

**MINUTES**  
SPECIAL FINANCE AND AUDIT COMMITTEE MEETING  
BOARD ROOM, SERVICE AND RESOURCE CENTRE  
411 DUNSMUIR STREET, NANAIMO, BC  
WEDNESDAY, 2019-NOV-13, AT 9:00 A.M.

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Present: Mayor L. Krog, Chair  
Councillor D. Bonner  
Councillor B. Geselbracht  
Councillor E. Hemmens  
Councillor Z. Maartman  
Councillor I. W. Thorpe  
Councillor J. Turley

Absent: Councillor S. D. Armstrong  
Councillor T. Brown

Staff: J. Rudolph, Chief Administrative Officer  
D. Lindsay, General Manager, Development Services  
L. Mercer, Director, Finance  
W. Fulla, Manager, Business, Asset & Financial Planning  
J. Rushton, Manager, Purchasing and Stores (vacated 11:05 a.m.)  
Insp. L. Fletcher, Nanaimo Detachment RCMP  
K. Fry, Fire Chief  
T. Doyle, Deputy Fire Chief – Operations (arrived 9:01 a.m., vacated 10:49 a.m.)  
J. Le Masurier, Assistant Chief, Education & Training, Nanaimo Fire Rescue Department  
A. Groot, Director, Facilities and Parks Operations  
P. Rosen, Director, Engineering (arrived 10:45 a.m.)  
E. Williams, A/Director, Recreation and Culture  
C. Sholberg, Community Heritage Planner (arrived 10:33 a.m., vacated 10:52 a.m.)  
D. Blackwood, Client Support Specialist (vacated 9:08 a.m.)  
S. Gurrie, City Clerk  
J. Vanderhoef, Recording Secretary

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

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

2. INTRODUCTION OF LATE ITEMS:

- (a) Agenda Item 6(c) Emergency Medical Responder – replace wording of recommendation.

T. Doyle entered the Boardroom at 9:01 a.m.

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 following Minutes be adopted as circulated:

- Minutes of the Finance and Audit Committee Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC on Wednesday, 2019-OCT-16 at 9:00 a.m.
- Minutes of the Special Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2019-OCT-21 at 4:30 p.m.

The motion carried unanimously.

5. PRESENTATIONS:

- (a) Brent Baroots, President and CEO, Partnership Group, Sponsorship Specialists, re: Sponsorship

Introduced by Jake Rudolph, Chief Administrative Officer.

Brent Baroots, President and CEO, Partnership Group, Sponsorship Specialists, provided a presentation regarding:

- What is sponsorship:
  - Sponsorship is not the same thing as philanthropy where something is given with no expectation of anything in return other than a tax receipt
  - Sponsorship is not like funding underwriting or grants which are limited in their usage/purpose
  - Corporate sponsorships provide money in exchange for marketing opportunities – a business to business relationship

D. Blackwood vacated the Boardroom at 9:08 a.m.

- Provided statistics from the Canadian Sponsorship Landscape Study 2019 - \$2.5 billion industry, 14% spent on local sponsorships
- Provided statistics from Opinions on Municipalities and Sponsorship Study:
  - 85% of Canadians think companies should be able to sponsor public spaces
  - 49% of Canadians think companies should be able to retitle existing buildings named after prominent citizens

- 75% of Canadians think that no preferential treatment should be given for corporate sponsors regarding awarding of municipal contracts
- Naming rights for buildings within the community
- The City of Nanaimo is already involved in sponsorship and advertising in an ad hoc way
- Importance of performing a sponsorship feasibility study to find potential assets and revenue generators
- Four steps to success:
  - Feasibility Study
  - Develop/update sponsorship/advertising/naming policy
  - Build a sponsorship strategic plan
  - Implementation - go out and get the money
- Estimated costs for preparing a sponsorship program \$150,000

Committee discussion took place regarding:

- Loudon Park Boathouse:
  - Potential interest from corporate sponsors working with community service providers
  - Corporate sponsors need incentive to invest in construction of buildings
- Value estimates for City assets
- Rational for not proceeding with sponsorship opportunities in the past
- Feedback from the public regarding renaming of City buildings – requires good communication and engagement
- Bundled estimate for a sponsorship program to include a policy and implementation strategy, but would not include capital costs for staffing or external sales costs
- Projects that work with the school district
- Opportunities for sponsorship and potential for local companies to become involved in sponsorships
- Typical length for terms of agreement with sponsorships – 40 year terms usually mean perpetuity as that's the average life of a building, most naming rights should not be more than 10 years and not less than 5 years
- Planning a long term discussion regarding sponsorship as a potential revenue tool
- Possibly adding sponsorship topic to a future Governance and Priorities Committee meeting
- Timeframe to move forward with sponsorship options

D. Lindsay vacated the Boardroom at 9:57 a.m.

- (b) Dave Witty, President, Vancouver Island Symphony, and Margot Holmes, CEO, Vancouver Island Symphony, requesting funding for Vancouver Island Symphony

Introduced by Elizabeth Williams, A/Director, Recreation and Culture.

