley Valley Complete Street Project		2,283,686	217,261	1,859,363	2,076,623	207,063	In Progress - Under construction. Anticipated to be constructed end of 2017.	-	-	117,063	90,000	-

City of Nanaimo

Summary of Capital Results
Six Months Ended June 30, 2017

		2017 CAPITAL BUDGET	2017 YTD ACTUALS	2017 YTD COMMITMENTS	2017 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
								General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	Other Sources
P-7298	Seventh St. Water Main: Park to Douglas - Design	30,000	2,220	5,273	7,493	22,507	In Progress - Design Stage. Construction anticipated for 2018.				22,507	
Seventh St. Utility Upgrade		30,000	2,220	5,273	7,493	22,507		-	-	-	22,507	-
P-5234	Telescope Terr Easement Drainage: 3205 Telescope to 3176 Smugglers Hill	15,000	-	13,200	13,200	1,800		1,800				
P-6255	Telescope Terrace Sanitary Sewer	25,000	-	14,300	14,300	10,700		10,700				
P-7377	Telescope Terrace Water Main: Smugglers Hill to End - Design	30,000	915	29,892	30,807	(807)	In Progress - Design stage. Construction anticipated for 2018.				(807)	
Telescope Terrace Utility Upgrades		70,000	915	57,392	58,307	11,693		12,500	-	-	(807)	-
P-5222	Terminal South Drainage & Rehab	500,414	56,536	370,933	427,469	72,945				72,945		
P-6217	Terminal Sanitary Sewer: Rosehill to Bryden	1,037,782	114,541	764,692	879,233	158,549				158,549		
P-6243	FDCC Mount Benson Sanitary Sewer: EN Rail to Terminal - Construction	320,821	24,734	242,808	267,542	53,279	In Progress - Under construction. Anticipated to be constructed Winter 2018.	53,279				
P-7309	Terminal Water Main: Stewart to Dawes & Mt. Benson	376,261	28,777	281,613	310,390	65,871					65,871	
Terminal Ave South Utility Project		2,235,278	224,587	1,660,046	1,884,634	350,644		53,279	-	231,494	65,871	-
P-7279	Tom's Turnabout Pressure Reducing Valve	172,220	-	-	-	172,220					172,220	
P-7353	Tom's Turnabout Area Utility Upgrade & Water Main	12,000	5,906	-	5,906	6,094	In Progress - Design complete. Construction anticipated over Fall 2017 & Winter 2018.				6,094	
Tom's Turnabout Area Utility Upgrade		184,220	5,906	-	5,906	178,314		-	-	-	178,314	-
TOTAL PROJECTS 'IN-PROGRESS'		9,842,671	1,033,751	4,612,408	5,646,159	4,196,512		261,864	-	1,374,138	2,480,511	-
NOT STARTED PROJECTS												
P-5240	Esplanade: Nicol to Grace Rehab - Design	20,000	-	-	-	20,000	Not Started - Project to be started when staff capacity becomes available.	20,000				
Esplanade Area Water & Rehab Project		20,000	-	-	-	20,000		20,000	-	-	-	-
P-6201	Howard Ave Sanitary Sewer: Siphon @ 723 Howard to Sixth St - Design	30,000	-	-	-	30,000	Not Started - Project to be started when staff capacity becomes available.				30,000	
P-7376	Howard Ave Water Main: 723 Howard to Sixth St	15,000				15,000					15,000	
Howard Ave Utility Upgrade		45,000	-	-	-	45,000		-	-	-	45,000	-
P-6190	Poplar Street Sanitary Sewer: Brierley to Princess Royal - Construction	87,000				87,000			-	-	87,000	-
P-7301	Poplar Street Water Main: Estevan to Stewart - Construction	487,000				487,000	Not Started - Scheduled for Fall construction				487,000	
Poplar Street Utility Upgrade		574,000	-	-	-	574,000		-	-	-	574,000	-
P-6246	FDCC Sixth St Sanitary Sewer: Georgia to Howard - Phase 2 - Design	35,000	-	-	-	35,000	Not Started - Project to be started when staff capacity becomes available.			35,000		
Sixth St Area Utility Upgrade Phase 2		35,000	-	-	-	35,000		-	-	35,000	-	-
P-5231	Terminal Corridor Upgrades	60,000	-	-	-	60,000	Not Started - Project to be started when staff capacity becomes available.	60,000				
P-6219	Terminal Trench Sanitary Sewer: Comox to Nicol - Design	40,000	-	-	-	40,000					40,000	
P-7378	Terminal Ave Water Main: Commercial To Comox - Design	65,000	-	-	-	65,000					65,000	
Terminal Trench & Utility Protect		165,000	-	-	-	165,000		60,000	-	-	105,000	-
TOTAL PROJECTS 'NOT STARTED'		839,000	-	-	-	839,000		80,000	-	35,000	724,000	-
DELAYED/CANCELLED PROJECTS												
P-5108	DCC R8 Boundary/Northfield Interim Improv - Arterial Surface	2,511,213	536	12,049	12,585	2,498,628	Not Started - project was on hold as per Council direction. Council directed staff to proceed this Spring. Budget is being reviewed and project is anticipated to be tendered later this year. Project review and tender preparation is underway.		1,395,487	753,100	255,041	95,000
P-7362	Boundary Rd Water Main: Boundary/Northfield Intersection	30,000	-	-	-	30,000					30,000	
Boundary/Northfield Intersection Upgrade		2,541,213	536	12,049	12,585	2,528,628		-	1,395,487	753,100	285,041	95,000
P-5253	Albert Cat Stream to Harewood - Cycle - Design	40,000	-	-	-	40,000					40,000	

City of Nanaimo

Summary of Capital Results
Six Months Ended June 30, 2017

		2017 CAPITAL BUDGET	2017 YTD ACTUALS	2017 TOTAL COMMITMENTS	2017 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
								General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	Other Sources
Fourth and Alber Drainage and Cycle Project		40,000	-	-	-	40,000	Delayed - Project delayed due to staff and budget resources. Staff resources diverted to waterfront walkway project and Georgia Greenway project. Expected year of construction for this project has been moved from 2018 to 2021.	-	-	-	40,000	-
P-6237	Hammond Bay Sanitary Sewer: 1326 Ivy Lane to 1318 Sherwood	88,000	-	-	-	88,000					88,000	
P-7271	Hammond Bay at Ivy Ln to Sherwood - Design	10,360	-	-	-	10,360				10,360		
P-7389	Hammond Bay Water Main at Ivy Lane	195,500	-	-	-	195,500					195,500	
Hammond Bay at Ivy Ln Utility Project		293,860	-	-	-	293,860	On Hold - No bids were received when project was tendered in Spring 2017. Project will be delayed at least one year depending on staff capacity.	-	-	10,360	283,500	-
P-5135	DCC R84 Hammond Bay Rd	1,639,961	60,342	14,667	75,009	1,564,952				1,564,952	-	
P-7274	DCC W48 Hammond Bay Rd Water Main	257,501	-	-	-	257,501				257,501		
Hammond Bay Corridor & Utility Project		1,897,462	60,342	14,667	75,009	1,822,453	On Hold - No bids were received when project was tendered in Spring 2017. Project will be delayed at least one year depending on staff capacity.	-	-	1,822,453	-	-
P-5221	Metral: Turner to Mostar Sidewalk & Cross Walk - Design	30,000	-	-	-	30,000		30,000				
Metral Corridor & Utility Project		30,000	-	-	-	30,000	Delayed (Design) - Construction year moved from 2019 to 2020.	30,000	-	-	-	-
TOTAL PROJECTS 'DELAYED/CANCELLED'		4,802,535	60,878	26,716	87,594	4,714,941		30,000	1,395,487	2,585,913	608,541	95,000
TOTAL CONCURRENT CAPITAL PROJECTS		22,457,297	5,538,875	5,724,085	11,262,960	11,194,337		371,864	1,395,487	4,280,347	4,973,484	93,156

ALL OTHER PROJECTS:

COMPLETED PROJECTS												
P-2208	Parking Equipment (License Plate Recognition)	10,000	-	-	-	10,000	Substantially Complete				10,000	
P-2208	Parking Equipment (On-Street Meters)	8,500	8,463	-	8,463	37	Complete				37	
P-3407	Fire Services: Replace Unit 701	33,981	33,981	-	33,981	(0)	Complete			(0)		
P-4045	VIP Program - Jesters Way PIP Park	26,612	30,668	-	30,668	(4,056)	Complete					(4,056)
P-4098	Sports Field Re-Development: Bowen West Field Fencing	2,335	-	-	-	2,335	Substantially Complete				2,335	
P-4144	Italian Fountain Upgrade	27,989	15,294	-	15,294	12,695	Substantially Complete				12,695	
P-4202	NAC Structure: Repair Wall Leak	7,000	-	-	-	7,000	Complete			7,000		
P-4203	Kin Pool: Main Tank	62,400	68,391	-	68,391	(5,991)	Complete	(5,991)				
P-4211	Bowen Park Complex: HVAC	15,604	4,687	10,865	15,552	52	Substantially Complete			52		
P-4219	Beacon House Upgrades	3,500	535	2,802	3,337	163	Substantially Complete				163	
P-5060	Fleet Replacement - Unit #104,269,108,418,400,419,569,636	501,866	416,395	-	416,395	85,471	Complete			85,471		
P-5200	Pedestrian Transportation Improvements - Metral @ Enterprise count down timer	1,764	-	-	-	1,764	Complete	1,764				
P-5201	Cycling Transportation Improvements - Second St. Bikeway	14,858	22,312	-	22,312	(7,454)	Substantially Complete			(7,454)		
P-5210	SNIC Equipment - Front Blow & Brine Tank	31,508	31,508	-	31,508	-	Complete				-	
P-5216	Small Equipment - Used Message Board	15,000	11,669	-	11,669	3,331	Complete			3,331		
P-5232	Drainage Equipment - Portable FloDar	30,300	30,270	-	30,270	30	Complete				30	
P-6189	Rosstown Lane Sanitary Sewer - Design	1,300	-	1,300	1,300	-	Substantially Complete				-	
P-6197	Shammys Pl SS: Pipe #502559	1,300	-	1,300	1,300	-	Substantially Complete				-	
P-6212	Rock City Easement 2874 RW Sanitary Sewer - Design	19,559	-	2,359	2,359	17,200	Substantially Complete				17,200	
P-7104	Infrastructure - Milton Street Water	43,668	(25,542)	43,667	18,125	25,543	Complete				25,543	
P-7233	College Park/Camosun Water Main	1,100	544	-	544	556	Substantially Complete				556	
P-7302	Eberts St: Millstone to Townsite	170,379	239,765	1,341	241,106	(70,727)	Substantially Complete				(70,727)	
P-7313	Fourth St.: Wakesiah to Harewood - Construction	6,000	10,682	-	10,682	(4,682)	Substantially Complete	(4,682)				
P-7346	Lundgren Esmt VIP37175	16,000	12,062	-	12,062	3,938	Complete				3,938	
P-7365	Hawkins Rd Water Main End to End - Design	26,192	4,990	-	4,990	21,202	Complete				21,202	

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		2017 CAPITAL BUDGET	2017 YTD ACTUALS	COMMITMENTS	2017 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
								General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	Other Sources
P-7380	Sherwood Dr Utility Upgrade	10,000	-	-	-	10,000	Complete				10,000	
P-7383	Laguna Way Water Main: Malaspina to Lost Lake	5,000		1,083	1,083	3,917	Substantially Complete				3,917	
P-9244	Water Treatment Plant	167,300	99,700	67,300	167,000	300	Substantially Complete				300	
P-9256	Pryde Ave. Pump/Pressure Reducing Valve Station	232,494	63,325	22,512	85,836	146,658	Substantially Complete				146,658	
			-		-							
TOTAL PROJECTS 'COMPLETED'		1,493,509	1,079,700	154,530	1,234,229	259,280		(8,908)	-	88,400	183,844	(4,056)
PROJECTS "IN-PROGRESS"												
P-2207	Harbourfront Parkade: Sprinkler System	123,150	3,000	4,500	7,500	115,650	In Progress				115,650	
P-2714	Digital Documentation Retention	175,000	-	19,272	19,272	155,728	In Progress				155,728	
P-2715	City Website Redesign	31,100	-	13,203	13,203	17,898	In Progress				17,898	
P-2717	Corporate File Storage	237,335	-	237,335	237,335	-	In Progress					
P-2720	Recreation Management Software upgrade	247,061	2,601	208,650	211,251	35,810	In Progress				35,810	
P-2721	IT Backup System	33,442	3,635	-	3,635	29,807	In Progress				29,807	
P-3104	Property Acquisitions - Linley Valley Property Disposal	425,040	-	-	-	425,040	In Progress				425,040	
P-3104	Property Acquisitions - School District Lands	4,100,000	-	-	-	4,100,000	In Progress			2,000,000	2,100,000	
P-3402	Fire Services: Equipment	42,882	2,108	26,749	28,857	14,025	In Progress	14,025				
P-3407	Fire Services: Replace Units # 722 & 7001	120,000	-	75,001	75,001	44,999	In Progress			44,999		
P-3720	Police Annex (575 Fitzwilliam)	269,886	694	115,775	116,469	153,417	In Progress			153,417		
P-3721	Police Operations Building - Lighting	118,800	-	40,589	40,589	78,211	In Progress				78,211	
P-4040	Trailway Development and Rehab - Dumont Connector	93,310	25,796	42,261	68,057	25,253	In Progress				25,253	
P-4045	VIP Program - Cottle Creek Park Improvements	4,983	-	-	-	4,983	In Progress			4,983		
P-4045	VIP Program - Linley Point - Gyro Park	59,900	299	39,530	39,829	20,071	In Progress					20,071
P-4084	Port Theatre Improvements - Flooring	66,000	-	-	-	66,000	In Progress	66,000				
P-4131	Harewood Centennial Multiuse Court	183,420	41	179,050	179,091	4,329	In Progress				4,329	
P-4131	Harewood Centennial - Lacrosse Box	2,440,773	46,689	2,459,036	2,505,725	(64,952)	In Progress				(64,952)	
P-4140	Zamboni Replacement - Replace Unit 804	185,000		185,000	185,000	-	In Progress			-		
P-4151	Beban: Read O Graph Sign	100,000	750	-	750	99,250	In Progress				99,250	
P-4164	FC Arena: Facility Amenities & Security	56,400	-	-	-	56,400	In Progress	26,400		30,000		
P-4170	NAC: Facility Amenities - Audio System	50,000	-	6,760	6,760	43,240	In Progress			43,240		
P-4171	Beban Pool: Facility Amenities - Security	30,500	-	-	-	30,500	In Progress	30,500				
P-4189	NIC: Facility Amenities - Security	39,772	-	39,772	39,772	-	In Progress				-	
P-4209	Beban Social Centre: Facility Amenities - Security	14,000	-	-	-	14,000	In Progress	14,000				
P-4218	Linley Valley Development	25,298	2,560	17,740	20,300	4,998	In Progress			4,998		
P-4236	Sports Field Amenities - Score Clock Merle Logan Field	52,300	31,594	-	31,594	20,706	In Progress	20,706				
P-4238	Beban Community Bike Park	415,053	91,258	60,952	152,210	262,843	In Progress			114,044		148,799
P-4239	Beban Social Centre: HVAC	61,300	-	-	-	61,300	In Progress			61,300		
P-4240	Parks Ops: Trail Supervisor Truck	42,000	-	40,039	40,039	1,961	In Progress	1,961				
P-4241	Facilities Vehicles	88,000	36,071	43,034	79,105	8,895	In Progress	8,895				
P-4243	Beaufort Pickleball Courts	150,000	72,040	43,089	115,130	34,871	In Progress	34,871				
P-4244	Railing Replacement	267,500	-	-	-	267,500	In Progress	31,715		235,785		
P-4250	Curling Club: Mechanical	100,000	-	100,000	100,000	-	In Progress					-
P-5013	Local Road Rehab Projects Transportation Maintenance Equip: thermoplastic Applicator Replacement of Unit # 6189	298,638	548	782	1,330	297,308	1 Project Substantially Completed, 1 In Progress and 1 Not Started	47,000			250,308	
P-5014		15,000	-	-	-	15,000	In Progress	15,000				
P-5060	Fleet Replacement	1,527,301	37,655	834,965	872,621	654,680	In Progress			654,680		
P-5196	Wellcox Access - Design	450,000	48,844	81,779	130,624	319,376	In Progress			218,221		101,156
P-5200	Pedestrian Transportation Improvements - Northfield: Boundary to Duggan	10,000	-	-	-	10,000	In Progress	10,000				
P-5201	Cycling Transportation Improvements - Turner & Dover Bikeway	180,000	53,201	95,690	148,891	31,109	In Progress			31,109		
P-5201	Cycling Transportation Improvements - Boxwood/E Wellington Bikeway	500	-	-	-	500	In Progress			500		

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		2017 CAPITAL BUDGET	2017 YTD ACTUALS		2017 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
								General		General		Other Sources
								Revenue Fund	Grants	Statutory Reserve Funds	Revenue Reserve	
P-5210	SNIC Equipment - Anti-Icing Tanks	38,000	-	-	-	38,000	In Progress					38,000
P-5211	Wild Otter Easement	25,000	3,078	3,788	6,865	18,135	In Progress					18,135
P-5227	Construction Equipment - Excavator	232,927	-	-	-	232,927	In Progress					232,927
P-5243	Beaufort Park Pond Drainage - Design	35,000	6,132	390	6,522	28,478	in Progress	28,478				
P-5245	Jingle Pot Rd Drainage: 2413 - 2331 Jingle Pot	22,000	3,348	7,153	10,500	11,500	in Progress	11,500				
P-5251	Georgia Ave Greenway Pedestrian/Cycling - Design	130,000	29,627	75,893	105,520	24,480	in Progress			24,480		
P-6168	DCC SS17: Millstone Trunk Sanitary Sewer	1,902,667	17,739	824,989	842,728	1,059,939	In Progress			35,939	1,024,000	
P-6181	Loudon Park Shoreline Sanitary Sewer	310,000	552	270,518	271,070	38,930	In Progress				38,930	
P-6212	Rock City Easement 2874 RW Sanitary Sewer - Construction	250,000	5,143	174,468	179,611	70,389	In Progress				70,389	
P-6220	Sanitary Sewer: Maintenance Equipment- Hard Push Camera	11,600	-	11,036	11,036	564	In Progress				564	
P-7279	Bay & Neyland Pressure Reducing Valve Replacement	150,000		-	-	150,000	In Progress				150,000	
P-7279	Cinnabar & Stacey Pressure Reducing Valve Replacement	13,000	2,323	10,677	13,000	-	In Progress				-	
P-7333	Argyle Ave Water Main: Glenayr to Golf course - Design	50,000	1,020	-	1,020	48,980	In Progress				48,980	
P-7341	DCC W49 Departure Bay Rd Water Main: Uplands to Rock City	328,000	3,761	-	3,761	324,239	In Progress			324,239		
P-7344	Wakesiah Lane Water Main	40,000	20,475	19,233	39,707	293	In Progress				293	
P-7345	Glen Eagle & Quilchena Cres Water Main: Design	35,000	9,950	14,800	24,750	10,250	In Progress				10,250	
P-7373	Dawkins Lane Water Main: Ashlee to Neil - Construction	155,000	20,075	-	20,075	134,925	In Progress				134,925	
P-7375	King John & Esmt Water Main: Smugglers & Scarlet Hill - Design	28,000	-	-	-	28,000	In Progress				28,000	
P-7402	Holland Easement Water Main: Dockside to Michigan - Design	38,000	-	-	-	38,000	In Progress				38,000	
P-7403	Homes Rd Water Main: Neen to Mill - Design	2,000	-	1,500	1,500	500	In Progress				500	
P-9259	Emergency Water Supply Pump Station	3,300,000	1,617	290,000	291,617	3,008,383	In Progress - Design				3,008,383	
P-9263	Towers Pump Station - Rehab	135,000	-	135,000	135,000	-	In Progress				-	
P-9264	Duke Point Reservoir Upgrades	75,000	2,586	70,655	73,242	1,758	In Progress				1,758	
P-9265	FDCC Towers Res	200,000	187	123,848	124,035	75,965	In Progress				75,965	
TOTAL PROJECTS 'IN-PROGRESS'		20,436,838	586,997	7,044,501	7,631,499	12,805,339		361,051	-	3,981,933	8,192,331	270,025
NOT STARTED PROJECTS												
P-2206	Bastion St. Parkade Upgrade: Exterior Renewal	48,670	-	-	-	48,670	Not Started	48,670				
P-2207	Harbourfront Parkade: Membrane Renewal	150,000	-	-	-	150,000	Not Started			150,000		
P-2718	IT Technical Infrastructure Renewal	15,680	-	-	-	15,680	Not Started				15,680	
P-2958	VICC Facility Amenities: Security CCTV Cameras	73,700	-	-	-	73,700	Not Started				73,700	
P-3424	Fire Station #1: Boiler Replacement	81,850	-	-	-	81,850	Cancelled - New Firehall to be constructed				81,850	
P-3426	Fire Station #1: Roof	220,000	-	-	-	220,000	Cancelled - New Firehall to be constructed			220,000		
P-3717	Police Services Equipment - Prisoner booking Software/Hardware	50,000	-	-	-	50,000	Not Started - awaiting RCMP approval				50,000	
P-3717	Police Services Equipment - Equipment Control System	45,000	-	-	-	45,000	Not Started - awaiting RCMP approval				45,000	
P-4031	Play Equipment Replacement - Maffeo Sutton Phase 1	300,000	-	-	-	300,000	Not Started	100,000			200,000	
P-4040	Trailway Development and Rehab - Parkway Trail	169,000	-	-	-	169,000	Not Started	67,000		100,000	2,000	
P-4216	Waterfront Walkway - Nanaimo Yacht Club - Design	125,000	-	-	-	125,000	Not Started					125,000
P-4227	Cliff McNabb Arena: Facility Amenities - Sound System	14,230	-	-	-	14,230	Not Started	14,230				
P-4235	Neck Point Park Boardwalk	41,000	-	-	-	41,000	Not Started	41,000				
P-5010	Major Road Rehab. Projects	281,200	-	-	-	281,200	Not Started			248,251	32,949	
P-5014	Trailer: thermoplastic Applicator Replacement of Unit # 6140	10,000	-	-	-	10,000	Not Started	10,000				
P-5041	Sidewalks - Rosstown	130,000	-	-	-	130,000	Not started - Cost share with developer				130,000	
P-5060	Fleet Replacement - Unit # 576	100,000	-	-	-	100,000	Not Started			100,000		
P-5201	Cycling Transportation Improvements - Bruce - 8th to Southside - Design	16,000	-	-	-	16,000	Not Started			16,000		
P-5206	1601 & 1573 Extension Road Drainage - Construction	75,000	-	-	-	75,000	Not Started	75,000				
P-5216	Small Equipment - Stanley Hydraulic Power Pack	10,000		-	-	10,000	Not Started			10,000		
P-5229	Bastion Bridge Rehab	1,831,477	-	7,766	7,766	1,823,711	Not Started			1,800,000	23,711	
P-5246	Stewart Ave Drainage: 1000 Stewart to Outfall - Design	65,000	-	-	-	65,000	Not Started	65,000				

City of Nanaimo

Summary of Capital Results
Six Months Ended June 30, 2017

		2017 CAPITAL BUDGET	2017 YTD		2017 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
			ACTUALS	COMMITMENTS				General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	Other Sources
P-5247	DCC SD57 Wexford Creek Drainage: Twelfth @ Quinn Phase 1 - Design	40,000	-	-	-	40,000	Not Started			40,000		
P-6144	Garner Cres Construction	99,500	60	-	60	99,440	Not started - Cost share with developer				99,440	
P-6149	DCC SS19 Millstone Trunk South - Design	200,000	-	-	-	200,000	Not Started			200,000		
P-6189	Rosstown Lane: 2278 to 2302 Rosstown Sanitary Sewer - Design	90,000	-	-	-	90,000	Not Started				90,000	
P-6196	Island Hwy Sanitary Sewer: West End to Country Club Mall - Design	30,000	-	-	-	30,000	Not Started				30,000	
P-6197	Shammys Place Sanitary Sewer: Pipe #502559 - Construction	60,000	-	-	-	60,000	Not Started				60,000	
P-6199	Park Ave Sanitary Sewer: 6th Street to 740 Park - Design	60,000	-	-	-	60,000	Not Started				60,000	
P-6200	Third Street Sanitary Sewer: 421 Third St to Fitzwilliam - Design	20,000	-	-	-	20,000	Not Started				20,000	
P-6227	Pearson Bridge Sanitary Sewer: Along River Bank - Design	60,000	-	-	-	60,000	Not Started			60,000		
P-6238	Adbby Sanitary Sewer: 3286 Adbby to Departure Bay - Design	30,000	-	-	-	30,000	Not Started				30,000	
P-6251	DCC SS46 Richard Lake Truck Sewer: Easement 40 Maki Rd to Chase River Pump Station - Design	45,000	-	-	-	45,000	Not Started			45,000		
	FDCC Westdale Rd Easement Sanitary Sewer: Westdale to Hammond Bay Rd - Construction	258,000	-	-	-	258,000	Not Started				258,000	
P-7277	King Rd. Water Main: Jingle Pot to PZ	25,000	-	-	-	25,000	Not Started				25,000	
P-7304	Woodlands Area Water Main - Construction	540,000	-	-	-	540,000	Not Started				540,000	
P-7305	Turnabout view & Centenary Drive Water Main - Design	45,000	-	-	-	45,000	Not Started				45,000	
P-7326	Cumberland & Locksley Water Main - Construction	405,000	-	-	-	405,000	Not Started				405,000	
P-7366	Jingle Pot Water Main: 4151 to 4215 Jingle Pot - Design	35,000	-	-	-	35,000	Not Started				35,000	
P-7372	Richardson Road Water Main: 1805 Richardson to Ranchview	20,000	-	-	-	20,000	Not Started				20,000	
P-7390	Island Hwy Water Main: Mackenzie to Melideo & Estuary to Melideo	57,000	-	-	-	57,000	Not Started				57,000	
P-7400	Sunset Water Main: Sealand to Parkway - Design	27,000	-	-	-	27,000	Not Started				27,000	
P-7405	Uplands Dr Water Main: Departure Bay to Villa - Design	45,000	-	-	-	45,000	Not Started				45,000	
P-9286	Water Treatment Plant: Land Improvements	55,100	-	-	-	55,100	Not Started				55,100	
TOTAL PROJECTS 'NOT STARTED'		6,099,407	60	7,766	7,826	6,091,581		420,900	-	2,989,251	2,556,430	125,000
<u>DELAYED/CANCELLED PROJECTS</u>												
P-3414	Fire Training Centre Upgrades	200,167	10,171	1,867	12,038	188,129	Cancelled	38,129			150,000	
P-4098	Sports Field Re-Development: Serauxman Mariner Field	558,425	-	-	-	558,425	On Hold				408,425	150,000
P-4205	Chase River Hall: Seismic Upgrade	45,000	-	-	-	45,000	On Hold				45,000	
P-4221	Port Theatre - Expansion	5,700,000	-	-	-	5,700,000	Delayed. Pending Port Theatre securing funding		2,300,000			3,400,000
P-5060	Fleet Replacement - Unit # 5012	15,000	-	-	-	15,000	Cancelled			15,000		
P-5201	Cycling Transportation Improvements - Bruce - 7th to 8th	7,500	-	-	-	7,500	On Hold			7,500		
P-5201	Cycling Transportation Improvements - Wakesiah - 1st to 3rd	65,000	-	-	-	65,000	On Hold			65,000		
P-5201	Cycling Transportation Improvements - Off Bowen Rd: Morey Rd - Casper Way	172,000	-	-	-	172,000	On Hold			172,000		
P-5216	Small Equipment - Diesel Powered Light Tower	5,000	-	-	-	5,000	Cancelled			5,000		
P-7293	Holland & East Wellington Looping Water Main - Design	30,000	-	-	-	30,000	Cancelled				30,000	
P-7379	Estevan Road Water Main: 1997 Estevan to Poplar - Design	50,000	-	-	-	50,000	Delayed				50,000	
P-9252	DCC WS36 Vandernuk RES	600,000	-	-	-	600,000	Delayed to 2018			450,000	150,000	
TOTAL PROJECTS 'DELAYED/CANCELLED'		7,448,092	10,171	1,867	12,038	7,436,054		38,129	2,300,000	714,500	833,425	3,550,000
<u>PROJECTS OTHER</u>												
P-2712	Photocopier Purchases	15,000		-	-	15,000	No spending year to date				15,000	
P-4045	VIP Program - Unallocated	36,000	-	-	-	36,000	No spending year to date	36,000				
P-5081	DCC Unspecified Road Design	100,000		-	-	100,000	No spending year to date			100,000		
P-6105	Sewer Designs	12,300		-	-	12,300	No spending year to date				12,300	
P-6215	DCC Unspecified Sanitary Sewer Designs	100,000		-	-	100,000	No spending year to date			100,000		