Dave Witty, President, Vancouver Island Symphony, and Margot Holmes, CEO, Vancouver Island Symphony, provided a presentation regarding the following:

- Provided a brief overview of the history of the Vancouver Island Symphony (VIS)
- This year is their 25<sup>th</sup> Anniversary
- One of the most renowned regional symphonies in the country
- Reviewing new trends for symphony concerts which include food components, one hour shows and varied show times to encourage attendance
- Community partnerships are aimed at incorporating groups that would not traditionally be involved in symphony events
- Tag line is “Creating a thriving musical experience”
- Drawing creative people to the City of Nanaimo
- Spoke regarding many of the community events and activities the VIS provide and attend
- Education outreach - 55,000 students have heard the symphony education program
- Symphony by the Sea was a free symphony in Maffeo Sutton Park that is on hold now due to costs
- Economic impact created by the VIS in the community

D. Lindsay returned to Boardroom at 10:12 a.m.

- Funding provided by the City has not increased in 8 years
- The average City contribution over the past few years has been \$88,000
- Requested:
  - An increase in City operating grant from \$89,000 to \$120,000 for 2020 to 2021
  - \$30,000 to operate Symphony by the Sea
  - Creation of a line item in the City of Nanaimo budget to provide VIS with a better sense of budget commitment

Committee discussion took place regarding:

- Great community engagement done by Vancouver Island Symphony
- Demographic of concert attendees
- Cost for hosting Symphony by the Sea

Jake Rudolph, Chief Administrative Officer, noted that requests relating to budget line items should be discussed during one of the upcoming Special Finance and Audit Committee meetings when the financial plan budget will be discussed.

6. REPORTS:

(a) 2020 Finance and Audit Committee Key Date Calendar

Introduced by Sheila Gurrie, Director, Legislative Services.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve the 2020 Finance and Audit Committee Key Date Calendar. The motion carried unanimously.

The Special Finance and Audit Committee meeting recessed at 10:23 a.m.  
The Special Finance and Audit Committee meeting reconvened at 10:33 a.m.

(b) Nanaimo BMX Track Redevelopment Design

Introduced by Art Groot, Director, Facility and Parks Operations.

Committee discussion took place regarding clarification on whether this was a one time funding request, and confirmed that it was.

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

1. consider funding of \$35,000, during the 2020 - 2024 Financial Plan review, for detailed design and cost estimates for the Nanaimo BMX track redevelopment; and,
2. direct Staff to work with Nanaimo BMX Association and other stakeholders on the development of detailed design and costing for the project.

The motion carried unanimously.

(c) Emergency Medical Responder

Introduced by Karen Fry, Fire Chief.

Presentation:

1. Jodi Le Masurier, Assistant Chief, Education & Training, Nanaimo Fire Rescue Department, provided a presentation regarding the following:
  - Background on pre-hospital care
  - Moving to Emergency Medical Responders (EMR) would not change the number of calls but would change the level of service provided
  - Protection Island has had on-call EMR's for 10 years
  - Other municipalities have already moved to EMR
  - Benefits of EMR:
    - Supports patients and responders
    - Accurate administration of oxygen, blood glucose and blood pressure measurements
    - Faster pain management
    - Increases responder confidence and reduces anxiety
  - Training process would be a transition over time

- Number one priority should be patients well being

Committee discussion took place regarding:

- Length of EMR training program – 8 days total
- Potential pay level increases related to higher training level
- Equipment and supplies being included within the budget
- Timeframe for getting all staff upgraded – scheduled over 6 years

P. Rosen entered the Boardroom at 10:45 a.m.

- Upgrading of training and equipment in future budgets

It was moved and seconded that the Finance and Audit Committee recommend that Council consider funding an increase to the Nanaimo Fire Rescue training budget of \$66,750 in the first year (2020) and \$60,000 for the following five years (2021-2025) during the 2020-2024 Financial Plan review to raise the service level to Emergency Medical Responder (EMR). The motion carried unanimously.