City of Nanaimo

Summary of Capital Results

Six Months Ended June 30, 2017

		2017 CAPITAL BUDGET	2017 YTD ACTUALS	2017 TOTAL COMMITMENTS	2017 TOTAL YTD COSTS	REMAINING FUNDING	COMMENTS	Remaining Funding Sources				
								General Revenue Fund	Grants	Statutory Reserve Funds	General Revenue Reserve	Other Sources
P-7104	Water Infrastructure - Unallocated	230,000	-	-	-	230,000	No spending year to date				230,000	
P-7105	Water Design	15,700		-	-	15,700	No spending year to date				15,700	
P-7131	DCC Water Design & Usage	150,000		-	-	150,000	No spending year to date			150,000		
TOTAL PROJECTS 'OTHER'		659,000	-	-	-	659,000		36,000	-	350,000	273,000	-
TOTAL OTHER CAPITAL PROJECTS		36,136,846	1,676,927	7,208,664	8,885,592	27,251,254		847,172	2,300,000	8,124,085	12,039,030	3,940,969
TOTAL CAPITAL PROJECTS FOR 2017		58,594,143	7,215,802	12,932,750	20,148,552	38,445,591		1,219,035	3,695,487	12,404,432	17,012,513	4,034,125

DATE OF MEETING | August 10, 2017 |

AUTHORED BY | LAURA L. MERCER, MANAGER, ACCOUNTING SERVICES |

SUBJECT | **OPERATING RESULTS FOR THE SIX MONTHS ENDING 2017-JUN-30** |

OVERVIEW

Purpose of Report

To present the Finance and Audit Committee with a summary of the operating results for the six months ending 2017-JUN-30.

Recommendation

That the Finance and Audit Committee recommend that Council receive the Operating Results for the Six Months Ending 2017-JUN-30 report dated 2017-AUG-10 for information.

DISCUSSION

The intent of this report is to provide the Finance and Audit Committee with a summary of the City's financial operating results for the six months ending 2017-JUN-30 as compared to the 2017 Financial Plan.

Managers from all departments review monthly financial reports in order to identify budget variances as they occur, and to ensure that immediate action is taken to address any potential deficits.

Summary of Operating Position at 2017-JUN-30:

<i>Operating Fund</i>	<i>Revenues</i>	<i>Expenditures</i>	<i>Surplus/(Deficit) at June 30, 2017</i>	<i>Surplus/(Deficit) Projected at Dec 31, 2017</i>
General	\$ 122,330,620	\$ 66,205,266	\$ 56,125,354	\$1,196,000
Sewer	11,511,987	12,645,364	(1,133,377)	(98,000)
Water	<u>8,682,933</u>	<u>12,048,278</u>	<u>(3,365,345)</u>	<u>273,000</u>
Total Surplus	\$ 142,525,540	\$ 90,898,908	\$ 51,626,632	\$1,371,000
Less:	Reserve required to fund disposals of capital assets and any associated gains or losses			<u>(\$1,200,000)</u>
Net Surplus				<u><u>\$171,000</u></u>

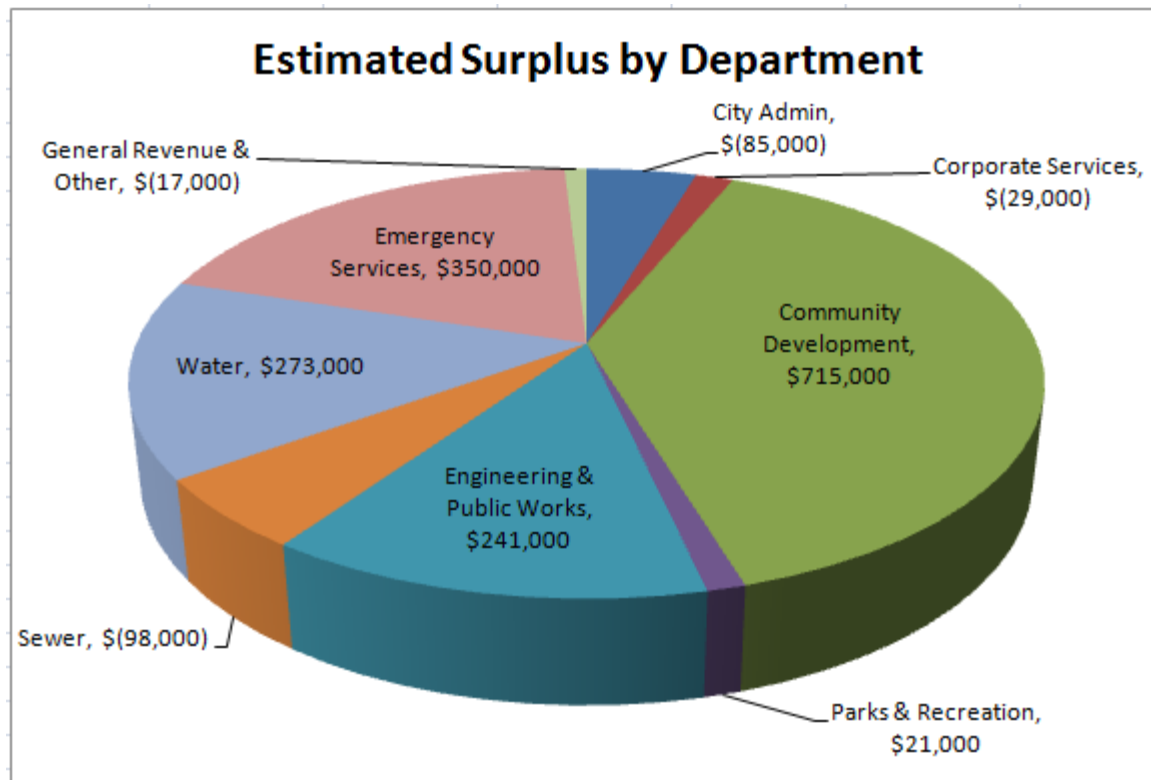
The projected net operating surplus for the year is \$1,371,000. However, each year, the surplus must be used to fund any disposals of tangible capital assets during the year, along with any gains or losses associated with the asset disposals. During the last five years the average

amount of funding required for tangible capital assets has been just over \$1,200,000, resulting in a net projected surplus of \$171,000.

Where significant variances over \$100,000 have been identified, Staff has provided comments in the departmental sections listed in **Appendix 1**.

The summary of operating results by department is documented at a more detailed level in **Appendix 2**. This report lists the total year-to-date revenues and expenditures for the functions within each department. This listing illustrates the overall status of an individual service as at June 30 compared to the overall budget for the entire year. The variance column displays the surplus or deficit for the year for each department. Positive values increase surplus, while negative amounts (displayed in parentheses) decrease surplus.

The projected surplus from operations of \$1,371,000 generated by each department is represented visually as follows:



Staff will continue to monitor financial performance on a monthly basis, and the Accounting Services department will continue to provide quarterly reporting updates.

SUMMARY POINTS

- The overall projected operating surplus for the 2017 fiscal year is \$1,371,000, which is broken down between the general operating fund at \$1,196,000, the sewer operating fund at \$(98,000), and the water operating fund at \$273,000.
- A reserve of \$1,200,000 is required to fund any disposals of tangible capital assets and any associated gains or losses on disposal, resulting in a projected net surplus of \$171,000.
- On a monthly basis, department managers review financial reports to identify and address budget variances as they occur.

ATTACHMENTS

- Appendix 1: Variance Analysis of the Operating Results for the Six Months Ending 2017-JUN-30 and Projections for the Year Ending 2017-DEC-31.
- Appendix 2: Summary of the Operating Results for the Six Months Ending 2017-JUN-30.

Submitted by:



Laura L. Mercer
Manager, Accounting Services

Concurrence by:



Victor Mema
Chief Financial Officer

APPENDIX 1
Variance Analysis of the Operating Results
for the Six Months Ending 2017-JUN-30 and Projections for the Year Ending 2017-DEC-31

On a monthly basis, each City department monitors its actual financial results as compared to the Financial Plan. The following section provides a summary of the projected surplus (deficit) by department for 2017, and also includes an explanation for significant variances over \$100,000.

City Administration

The City Administration department shows year-to-date total revenues at 60% and expenditures at 49%, with a year end projected deficit of (\$85,000). Comments on the variances from budget over \$100,000 are as follows:

- Legislative Services – (\$182,000) – The majority of the deficit can be attributed to unplanned by-election expenses. The projected deficit is partially offset by position vacancies within City Administration.

Corporate Services

The Corporate Services department shows year-to-date total revenues at 33% and expenditures at 47%. Based on the analysis of these accounts, at 2017-JUN-30, a net deficit of (\$29,000) is projected.

Community Services

Community Services is broken down into four (4) main areas:

Community Development

The Community Development department shows year-to-date total revenues at 85% and expenditures at 47%.

Based on the analysis of these accounts, at 2017-JUN-30 a year end surplus of \$715,000 is projected. The majority of the surplus is made up of the following items:

- Building Inspections – \$515,000 - The volume of building inspections has exceeded expectations in the first two quarters during 2017 and is projected to do the same for the rest of the year. This has resulted in a positive variance.
- Business Licenses – \$114,000 – The volume of business licenses issued has also exceeded expectations in the first two quarters and this trend is anticipated to continue throughout the year, resulting in a projected surplus.

Parks and Recreation

The Parks and Recreation department shows year-to-date total revenues at 44% and expenditures at 45%.

Based on the analysis of these accounts, at 2017-JUN-30 there is a projected year end surplus of \$21,000. Items with variances exceeding \$100,000 are outlined below:

- Recreation Operations – \$152,000 – The surplus is due to some programs performing better than anticipated, including youth programs, adult programs, and weight room operations.
- Aquatic Operations – (\$163,000) – Aquatic revenues are projected to exceed budget by approximately \$158,000 due to increased admissions. However, this is offset by increased wage and benefit costs and aquatic supply costs required to maintain pool operations.

Engineering and Public Works

The Engineering and Public Works department shows year-to-date total revenues at 47% and expenditures at 43%.

Based on the analysis of these accounts, at 2017-JUN-30, there is a projected year end surplus of \$241,000. The key variances over \$100,000 from budget are:

- Engineering Services – \$112,000 – The projected surplus is due to temporary position vacancies including the Manager of Construction and the Manager of Transportation.

Utilities

The Utilities department shows year-to-date total revenues at 59% and expenditures at 72%. Based on the analysis of these accounts, at 2017-JUN-30 there is a projected year end deficit of \$98,000 in the sewer fund and a projected surplus of \$273,000 in the water fund. Variances over \$100,000 from budget are outlined below:

- Water – \$273,000 – The projected surplus can be attributed to \$40,000 from position vacancies, in addition to \$100,000 of projected surplus for a cross connection control program that isn't expected to commence until the last quarter of 2017. In addition, water contingency funds of \$100,000 are not anticipated to be required.

Emergency Services

The Emergency Services department shows year-to-date total revenues at 78% and expenditures at 46%. Based on the analysis of these accounts, at 2017-JUN-30, there is a projected year end surplus of \$350,000. The key variances from budget are:

- Fire – \$209,000 – Fire operations are projected to generate a year end surplus which can be partially attributed to the operations of the Vancouver Island Fire Academy, and partially attributed to Worksafe BC recoveries that were not budgeted for.

Other (VICC, Economic Development, and Corporate Facilities)

The Other category shows year-to-date total revenues at 52% and expenditures at 51%. Based on the analysis of these accounts, at 2017-JUN-30, there is a projected year end deficit of (\$42,000), which is made up of the following:

- Vancouver Island Conference Centre Operations – (\$50,000) – The projected deficit is due to lower than anticipated revenues and operating costs associated with switching the Management company that operates the Conference Centre.
- Economic Development - \$8,000 – A minimal year end surplus is projected.

General Revenues and Transfers to Capital

The General Revenues department shows year-to-date total revenues at 96% and expenditures at 66%. The majority of revenues in this department relate to property taxation which are all recorded in May and June of each year. Correspondingly, the majority of expenditures relate to tax payovers and transfers to reserve.

Based on the analysis of these accounts, at 2017-JUN-30 a year end surplus of \$25,000 is projected due to additional investment income. Increased investment revenue is anticipated due to the recent Bank of Canada interest rate increase.

City of Nanaimo

Summary of Operating Results

June 30, 2017

	Revenues			Expenditures			Year to Date	June Projection
	2017 Annual Budget	2017 YTD Actual	Variance	2017 Annual Budget	2017 YTD Actual	Variance	Net Surplus (Deficit)	Annual Surplus (Deficit)
ADMINISTRATION								
CAO Office	1,250	1,250	100%	909,005	455,856	50%	453,149	-
COO Office	-	-	-	210,211	106,065	50%	104,146	75,000
CSO Office	-	-	-	256,375	141,706	55%	114,669	-
Human Resources	15,160	10,767	71%	2,020,076	851,343	42%	1,164,340	22,000
Legislative Services	280,000	154,804	55%	2,015,860	938,240	47%	952,425	(182,000)
Parking and Regulatory Services	1,878,820	1,153,322	61%	2,879,830	1,505,817	52%	648,515	-
	-	-	-					
Human Resources Projects	9,000	9,000	100%	16,144	-	100%	16,144	-
Legislative Services Projects	293,350	266,228	91%	397,350	380,825	96%	(10,597)	-
Parking and Regulatory Services Projects	167,925	2,114	1%	167,925	2,114	1%	-	-
	2,645,505	1,597,485	60%	8,872,776	4,381,966	49%	3,442,791	(85,000)
CORPORATE SERVICES								
Financial Services and Purchasing	153,750	36,998	24%	4,052,001	2,014,610	50%	1,920,639	(39,000)
Information Technology	-	-	0%	3,141,190	1,598,761	51%	1,542,429	95,000
Grants in Aid & Special Celebrations	32,363	-	100%	66,200	28,870	44%	4,967	-
Corporate - General Administration	96,200	116,186	121%	336,924	127,193	38%	229,717	(85,000)
	-	-	-					
Information Technology Projects	396,990	27,866	7%	396,990	27,866	7%	-	-
Financial Services and Purchasing Projects	133,568	88,503	66%	252,168	107,403	43%	99,700	-
	812,871	269,552	33%	8,245,473	3,904,703	47%	3,797,451	(29,000)
COMMUNITY SERVICES								
COMMUNITY DEVELOPMENT								
Community Development Administration	-	2	100%	372,319	182,883	49%	189,437	11,000
Current Planning & Subdivision	197,900	109,927	56%	1,195,204	559,968	47%	547,263	20,000
Building Inspections	1,379,500	1,646,789	119%	1,687,363	857,503	51%	1,097,149	515,000
Engineering	39,000	56,062	144%	805,343	387,585	48%	434,820	18,000
Environment	-	42	100%	231,238	119,669	52%	111,611	(3,000)
Business Licenses	983,000	1,069,353	109%	201,989	81,585	40%	206,756	114,000
Permit Centre	-	46	100%	312,008	143,890	46%	168,164	2,000
Real Estate	250,000	151,972	61%	718,644	383,633	53%	236,983	11,000
Community Planning	-	59,812	100%	589,393	320,961	54%	328,244	74,000
Social Planning	-	-	0%	182,982	75,200	41%	107,782	(45,000)
Culture & Heritage	42,001	10,918	26%	1,925,507	1,088,750	57%	805,674	(2,000)
Community Planning Projects	439,889	93,515	21%	547,889	93,515	17%	108,000	-
Permit Centre Projects	30,408	15,941	52%	30,408	15,941	52%	-	-
Social Planning Projects	399,974	107,065	27%	639,474	281,994	44%	64,571	-
Culture & Heritage Projects	110,426	11,137	10%	385,126	129,358	34%	156,479	-
Environment Projects	109,870	64,148	58%	282,520	54,280	19%	182,519	-
	3,981,968	3,396,729	85%	10,107,407	4,776,716	47%	4,745,452	715,000

City of Nanaimo

Summary of Operating Results

June 30, 2017

	Revenues			Expenditures			Year to Date	June Projection
	2017 Annual Budget	2017 YTD Actual	Variance	2017 Annual Budget	2017 YTD Actual	Variance	Net Surplus (Deficit)	Annual Surplus (Deficit)
COMMUNITY SERVICES								
PARKS & RECREATION								
Administration	45,000	21,322	47%	409,485	168,714	41%	217,093	7,000
Facilities Planning & Maintenance	79,700	59,044	74%	813,203	389,131	48%	403,416	4,000
Recreation Operations	2,349,554	1,585,298	67%	5,775,164	2,604,619	45%	2,406,289	152,000
Arena Operations	1,427,260	756,181	53%	2,641,525	1,212,810	46%	757,636	26,000
Aquatic Operations	2,722,418	1,489,946	55%	6,787,011	3,529,352	52%	2,025,187	(163,000)
Parks Operations	237,905	155,205	65%	6,033,386	2,945,905	49%	3,004,781	(7,000)
Civic Properties	127,878	65,096	51%	105,190	35,019	33%	7,389	-
Community Development	1,113,566	-	100%	156,900	150,107	96%	(1,106,773)	2,000
Facilities Planning & Maintenance Projects	129,376	-	100%	332,376	43,723	13%	159,277	-
Recreation Operations Projects	492,406	148,274	30%	652,606	135,258	21%	173,216	-
Arena Projects	54,300	-	100%	54,300	-	0%	-	-
Aquatic Projects	446,476	67,245	15%	496,176	88,135	18%	28,810	-
Parks Operations Projects	1,784,253	315,907	18%	2,335,735	395,208	17%	472,182	-
Civic Properties Projects	6,291	1,926	31%	6,291	1,926	31%	-	-
Community Development Projects	349,428	346,426	99%	349,428	421,660	121%	(75,234)	-
	11,365,811	5,011,869	44%	26,948,776	12,121,565	45%	8,473,269	21,000
COMMUNITY SERVICES								
ENGINEERING & PUBLIC WORKS								
Engineering Services	10,600	4,015	38%	3,036,466	1,472,857	49%	1,557,024	112,000
Transportation	449,000	398,486	89%	5,911,526	2,756,279	47%	3,104,733	(5,000)
Storm Drainage	36,300	17,660	49%	2,033,175	923,987	45%	1,090,548	(3,000)
Sanitation	4,361,613	1,994,652	46%	4,782,973	2,168,588	45%	247,424	85,000
Cemeteries	75,500	35,647	47%	242,202	84,134	35%	118,215	(23,000)
Support Services	413,000	337,572	82%	1,102,722	901,683	82%	125,611	75,000
Fleet Operations	-	2,105	100%	0	367	100%	1,738	-
Engineering Services Projects	615,268	111,146	18%	907,868	154,686	17%	249,060	-
Transportation Projects	340,372	98,865	29%	1,161,112	170,163	15%	749,443	-
Storm Drainage Projects	127,696	16,117	13%	586,496	21,337	4%	453,580	-
Support Services Projects	87,149	25,590	29%	296,149	73,983	25%	160,607	-
Fleet Operations - Projects	26,900	5,281	20%	26,900	7,954	30%	(2,673)	-
	6,543,398	3,047,136	47%	20,087,590	8,736,017	43%	7,855,311	241,000
COMMUNITY SERVICES								
UTILITIES								
Sewer Utility	14,048,355	11,262,161	80%	14,048,355	12,391,504	88%	(1,129,343)	(98,000)
Water Utility	17,351,168	8,605,628	50%	17,221,168	11,954,373	69%	(3,478,745)	273,000
Sewer Operating Projects	1,145,980	249,826	22%	1,145,980	253,860	22%	(4,034)	-
Water Operating Projects	1,686,815	77,306	5%	1,816,815	93,906	5%	113,400	-
	34,232,318	20,194,921	59%	34,232,318	24,693,643	72%	(4,498,722)	175,000

City of Nanaimo

Summary of Operating Results

June 30, 2017

	Revenues			Expenditures			Year to Date	June Projection
	2017 Annual Budget	2017 YTD Actual	Variance	2017 Annual Budget	2017 YTD Actual	Variance	Net Surplus (Deficit)	Annual Surplus (Deficit)
EMERGENCY SERVICES								
Nanaimo Fire Rescue	466,362	368,360	79%	15,708,293	7,658,014	49%	7,952,278	209,000
Emergency Management	-	1,322	100%	193,224	81,557	42%	112,989	56,000
RCMP and Police Support Services	1,842,854	1,702,502	92%	27,986,789	12,740,202	46%	15,106,234	85,000
Emergency Services Communications 911	1,007,298	643,653	64%	1,580,161	802,401	51%	414,115	-
Nanaimo Fire Rescue - Projects	133,058	(8,957)	-7%	390,148	72,374	19%	175,760	-
RCMP and Police Support Services - Projects	70,436	36,770	52%	226,750	45,977	20%	147,107	-
	3,520,008	2,743,650	78%	46,085,365	21,400,524	46%	23,908,483	350,000
OTHER								
Port of Nanaimo Centre Operations (VICC)	1,922,782	1,251,764	65%	3,040,028	1,547,501	51%	821,509	(50,000)
Port of Nanaimo Centre Debt Payments	455,145	-	-	2,154,232	973,976	45%	725,111	-
Economic Development (NEDC)	54,000	29,043	100%	1,292,897	853,677	66%	414,263	8,000
Corporate Facilities	-	-	100%	596,222	280,054	47%	316,168	-
Economic Development Projects	340,656	170,468	50%	340,656	170,497	50%	(29)	-
Port of Nanaimo Centre Projects	38,185	707	2%	38,185	707	2%	-	-
	2,810,768	1,451,982	52%	7,462,220	3,826,411	51%	2,277,023	(42,000)
GENERAL REVENUE								
Real Property Taxes	95,595,258	95,594,496	100%	-	-	-	(762)	-
Business Improvement Areas	40,774	40,774	100%	40,774	40,774	-	-	-
Taxes in Lieu of Licenses	-	-	0%	-	-	-	-	-
Grants in Lieu of Taxes	3,166,532	3,224,180	102%	-	-	-	57,648	-
Investment Income	1,800,000	791,904	44%	5,000	-	100%	(1,003,096)	25,000
Miscellaneous Revenue	1,575,000	133,419	8%	780,100	100,644	13%	(762,125)	-
Provincial Revenue Sharing	2,525,000	611,512	24%	925,000	125,000	14%	(1,113,488)	-
MFA Debt Reserve	-	-	100%	-	-	-	-	-
Transfer to/from Reserves	-	-	-	4,623,454	4,623,454	100%	-	-
Transfer to/from Surplus	-	-	100%	-	-	-	-	-
Vancouver Island Regional Library	4,410,267	4,415,930	100%	4,334,983	2,167,492	50%	2,173,154	-
	109,112,831	104,812,216	96%	10,709,311	7,057,364	66%	(648,668)	25,000
Transfers to Capital	22,486,830	-	100%	24,761,072	-	100%	2,274,242	-
Total All Services	197,512,308	142,525,541	72%	197,512,308	90,898,909	46%	51,626,632	1,371,000
Less: Reserve required to fund disposals of capital assets and any associated gains or losses								(1,200,000)
Net Projected Surplus								171,000

NOTE: Collections for Other Governments has not been included in this operating analysis

DATE OF MEETING August 10, 2017

AUTHORED BY DALE LINDSAY, DIRECTOR, COMMUNITY DEVELOPMENT
DEBORAH DUNCAN, DEPUTY DIRECTOR, FINANCIAL SERVICES

SUBJECT DEVELOPMENT COST CHARGE BYLAW

OVERVIEW

Purpose of Report

To update the Finance and Audit Committee regarding the input received through the community engagement phase, to outline proposed amendments to the Development Cost Charge Bylaw based on that feedback and to seek direction with respect to the introduction of a new Development Cost Charge Bylaw.

Recommendation

That the Finance and Audit Committee recommend that Council direct Staff to:

1. Prepare and introduce a draft Development Cost Charge Bylaw based on the framework outlined in this report; and,
2. Review and provide a report for Council's consideration on potential incentives for downtown development; including, but not limited to, the expansion of the existing tax exemption programs.

BACKGROUND

The Finance and Audit Committee, at its meeting of 2017-MAR-23, received a Staff report and presentation regarding the Development Cost Charge (DCC) Bylaw review including a potential framework for the development of a new bylaw. At that meeting, the Committee recommended referral of the topic to the Public Works and Engineering Committee and Community Planning and Development Committee for their consideration, and directed Staff to initiate public engagement on the proposed development cost charge framework.

As part of this process and to assist in the public engagement, Staff prepared a DCC technical report (Attachment A) which outlines the role of DCCs, how they are calculated, the associated DCC projects, draft DCC rates and the substantive amendments proposed under this review.

As further outlined in the technical report, the substantive amendments under consideration included:

- Varied Roads DCCs Based on Location
- A New Approach to the Collection of Storm Water DCCs
- A New Category for Small Lot Development; and,
- Introduction of DCCs in Downtown

The appendices of the technical report also included a summary of each proposed DCC project including details on the estimated costing and the portion of those cost allocated to growth. Given the volume of this material, it is not attached to this report, but is available at:

<http://www.nanaimo.ca/EN/main/departments/Finance/development-cost-charge-review.html>

DISCUSSION

Community and Stakeholder Engagement - What We Heard

The proposed DCC review and associated framework was considered by the Public Works and Engineering Committee on 2017-JUN-14 and the Community Planning and Development Committee on 2017-JUN-20. In addition to a written report, the committees received Staff's presentation outlining the DCC review process, substantive amendments and draft DCC rates. At their respective meetings, both committees passed motions of support in principle for the proposed DCC framework.

Staff hosted a public open house at Beban Park on 2017-JUN-15 in order to provide the community the opportunity to learn more about the DCC review and to provide their feedback on the proposed framework. The open house, which was advertised through the newspaper and social media, drew approximately 25 members of the public. The public were invited to provide their comments via a feedback form at the meeting and on the City's website. A summary of those comments are attached to this report (Attachment B).

In addition to the public open house, two stakeholder sessions were hosted by Staff and a third by the Chamber of Commerce.

Through these engagement sessions, Staff heard concerns regarding two specific elements of the proposed DCC framework. These concerns are generally summarized as:

1. The proposed increase in commercial and industrial DCCs are too significant and will have a negative impact on development of these sectors; and,
2. The implementation of DCCs in the downtown will be seen as a disincentive to development in the core.

As of the time of the drafting of this report, three written submissions have been received. The submissions are attached (Attachment C).

Response to Community Engagement and Stakeholder Engagement

Commercial and Industrial Rates

The proposed increase in DCCs for commercial and industrial was partially the result of a revised cost allocation model for transportation related DCCs that is based on the model outlined in the Provincial Best Practices Guide. This approach uses vehicle trips generated by each category of use to distribute cost. While in Staff's opinion, the model results in an arguably more equitable distribution that allows the location of the use to be a factor, it did result in a

significant shifting of the cost of transportation related DCC projects from residential to commercial and industrial categories.

This model resulted in transportation DCCs for commercial increasing from \$24.80/m² to \$73.94/m² and industrial increasing from \$6.34/m² to \$26.41/m². These increases were a substantial contributor to the overall increase in the DCC charge for each category with the total rate for commercial increasing from \$70.06/m² to \$118.43/m² and for industrial from \$17.90/m² to \$38.05/m².

Based on the feedback received, Staff is recommending that the proposed roads distribution model be replaced with the model that has been used in the previous DCC reviews. By using the previous model, the transportation costs are no longer shifted as heavily onto commercial and industrial uses and the overall rates for these categories are reduced. Transportation DCCs for commercial will increase from \$24.80 /m² to \$33.31/m² and industrial rates from \$6.34/m² to \$8.49/m². The total charge for each category will increase from \$70.06/m² to \$77.80/m² for commercial and from \$17.90/m² to \$20.13/m² for industrial.

This reduction in commercial and industrial transportation rates will result in a further increase in residential rates. Transportation DCCs for single family lots will increase from the current rate of \$4266.19 to \$5824.08 per lot with the total City DCCs increasing from \$13,787.50 to \$15,347.07 per lot.

Likewise, multi family transportation DCCs will increase from the current rate of \$25.59/m² to \$35.09/m² with the total City DCCs increasing from \$82.70/m² to \$92.40/m².

As the previous cost allocation model is based on persons per unit it does not allow for cost to be allocated based on the location of the use and, as such, the same rate will apply across the community.

	Current Total City DCCs (2008)	Transportation DCCs (original framework)	Total DCCs (original framework)	Transportation DCCs (proposed)	Total City DCCs (proposed)
Commercial (per m ²)	\$70.06	\$73.94*	\$118.43*	\$33.31	\$77.80
Industrial (per m ²)	\$17.90	\$26.41	\$38.05	\$8.49	\$20.13
Single Family (per lot)	\$13,787.50	\$5175.64	\$14,698.63	\$5824.08	\$15,347.07
Multi-Family (per m ²)	\$82.70	\$13.20-\$36.97**	\$70.51-\$94.28**	\$35.09	\$92.40

*lower rates were proposed in the downtown core

**rates varied with location

A summary of the revised draft DCC rates are included as Attachment D.

DCCs in the downtown

At present, DCCs are not collected in the downtown core/Old City neighbourhood. This area generally includes lands between the Millstone River, Pine Street and the waterfront.

DCCs are not intended to be used as an incentive for development and instead are to be established based on the capital cost burden resulting from new development. Under the guiding principle of benefiter pays, infrastructure should be paid for by those who will use and benefit from the installation of such systems. The proposed capital projects included in this DCC review include projects in the downtown core and projects that development in the core will directly benefit from. As new development in the downtown core will directly benefit from DCC projects, and as development here will also contribute to the capital cost burden created by all new development, DCCs are being proposed to be included in the downtown core.

With respect to incentivizing development in the core, there are tools that are available for Council's consideration. At present, Council has tax exemption programs to encourage the residential conversion of heritage buildings and to incent the development of new/upgraded hotels in the community. Tax exemption programs generally apply to the net improvements on a site for the City portion of taxes and under provincial legislation can be available for up to 10 years. A tax exemption program for new development in the downtown core is possible. Similar programs have been established in other BC communities in order to incent one or more types of development in their city centres. In addition to tax exemptions, tools such as grants and the reduction of fees (building permit fees) are available to Council.

In Staff's opinion, the collection of DCCs are necessary in order to ensure that sufficient funds are available in order to construct the infrastructure required for development. However, Staff acknowledges the concerns raised regarding the impacts on the downtown and recommend that consideration be given to the development of an incentive program to encourage development in the core.

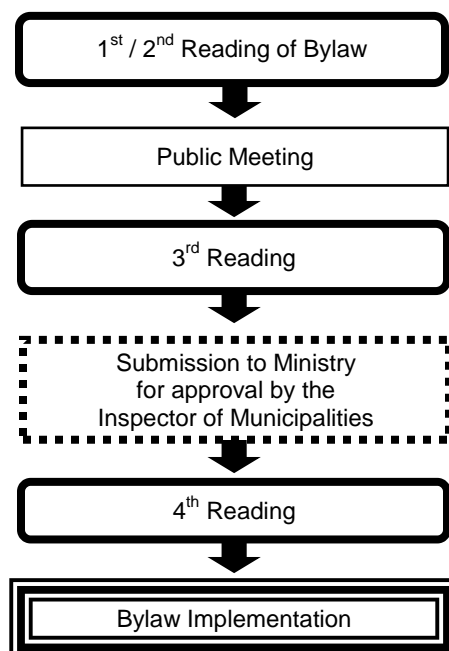
Grace Period / Instream Protection

In acknowledgement of the impact new DCC rates may have on the development industry, Staff are recommending that the DCC Bylaw include an implementation date or "grace period" of 2018-MAR-01. As such, any building permit applications received prior to this date will be eligible for the existing DCC rates provided the building permit is issued within one year of the date of application. Staff is of the opinion that this date gives sufficient time for any project in the planning stages to make application.

In addition to the "grace period", provincial legislation provides in-stream protection to any development permit or rezoning application that is active at the date of adoption of the bylaw, provided the associated building permit is issued within one year.

Next Steps

Based on the recommendations of the Finance and Audit Committee, Staff will proceed with the drafting and introduction of a new DCC Bylaw for Council's consideration. Although not a statutory requirement, Staff is recommending that the approval process include a public meeting prior to consideration of third reading. As noted below, DCC bylaws must receive provincial approval before they can be considered for adoption.



OPTIONS

1. That the Finance and Audit Committee recommend that Council direct Staff to:
 1. Prepare and introduce a draft Development Cost Charge Bylaw based on the framework outlined in this report; and,
 2. Review and provide a report for Council's consideration on potential incentives for downtown development; including, but not limited to, the expansion of the existing tax exemption programs.
2. That the Finance and Audit Committee provide an alternative direction.


SUMMARY POINTS

- The DCC Steering Committee has completed the work necessary to establish the framework for a new DCC Bylaw.
- Amendments to the proposed framework are being proposed based on the feedback received through the community and stakeholder engagement.
- If supported by the Finance and Audit Committee, a DCC Bylaw based on the revised framework will be prepared for Council's consideration.

ATTACHMENTS

Attachment A: Technical Report
Attachment B: Summary of Feedback Forms
Attachment C: Written Submissions
Attachment D: Draft Rates

Submitted by:



D. Duncan
Deputy Director, Financial Services

Concurrence by:



For / D. Lindsay
Director, Community Development

Development Cost Charge Review

Technical Report

May 2017



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Appendices

- Appendix A Sanitary Sewer DCC List, Map and Summary Sheets – May 2017
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- Appendix D Parks Projects DCC List – May 2017
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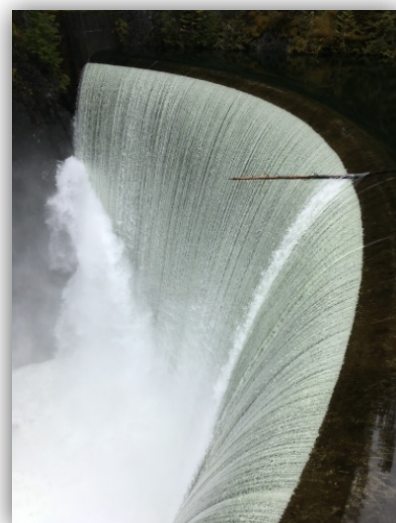
1.0 Background

1.1 What are DCCs?

Like many other cities and towns in British Columbia, Nanaimo faces significant development pressure that in turn requires new or expanded infrastructure to support the demand development places on utilities and services. The costs associated with these infrastructure requirements create significant public sector financial burdens. To mitigate these financial pressures, Development Cost Charges (DCCs) are utilized as a cost recovery mechanism for apportioning infrastructure project costs amongst the developers of land.

Development Cost Charges (DCCs) are a method to fund infrastructure associated with growth. Monies are collected from land developers to offset some of the infrastructure expenditures incurred to service the needs of new development. These Development Cost Charges are imposed by bylaw pursuant to the *Local Government Act* as a method to finance capital projects related to:

- Roads
- Drainage
- Sanitary sewer
- Water
- Parkland



1.2 History of DCCs in Nanaimo



The City of Nanaimo first introduced Development Cost Charges (DCCs) in 1982 in order to allow for the collection of monies to assist with the cost of infrastructure required for new growth. The current DCC bylaws were implemented on 2009-MAR-11 and allow for collection of DCCs for six categories: roads, sewer, storm, water distribution, water supply, and parks.

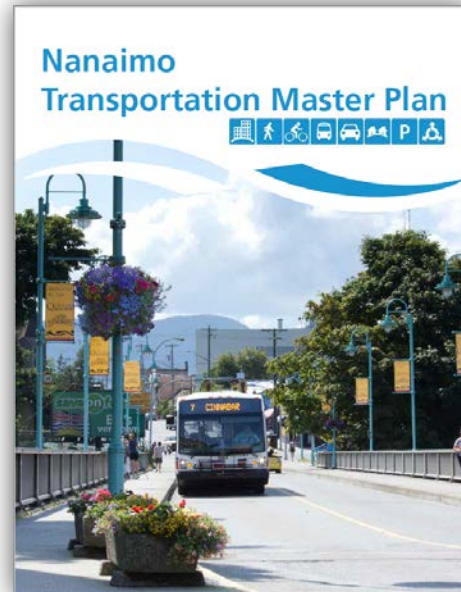
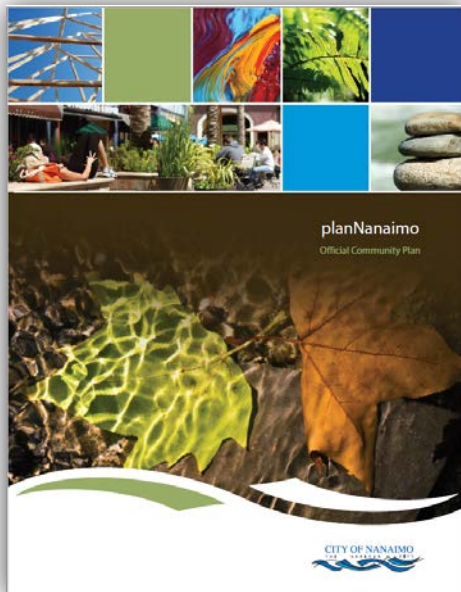
In addition to the City of Nanaimo DCCs, the Regional District of Nanaimo also has a Sanitary Sewer DCC that applies within the boundaries of the City. Although the City of Nanaimo collects this DCC on behalf of the RDN, the review and update of that program has been completed separately by the Regional District, and as such, was not included as part of this review. The existing and proposed Regional District Sanitary Sewer rates have been included in this report for convenience purposes only.

Sanitary Collection	Drainage (Storm)	Water Distribution	Roads	Water Supply	Parks	Sanitary RDN
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1.3 Relevant Policy Documents

The DCC bylaw is intended to support the broader goals of the community, and as such, the City of Nanaimo's DCC program has been developed so as to be consistent with the:

- Regional District of Nanaimo, Regional Growth Strategy - 2011
- Official Community Planning – planNanaimo – 2008
- Zoning Bylaw – 2011
- Transportation Master Plan – 2014
- Community Sustainability Action Plan - 2012
- Millstone Sewer Trunk and Laterals Master Plan, Urban Systems, 2012
- Chaser River Sanitary Master Plan, Urban Systems, 2014
- Executive Summary City Wide Sewer Model, Urban Systems, 2014
- City Wide Water Distribution DCC Review, Urban Systems, 2016
- City Wide Roads DCC Review, 2016
- Preliminary Capital Project Analysis to Support DCC Bylaw Update (Stormwater), Urban Systems, 2015
- Water Supply Strategic Plan January 2007
- 20 Year Investment Plan and Asset Management Update 2017



2.0 Introduction

2.1 Best Practices Guide

The City of Nanaimo has followed the “Development Cost Charge Best Practices Guide” published by the Province of British Columbia’s Ministry of Community Services for the formulation and administration of its DCC program. This guide builds on the general provision of the *Local Government Act* and encourages certainty and consistency in the development of DCC programs, especially in the area of cost charge calculation and bylaw administration.

2.2 Guiding Principles

As recommended by the DCC Best Practices Guide, the following guiding principles have been followed in the development of the DCC program:

Integration

Development of DCCs must be consistent with community plans, land use plans, and corporate and financial plans.

Benefiter Pays

Infrastructure should be paid by those who will use and benefit from the installation of such systems.

Fairness and Equity

DCCs should distribute costs between existing users and new development in a fair manner. Further, those cost attributed to new development, should be equitably distributed between the various types of development.

Accountability

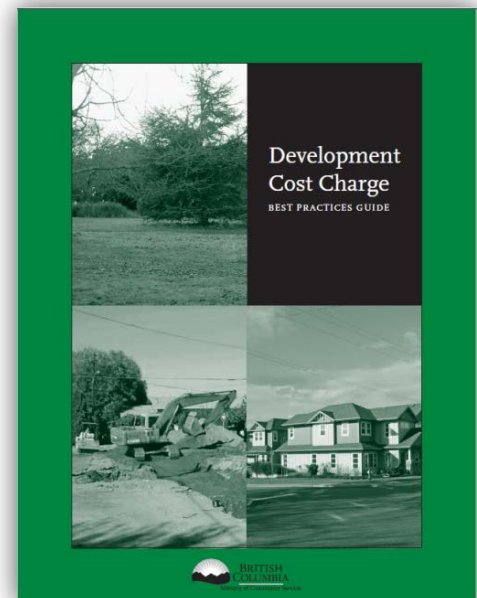
All information on which DCCs are based should be accessible and understandable by stakeholders.

Certainty

Certainty should be built into the DCC process in terms of stable charges and orderly construction of infrastructure. Balance should be found between stability of DCC rates to assist the development industry, and to ensure sufficient financing is available for the construction of infrastructure in a timely manner.

Consultative Input

The development of DCCs must provide adequate opportunities for meaningful and informed input from the public and other interested parties.



2.3 Service Area and Timeframe

2.3.1 Area-Specific vs. Municipal-Wide

For this update, the City is proposing to maintain its current approach of a municipal-wide program.

Under a municipal-wide program, the same DCCs are charged to the same land use deemed to generate a similar capital cost burden regardless of the location of the development in the community. Under such a program, DCC contributions for each category type are pooled and can be applied to DCC projects throughout the city. The 'Best Practices Guide' recommends a municipal-wide approach.



2.3.2 Timeframe

This DCC review has been completed based on a 25-year timeframe (2017-2041).

3.0 How Calculated

In simplest of terms, DCCs are calculated by dividing the cost of new or upgraded infrastructure to support growth by that growth.

Cost of New Infrastructure to Service Growth

Growth

Projecting population growth along with the form and type of development, and determining the timing and costs of the associated infrastructure investment is challenging. Significant effort has been made during the current DCC review to collect and analyse this information.

3.1 Projected Growth

According to the most recent census data, the City of Nanaimo had grown to 90,504 residents by 2016.



As noted above, in order to determine DCCs, an understanding of future growth (including the type and form of development) over the timeframe of the program was required.

The growth projections used for this program review were based on work completed in support of the recent 2014 Transportation Management Plan. In addition, the City retained Colliers International to complete both Commercial and Industrial demand

studies for the proposed timeframe. Based on this work, moderate growth was projected for the study period, including the following estimates:

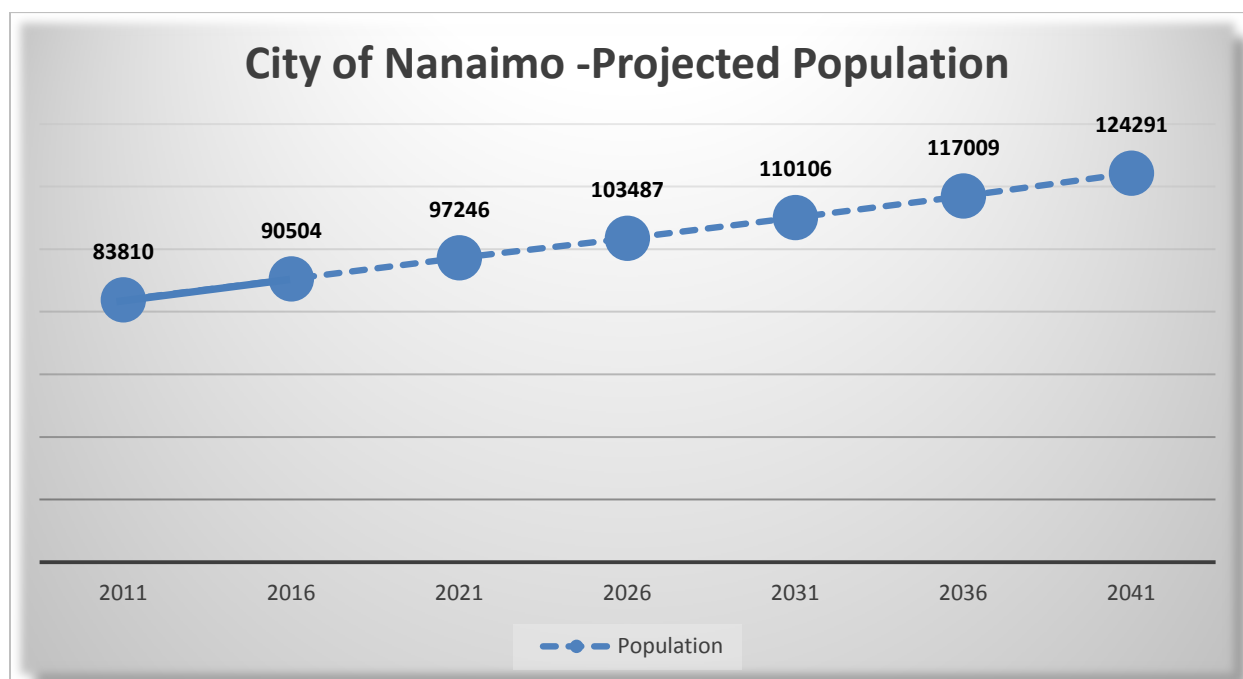
Growth rate - avg 1.25%

Population – 33 000 new residents by 2041 for population of approximately 123,500

New Units – 17,475 (55%multi and 45% single family)

New Commercial/Institutional – 207,160m² (approximately 8,300m² per year)

New Industrial – 218,479m² (approximately 8,700m² per year)



3.2 Project Assessment and Benefiting Factor

Capacity assessments and other programs have identified the infrastructure investments required to support the projected development. This work resulted in a compilation of projects and cost estimates for each type of infrastructure included within the DCC program: roads, drainage, sanitary sewer and water infrastructure and parkland. As part of this work, each project is evaluated in terms of the “benefiting factor” to the existing population versus future growth. Only the project costs attributed to growth are included in the DCC calculation.

3.3 Summary of DCC Projects and Capital Cost

In order to support the anticipated growth, 185 projects were identified through the DCC review. The total cost of these projects was identified as \$412,674,638. Once the benefitting factor was applied to each project, the total cost allocated to growth was determined to be \$311,026,271.

3.3.1 Sanitary Collection

Number of Projects	25
Total Cost of Projects	\$ 41,458,182
Allocated to existing	\$ 10,563,007
Allocated to growth	\$ 30,895,171

-see Appendix A for further details on the Sanitary DCC projects

3.3.2 Drainage

Number of Projects	12
Total Cost of Projects	\$ 27,729,167
Allocated to existing	\$ 12,436,049
Allocated to growth	\$ 15,293,119

-see Appendix B for further details on the Drainage DCC projects

3.3.3 Water Distribution

Number of Projects	37
Total Cost of Projects	\$ 18,277,148
Allocated to existing	\$ 7,068,932
Allocated to growth	\$ 11,208,215

-see Appendix C for further details on the Water Distribution DCC projects

3.3.4 Parks

Number of Projects	77
Total Cost of Projects	\$ 42,872,700
Allocated to existing	\$ 17,182,141
Allocated to growth	\$ 25,696,559

-see Appendix D for further details on the Parks DCC projects



3.3.5 Transportation

Number of Projects	24
Total Cost of Projects	*\$ 158,106,881
Allocated to existing	\$ 47,159,607
Allocated to growth	\$ 98,926,506

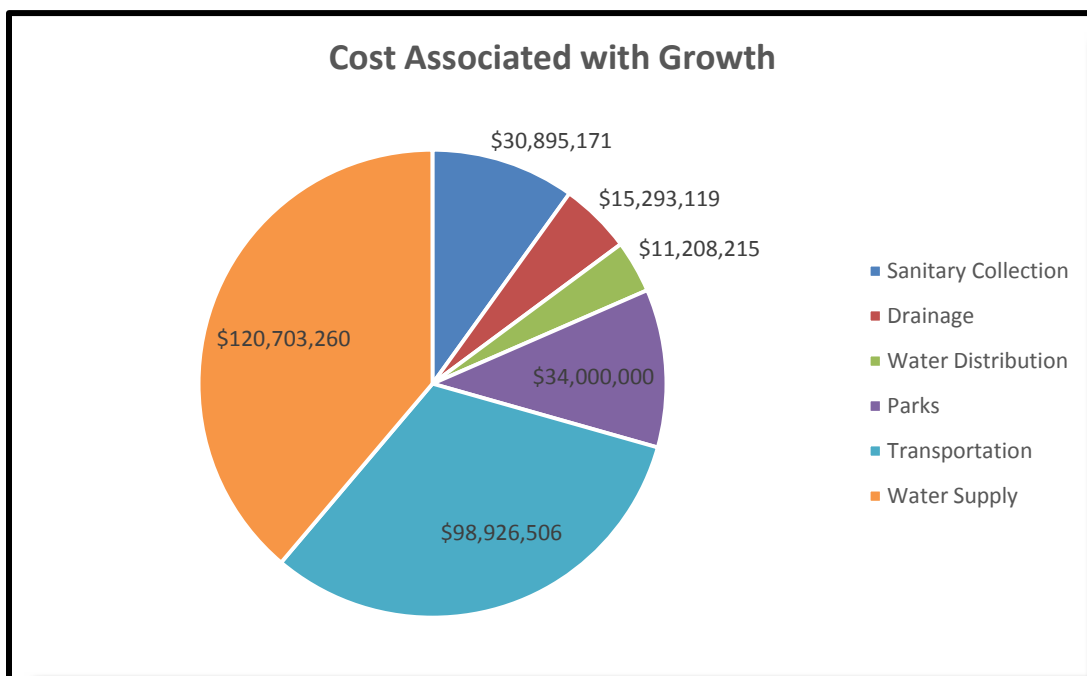
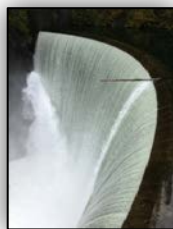
**portion allocated to Province (provincial highway)*

-see Appendix E for further details on the Transportation DCC projects

3.3.6 Water Supply

Number of Projects	10
Total Cost of Projects	\$ 133,103,260
Allocated to existing	\$ 12,400,000
Allocated to growth	\$ 120,703,260

-see Appendix F for further details on the Water Supply DCC projects



3.4 Assist Factor

The *Local Government Act* states that the purpose of DCCs is to assist local governments in paying the cost of new infrastructure required for growth. As such, the legislation requires that 100% of the cost cannot be charged to new development and that the local government must establish an “assist factor”. There is no regulation on the level of assistance required. The existing DCC bylaws were established with the minimum assist factor of 1% for all infrastructure types, with the exception of water supply which has a 25% assist factor. The proposed DCC framework has been drafted anticipating that the assist rates will remain unchanged.



Ultimately, the assist factor reflects Council’s desire to encourage development and, as noted in the *Best Practices Guide*, is largely a political decision. If DCC rates are considered to be too high, Council could adjust the rates to one or more infrastructure types by increasing the assist factor. While such an increase would reduce DCC rates, project balances would need to be funded through general revenue and as such put further pressure on taxation and/or user rates.

4.0 Bylaw Administration

4.1 Collection

As per the legislation, DCCs can be collected at subdivision or at building permit stage. The present bylaws require a single family DCC payment for the subdivision of most single dwelling residential land with the remaining charges applicable upon the issuance of a building permit for commercial, institutional, industrial, and multi-family use. No changes are being proposed to the collection triggers under the revised DCC program.

Single Family – payment made at the subdivision approval stage, based on per lot created

Multi-Family – payment upon issuance of the building permit, based on floor area

Commercial/Institutional - payment upon issuance of the building permit, based on floor area

Industrial - payment upon issuance of the building permit, based on floor area

4.2 Implementation Date

In acknowledgement of the impact new DCC rates may have on the development industry and in order to provide sufficient notification, the Best Management Practices recommends that communities establish a “grace period” before new DCC rates come into effect. As such, the associated adoption bylaw will state that the effective (implementation) date will be a time period from the date of adoption of the DCC bylaw. This period has not yet been defined for the adoption of this DCC program, but is anticipated to be 3-6 months.

4.3 In-Stream Protection

Subdivision Applications

Where an application for the subdivision of land has been submitted prior to the adoption of a DCC Bylaw, Section 511 of the *Local Government Act* provides “In-Stream” protection for a period of 12 months after the bylaw is adopted.

Building Permits and Precursor Applications

Section 568 of the *Local Government Act* provides “In-Stream” protection if the application for a building permit or a precursor application (development permit or rezoning) has been submitted prior to the adoption of a DCC bylaw provided “the building permit is issued within 12 months of the date the DCC bylaw is adopted”.

The In-Stream protection can be waived if the applicant agrees in writing that the bylaw should have effect.

4.4 Exemptions and Reductions

4.4.1 Exemptions

Based on the requirements and options provided under Section 561 of the *Local Government Act*, the current City of Nanaimo DCC program exempts DCCs from being payable in the following specific cases:

- where a building permit authorizes the construction, alteration or extension of a building, or part of a building which is solely for public worship.
- where a building permit authorizes the construction, alteration or extension of a self-contained dwelling unit that is no larger than 29m² in area, and is to be used solely for residential purposes.
- where the value of the work covered by a building permit does not exceed \$50,000.

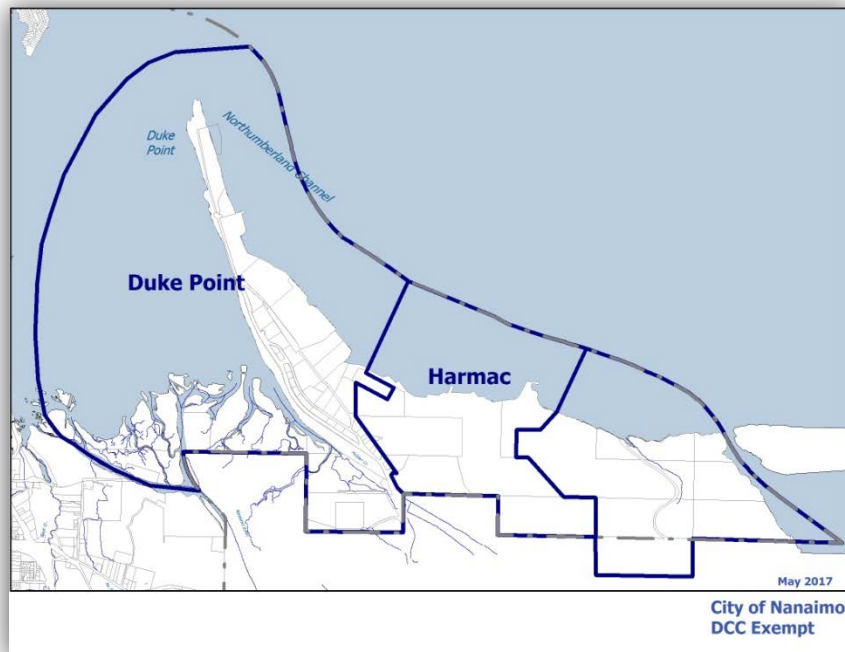
These exemptions are in addition to a general exemption to any development that does not impose new capital cost burden on the municipality.

Duke Point and Harmac Area

Under the current DCC bylaw, the Duke Point Industrial Park is subject to only the Water Supply DCC, while the Harmac area is exempt from all DCC categories. These exemptions are based in part upon the fact that these areas are serviced by separate systems (e.g., RDN sewer collection and treatment at Duke Point and private



water and sewer systems at Harmac) and that, where City services are provided, such systems have been sized to accommodate new growth. No changes are being proposed as part of this review and DCC collection is proposed to continue to be limited to water supply only at Duke Point.



4.4.2 Reductions

The *Local Government Act* provides municipal governments the ability to waive or reduce DCCs for one or more the following categories:

- Not-for-profit rental housing, including supportive living housing
- For-profit affordable rental housing
- A subdivision of small lots that is designed to result in low greenhouse emissions
- A development that is designed to result in a low environmental impact

In order to provide a reduction, a bylaw must be adopted that provides specific detail on what constitutes eligible development, the amount of waiver, and any requirements that must be met in order to obtain the reduction.

Currently, the City provides for a 50% reduction for not-for-profit rental housing, including supportive housing that meets the following criteria:

- (i) at least 50% of the fair market value of the real property on which the development is situated is owned by an eligible owner (eligible owner is considered the government of

British Columbia, the government of Canada, a local government, a public housing authority or a not-for-profit corporation incorporated under the *Society Act*);

- (ii) the cost to rent a unit in the development to at least 30% of the tenants does not exceed the Core Needs Income Threshold established for the City of Nanaimo by the BC Housing Management Commission;
- (iii) the land on which the development is to be built is owned by the City and held by the applicant under a lease, or the owner has entered into Housing Agreement with the City under Section 905 of the *Local Government Act* that has been registered against the title to the land on which the development is located; and
- (iv) the applicant has demonstrated to the reasonable satisfaction of the City that the development is eligible for a housing subsidy (either rent or capital) from the government of British Columbia, the government of Canada or a public housing authority.



No changes are proposed to the existing reduction for not-for-profit rental housing in the revised DCC scheme.

No additional reductions are currently proposed; however, through the development of the new DCC program and associated rates, consideration has been given to development that results in a lower environmental impact. These considerations are outlined in more detail in Section 5.1 Substantive Amendments.

5.0 Bylaw Framework

5.1 Substantive Amendments

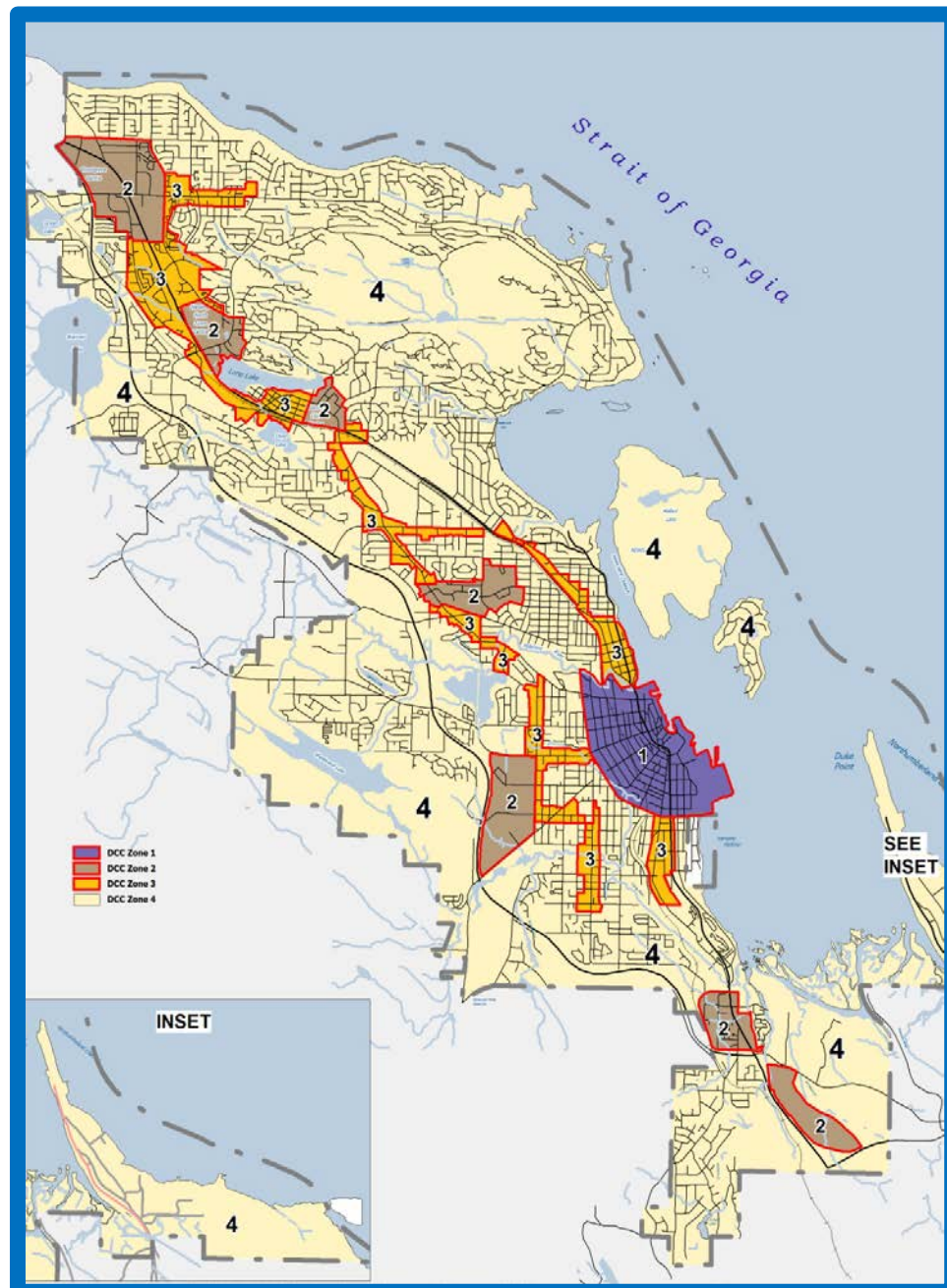
In addition to revised rates, the proposed DCC framework includes the following substantive changes over the existing bylaws:

5.1.1 Varied Roads DCCs Based on Location

The current Official Community Plan, Transportation Master Plan, and the Community Sustainability Action Plan all recognize that future residential development in the community should be concentrated in and around the established urban nodes. These combined policies are intended to better utilize the existing infrastructure and to encourage mixed-use walkable communities that can



support alternative transit. With the exception of the downtown core, the existing roads DCC bylaw does not reflect these policy goals, nor does the bylaw differentiate between developments within a designated growth node versus development elsewhere in the community. In order to address this issue, the draft DCC framework anticipates the establishment of different multi-family roads DCC rates based on the location of the development. The proposal is to create four areas with different DCC rates in each area in order to better reflect the capital cost burden of development, with lowest rates in the established mixed-use urban nodes.



5.1.2 New Approach to the Collection of Storm Water DCCs

At present, the current DCC storm water bylaw establishes a rate for each square meter of floor area for a proposed use. As such, a one-storey building with 1,000m² of floor area pays the same rate as a 10-storey building with the same floor area, despite the fact the taller building covers less ground, results in less impervious surface, and ultimately less burden on the storm infrastructure. In order to address this issue, the new DCC framework proposes to collect storm water DCCs based on the footprint of the building.

Consideration of Low Impact Development on Storm Water DCCs

The Local Government Act has given local governments the discretionary authority to waive or reduce DCCs for certain types of development to promote Low Impact Development (LID).

At present, the City requires that new development maintain storm water flows to their pre development 10 year peak flows and characteristics through the use of alternative rain water management methods and practices. Methods preferred are the use of landscaping, additional soils for absorption, pervious parking areas and ground water recharge rather than underground retention systems. Those onsite works capture day to day rain events to reduce runoff flows to nearby creeks and reduce negative impacts to creek habitat. That unmeasured runoff reduction at the property level does not remove the need for a City storm piping network which serves the purpose of protecting properties from flood events at a catchment wide level.

To promote LID, City staff reviewed the possibility of waiving or reducing Storm Drainage DCC. The developer would need to theoretically quantify the benefit (reduced flows) to downstream Storm DCC projects, measure reduction of flows in the City's Storm Drainage piping system and demonstrate that the benefit will endure in the long term.

At this time, the City does not wish to exempt any development under this Act for reduction of flows in the Storm Drainage piping system on account of:

- Rainfall science is continuously changing due to climate change and is challenging to predict.*
- The waiving or reduction of Storm Drainage DCCs for implementation of LID should be based on the level of flow reduction achieved and measured with the LID method used on the property. The Storm Drainage DCC cost reduction, if any, will be difficult to quantify. This would require developers to pay and install complex flow monitoring systems in the storm drainage piping network to confirm the reduction of flows in the piping system. This would be an onerous undertaking for both the City and developers.*
- The City has no resources to monitor and ensure that the LID methods used on the property are well maintained and have not failed. The unmonitored LIDs could be an unknown and a liability to the City.*
- The City would need a plan to replace those assets before they failed, if owned by the City. The LIDs would be difficult to repair/upgrade if owned privately.*



Implementation of LID practices would be certainly more attractive to developers if they could benefit from a Storm Drainage DCC credit, but the reduced demand on the Storm Drainage System resulting from the LID practices would need to be quantified, and all affected groups would need to be engaged and satisfied by the solution.

5.1.3 New Category for Small Lot Development

Since the implementation of the existing DCC bylaws in 2009, amendments have been made to the City's zoning bylaw with respect to the development of small lots and the addition of a new housing form - row housing. At present, the DCC bylaws have a single rate for a single family lot regardless of the size of the property. The draft DCC framework is proposing a new category of DCC be established with a rate reflective of the capital cost burden created by a smaller property. For the purposes of the new bylaw, small lot is suggested to include a lot less than 370m² or a row housing lot. Note in the current zoning bylaw, single dwelling lots under 370m² are not allowed to contain a secondary suite.

5.1.4 Introduction of DCCs in Downtown

As noted above, current DCC bylaws do not apply to development with the downtown. The DCC framework is proposing to no longer exempt the downtown core, but instead move towards a model which also recognizes the other urban nodes in the community. Roads / transportation DCCs are proposed to be the lowest in the downtown core as new development in this area is anticipated to have a lower capital cost burden.

5.3 DCC Rates

Current Rates

The City of Nanaimo's last DCC Review was completed in 2008 and the rates went into effect in March 2009 as follows:

Categories	Single Family Dwelling	Multifamily Dwelling	Commercial/ Institutional	Industrial	Mobile Home	Camp Grounds
	<i>\$ per lot</i>	<i>\$ per m²</i>	<i>\$ per m²</i>	<i>\$ per m²</i>	<i>\$ per unit</i>	<i>\$ per unit</i>
Sanitary Sewer	\$916.07	5.49	5.33	1.37	559.56	\$131.67
Drainage	630.63	3.78	3.66	0.93	385.21	90.63
Water Distribution	327.81	1.97	1.91	0.49	200.24	47.11
Water Supply	5,912.26	35.47	34.36	8.77	3,611.38	849.74
Parks	1,734.54	10.40	-	-	1,062.15	300.61
Roads	4,266.19	25.59	24.80	6.34	2,605.92	613.16
Total	\$13,787.50	82.70	70.06	17.90	8,424.46	\$2,032.92

Proposed DCC Rates

Categories	Single Family Dwelling	Small Lot SFD	Multifamily Dwelling				Commercial/ Institutional		Industrial	Mobile Home	Camp Grounds
			DT	Zone 2	Zone 3	Zone 4	DT	Zone 2			
	\$ per lot	\$ per lot	\$ per m ²				\$ per m ²		\$ per m ²	\$ per unit	\$ per unit
Sanitary Sewer	\$1,787.04	\$1,250.93	\$10.77	\$10.77	\$10.77	\$10.77	\$10.22	\$10.22	\$2.61	\$1,098.28	\$279.22
Drainage**	75.94	56.20	0.38	0.38	0.38	0.38	0.38	0.38	0.38	49.36	15.19
Water Distribution	306.34	214.44	1.85	1.85	1.85	1.85	1.75	1.75	0.45	188.27	47.87
Water Supply	5,619.55	3,933.69	33.86	33.86	33.86	33.86	32.14	32.14	8.20	3,453.68	878.06
Parks	1,734.54	1,213.89	10.45	10.45	10.45	10.45	-	-	-	1,065.76	270.96
Roads	5,175.64	3,960.95	13.20	21.13	31.69	36.97	26.41	73.94	26.41	3,696.89	1,584.38
Total	\$14,698.63	\$10,630.10	\$70.51	\$78.44	\$89.00	\$94.28	\$70.90	\$118.43	\$38.05	\$9,552.24	3,075.68

*** Drainage DCCs will be charged per m² of lot coverage (m² of first floor).*



2008 DCC Bylaw Rates						
Categories	SFD	Multifamily	Comm/Inst	Industrial	M.H.P	Campgrounds
CON DCCs	\$13,787.50	82.70	70.06	17.90	8,424.46	\$2,032.92
RDN Sanitary	2,272.85	13.40	13.60	3.45	1,346.75	276.30
Total DCCs	\$16,060.35	96.10	83.66	21.35	9,771.21	\$2,409.22

Current DCC Review Rates								
Categories	SFD	Multifamily		Comm/Inst		Industrial	M.H.P	Campgrounds
CON DCCs	\$14,698.63	DT	70.51	DT	70.90	38.05	9,552.24	\$3,075.68
	Small lot \$10,630.10		Z2 78.44		Other 118.43			
			Z3 89.00					
			Z4 94.28					
RDN Sanitary	2,951.37	17.40		17.66		4.50	1,748.81	482.21
Totals DCCs	\$17,650.00	DT	70.51	DT	70.90	42.55	11,301.05	\$3,557.89
	Small lot \$13,581.47		95.84		136.09			
			106.40					
			111.68					

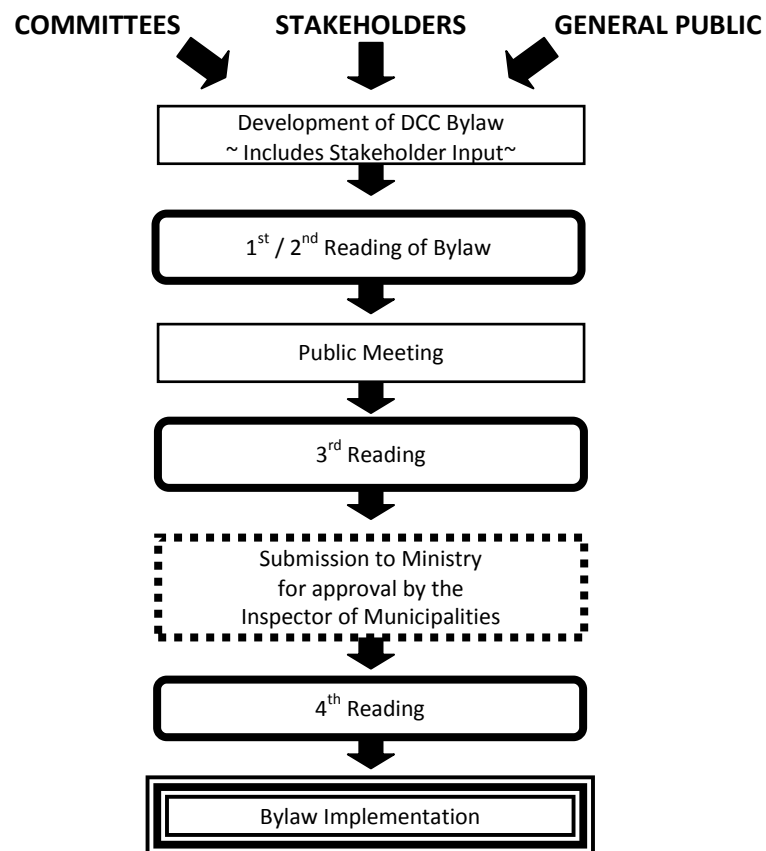
6.0 Next Steps

6.1 Community Engagement

Staff is recommending that prior to the drafting of the new bylaw, the proposed DCC framework be referred to both the Community Planning and Development and the Public Works and Engineering Committees for their review and input. In addition, opportunities for community engagement, including meetings with local stakeholders, are required. These groups would include, but are not limited to, the Chamber of Commerce, the Canadian Home Builders' Association, and the Vancouver Island Real Estate Board. Opportunities will also be provided for the general public to provide input with respect to the proposed DCC bylaw.

After introduction and prior to third reading of the amendment bylaw, Staff recommends that a public meeting be hosted by Council to receive input with respect to the draft bylaw.

6.2 Approval Process



ATTACHMENT D

Proposed DCC Rates

Categories	Single Family Dwelling	Small Lot SFD	Multifamily Dwelling	Commercial/ Institutional	Industrial	Mobile Home	Camp Grounds
	\$ per lot	\$ per lot	\$ per m ²	\$ per m ²	\$ per m ²	\$ per unit	\$ per unit
Sanitary Sewer	\$1,787.04	\$1,250.93	\$10.77	\$10.22	\$2.61	\$1,098.28	\$279.22
Drainage**	75.94	56.20	0.38	0.38	0.38	49.36	15.19
Water Distribution	306.34	214.44	1.85	1.75	0.45	188.27	47.87
Water Supply	5,619.55	3,933.69	33.86	32.14	8.20	3,453.68	878.06
Parks	1,734.12	1,213.89	10.45	-	-	1,065.76	270.96
Roads	5,824.08	4,076.86	35.09	33.31	8.49	3,579.38	922.15
Total	\$15,347.07	\$10,746.01	\$92.40	\$77.80	\$20.13	\$9,434.73	2,413.45

** Drainage DCCs will be charged per m² of lot coverage (m² of first floor).

ATTACHMENT B

SUMMARY OF FEEDBACK FORMS

Q. 5 Do you have any concerns with the proposed DCC program?

- No. Looks very appropriate, comprehensive and affordable for development.
- Social housing / student house should be exempt, or at least partially exempt.
- Yes. The loss of the downtown exemption.
- On large projects we require 2 years before new DCCs are implemented.
- Yes. The proposed increase is too low. This extra development is driving the need for very expensive dam and water system upgrades. Should raise DCCs to be comparable with Lantzville, Parksville and Qualicum.

Q. 6 Do you have any suggestions for the DCC program or for the funding of infrastructure upgrades in general?

- Implement minor DCC cost upgrades / update every 2 years to keep up with inflation.
- DCCs must be reduced for student housing projects.
- Development must substantially pay for itself.

ATTACHMENT C

LETTERS RECEIVED IN RESPONSE TO DCC REVIEW



THE KRISTO ZORKIN GROUP

ASSOCIATE
COMPANIES &
DEVELOPMENTS

KGZ
Development Corp.

Zorkin
Insurance Brokers Inc.

The Zorkin Group,
Inc. (USA)

Fitzwilliam Centre

Mitchell's Market

Fitzwilliam Gate

Heritage Gateway

Old City Quarter
Heights

Roberton House

WEBSITE:

www.zorkin.com

TEL:

(250) 754-8787

MAIN FAX:

(250) 754-2912

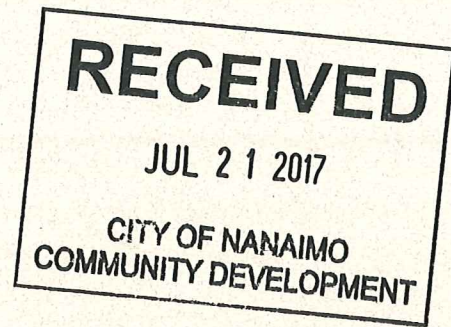
THE ZORKIN BLOCK
418 FITZWILLIAM
NANAIMO, B.C.
CANADA V9R 3A1

E. & O. E.



July 21st, 2017

City of Nanaimo
455 Wallace Street
Nanaimo, BC



Attention: Dale Lindsay, Director of Community Development

Dear Dale,

Re: DCC Review

As a developer in the downtown area we are very disappointed to hear of the changes proposed for the DCCs. We are also concerned that we were not asked to participate in discussions surrounding these changes.

These changes show a regressive position with the city that will eliminate investment encouragement. We have spent millions of dollars in development in the area, but if DCC's are put back in for the downtown we would have to rethink our future plans for development.

We would like to be involved moving forward with discussions.

Yours very truly,

KGZ DEVELOPMENT CORP.

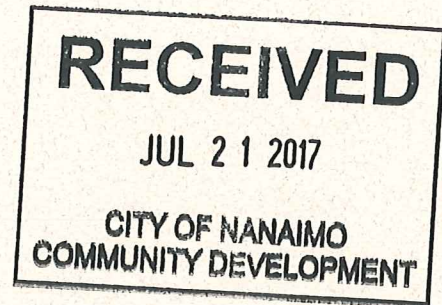
Monica Briggs

Property & Leasing Manager



July 20th, 2017

City of Nanaimo
455 Wallace Street
Nanaimo, BC



Attention: Dale Lindsay, Director of Community Development

Dear Dale,

Re: DCC Review

The Old City Quarter Association would like to voice our concern with the DCC review.

We understand and agree that there is a need for increased monies for infrastructure expenditures. However, with the latest proposal and the reintroduction of DCCs in the downtown area we feel it will simply harm the economy and kill the development in the area. The downtown is just getting back on its feet and to put DCCs back into downtown construction costs will have a very negative effect.

We would ask that you have another look at the proposal and perhaps have more of the stakeholders from the downtown area involved.

Yours very truly,

OLD CITY QUARTER ASSOCIATION

Eric McLean

President

DATE OF MEETING August 10, 2017

AUTHORED BY JOHN HORN, SOCIAL PLANNER, COMMUNITY AND CULTURAL PLANNING

SUBJECT SOCIAL PLANNING GRANTS - 2017 RECOMMENDATIONS

OVERVIEW

Purpose of Report

To obtain Council approval for the 2017 Social Response and 2017 Community Vitality grant allocations.

Recommendation

That the Finance and Audit Committee recommend that Council approve the 2017 Social Response and the 2017 Community Vitality grant recommendations.

BACKGROUND

Each year since 2001, the City of Nanaimo allocates two social planning grants; the Social Development grant and the Community Service grant; providing a total of \$85,000 annually to non-profit societies and/or recognised faith groups to address social issues affecting Nanaimo residents.

The grants have been renamed to Social Response Grants (\$60,000) and Community Vitality Grants (\$25,000). The revised application guidelines (Attachment A) request that project proposals respond to the City's Strategic Funding priorities for the Social Planning grant program.

The City issued a call for proposals with a submission deadline of 2017-JUL-24. Three applications were received for the Social Response grant and five applications were received for the Community Vitality grant, representing a total funding request of \$197,040. Staff reviewed eligible applications relative to the grant guidelines, and recommend allocating a total of \$85,000 to five applicants.

2017 Social Response Grant Program (\$60,000) Recommendations

Central Vancouver Island Multicultural Society	Intercultural Mental Health Equity Project	\$59,800	\$59,800
Nanaimo Men's Resource Centre	Boots to Suits	\$75,000	\$0
Nanaimo Women's Resource Society	Street Wise Designs	\$24,240	\$0

2017 Community Vitality Grant Program (\$25,000) Recommendations

Community Kitchens	Bellies to Babies and Beyond	\$5,000	\$5,000
Central Vancouver Island Multicultural Society	Community Cultural Competency	\$10,000	\$0
Nanaimo Region John Howard Society	Restorative Practice In School Communities	\$7,000	\$7,000
Nanaimo Ladysmith Schools Foundation	Career Cruising: Inspire	\$10,000	\$8,000
Nanaimo Women's Resource Society	Small Ghosts	\$6,000	\$5,000

OPTIONS

- That the Finance and Audit Committee recommend that Council approve the 2017 Social Response and the 2017 Community Vitality grant recommendations.
 - Budget Implication:** The recommendations do not exceed the total available budget of \$85,000 for the 2017 Social Planning grants.
 - Strategic Priorities Implication:** The Social Response and Community Vitality grant allocations are consistent with the strategic priorities established for the Social Planning grant program and with the City's *Community Value* of social equity.
- That the Finance and Audit Committee provide alternative funding recommendations.

SUMMARY POINTS

- The City received eight eligible applications with a total request of \$197,040 for the Social Response and Community Vitality grant programs.
- The total grant budget is \$85,000. It is recommended that \$84,800 be allocated to five applicants.

ATTACHMENTS

ATTACHMENT A: Social Development Grant Program – Grant Guidelines & Criteria

Submitted by:



J. Horn
Social Planner
Community and Cultural Planning

Concurrence by:



B. Anderson
Manager
Community and Cultural Planning

Introduction

The City of Nanaimo recognizes the importance of fostering a socially sustainable community that nurtures a caring, healthy, inclusive and safe environment, and which empowers all of its citizens to realize their aspirations. The Social Planning function, housed within the Community and Cultural Planning section, has a mandate to support initiatives and actions that further the community's social objectives.

Purpose

The purpose of the Social Planning grant program is to assist organizations in responding to issues of a social nature with initiatives that enhance social cohesion, address the root causes and effects of poverty, contribute to the vitality of our community and foster social inclusion and social equity.

Eligibility Criteria

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

The following types of organizations are eligible to apply:

- 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; or,
- A neighbourhood association recognized by the municipality.

Strategic Priorities

The City of Nanaimo's strategic funding priorities for the Social Planning Grant program are as follows:

- Social Equity (e.g. Projects addressing issues related to poverty or social exclusion)
- Community Diversity (e.g. Projects that support multiculturalism and the integration of newcomers)
- Community Wellriess (e.g. Projects addressing the social determinants of health)
- Vibrant Neighbourhoods (e.g. Projects that build community by enhancing social connectivity)

Project proposals should respond to one or more of the above categories.

Grant Categories

There are two categories of Social Planning Grants, which are allocated on an annual basis:

- **Social Response Grants** (previously the Social Development Grant Program)
Intended for initiatives and projects of a more significant scope. The total budget available for this category is \$60,000; individual applications for up to \$60,000 will be accepted.
- **Community Vitality Grant** (previously the Community Service Grant Program)
Intended for projects of a smaller scale. The total budget available for this category is \$25,000; individual applications for up to \$10,000 will be accepted.