T. Doyle vacated the Boardroom at 10:49 a.m.

(d) Heritage Home Grant Application - 911 Wentworth Street

Introduced by Dale Lindsay, General Manager, Development Services.

Committee discussion took place regarding past practices and Council currently approving all grant requests.

It was moved and seconded that the Finance & Audit Committee recommend that Council approve a \$2,500 Heritage Home Grant for reroofing the Ivers/Honey Residence located at 911 Wentworth Street. The motion carried unanimously.

C. Sholberg vacated the Boardroom at 10:52 a.m.

(e) Quarterly Purchasing Report (Single and Sole Source), Instances of Non-Compliance Purchases and Purchases in Excess of \$250,000

Introduced by Laura Mercer, Director, Finance.

(f) Procurement Policy Review

Introduced by Laura Mercer, Director, Finance.

D. Lindsay vacated the Boardroom at 10:53 a.m.

Committee discussion took place regarding:

- Purpose behind working with a consultant – ensures policy aligns with Council's priorities and what can feasibly be done
- Coastal Communities Social Procurement Initiative requires that the City create it's own policy to ensure the policy is appropriate

- As an organization the City has an impact on the local market
- Consultant providing an independent lens when reviewing this policy
- Supporting the local economy

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to undertake the planned review of the Procurement Policy with an increased focus on social, environmental and ethical elements for City purchases that specifically align with the desired outcomes of the Strategic Plan. The motion carried unanimously.

J. Rushton vacated the Boardroom at 11:05 a.m.

7. OTHER BUSINESS:

- (a) Delegation from Jennifer McAskill, Nanaimo Police Based Victim Services Society Co-Chair, and Cheryl Zapotichny, RCMP Victim Services Program Manager, requesting funding for Victim Services Program

Jennifer McAskill, Nanaimo Police Based Victim Services Society Co-Chair, and Cheryl Zapotichny, RCMP Victim Services Program Manager, provided a presentation regarding:

- Victim Services Program is guided by different legislation:
  - Provincial - *Victims of Crime Act*
  - Federal - *Canadian Victims Bill of Rights*
- Justice system personnel must offer general information concerning:
  - Structure of operation of the justice system
  - Victim services
  - *Freedom of Information and Protection of Privacy Act*
  - *Crime Victims Assistance Act*
  - *Victims of Crime Act*
- Victim Services Program act on behalf of police to fulfill the following needs of victims:
  - Information
  - Protection
  - Participation
  - Restitution
- Overview of Victim Services Program staff, volunteers and hours of service
- Currently funded by Ministry of Public Safety and Solicitor General, City of Nanaimo and the Regional District of Nanaimo for a total amount of \$147,962
- Statistics regarding types of files being worked on:
  - 837 clients served in 2018
  - Most clients come from police, self referrals, community agencies and victim services programs
  - Files include: murder, sudden death, child pornography, motor vehicle incidents, threats, sexual assault, robbery, domestic violence, property crime, break and enter, criminal harassment
- This work is emotionally draining
- If this service was not provided through the program police would be required to provide it

- Current funding from City of Nanaimo compared with population growth
- Requested that the City increase funding of the program to cover cost of two full time staff positions - equivalent to \$100,000

Committee discussion took place regarding:

- Many of these service are not acknowledged
- Training for staff who work in this program

D. Lindsay returned to the Boardroom at 11:17 a.m.

- Difficulties regarding security clearance approvals and volunteer positions
- Working with Island Health and other health services – program staff provide referrals to other services as requested
- Requesting increased provincial funding
- Population estimates
- Rent subsidy being continued if increase funding was provided
- Adding a line item to budget and adjusting for inflation
- Clarification on total amount of funding to be provided
- Sending a letter to appropriate provincial body to support an increase in provincial funding for the Victim Services Program

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to prepare a report regarding the \$100,000 funding request from the Victim Services Program and that letters be sent to the Ministry of Public Safety and Solicitor General, and the Regional District of Nanaimo requesting that they increase funding to the Victim Services Program. The motion carried unanimously.

- (b) Correspondence dated 2019-OCT-24 from Nanaimo and Area Land Trust re: Increasing City of Nanaimo funding of Nanaimo and Area Land Trust

Introduced by Mayor Krog.

Committee discussion took place regarding:

- Regular requests being included as line items on the budget
- Having a discussion regarding when to add line items on the budget

8. QUESTION PERIOD:

- Insp. Lisa Fletcher, Nanaimo Detachment RCMP re: Victim Services Program being operated out of two offices within the RCMP detachment.



9. ADJOURNMENT:

It was moved and seconded at 11:36 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER