

MINUTES
SPECIAL COUNCIL MEETING
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
WEDNESDAY, 2020-MAR-18, AT 9:00 A.M.

Present: Mayor L. Krog, Chair
Councillor S. D. Armstrong
Councillor D. Bonner
Councillor T. Brown
Councillor B. Geselbracht
Councillor E. Hemmens
Councillor Z. Maartman
Councillor I. W. Thorpe

Absent: Councillor J. Turley

Staff: J. Rudolph, Chief Administrative Officer
R. Harding, General Manager, Parks, Recreation and Culture (arrived 9:04 a.m., vacated 10:03 a.m.)
D. Lindsay, General Manager, Development Services (arrived 9:56 a.m.)
S. Legin, General Manager, Corporate Services
L. Mercer, Director, Finance
W. Fulla, Manager, Business, Asset & Financial Planning
S. Pamminger, Manager, Infrastructure Planning & Energy (vacated 10:03 a.m.)
F. Farrokhi, Manager, Communications
S. Newlands, Parks Project Coordinator (vacated 10:03 a.m.)
S. Gurrie, Director, Legislative Services
J. Vanderhoef, Recording Secretary

1. CALL THE SPECIAL COUNCIL MEETING TO ORDER:

The Special Council Meeting was called to order at 9:03 a.m.

R. Harding entered the Shaw Auditorium at 9:04 a.m.

2. INTRODUCTION OF LATE ITEMS:

(a) Agenda Item 10(b) - 2019 Surplus Allocation - change wording of recommendation.

3. APPROVAL OF THE AGENDA:

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

4. MAYOR'S REPORT:

(a) Update Regarding COVID-19

Mayor Krog provided an update regarding COVID-19 as follows:

- We are in the midst of a global pandemic
- Emergency Command Centre (ECC) is doing what it can to flatten the curve related to number of cases that may occur in our community
- Dr. Henry declared COVID-19 a public health emergency on 2020-MAR-17
- Urged people to comply with the orders of the Provincial Medical Health Officer and govern behaviours publicly and privately accordingly to ensure the least possible impact
- Emphasised the need to practice social distancing
- Nanaimo City Council and City staff are committed to communicating to citizens about orders from the Government of Canada, the Province and any impacts to service delivery
- An information page is available on Nanaimo.ca
- Encouraged people to refrain from hoarding goods and rely on credible sources for information
- Question and answer page available on the City website
- The City does not have the authority to enforce provincial orders, the Province is responsible for enforcing these orders

Jake Rudolph, Chief Administrative Officer, provided an update regarding operational aspects of the City in regards to COVID-19 as follows:

- ECC has been operational since last week and is currently at a level two
- Premise right now is maintaining service levels
- Social distancing necessitates adjustments for Staff
- Moving to another level of closure with respect to public facilities. The City will be open for business but facilities will be closing their front doors as of noon 2020-MAR-18. This is in addition to the closure of the Parks and Recreation facilities previously closed, and affects the Service and Resource Centre, City Hall and Public Works front counter
- Moving to online platforms
- Core services such as police, fire, water, sanitation are all continuing

Mayor Krog spoke regarding assisting others at this time and commended people who have stepped forward such as the Nanaimo Beacon, who have helped connect people to provide the services that are necessary to keep them safe and healthy.

F. Farrokhi vacated the Shaw Auditorium at 9:15 a.m.

5. REPORTS:

(a) 2019 Budget Carryforwards

Introduced by Shelley Legin, General Manager, Corporate Services, who advised that when a project is delayed, or not started, the budgets are carried forward. Many of the budgets are funded from reserves which carryforward, 88% of the projects are started or are almost completed. Unspent project budgets funded from reserves are returned to reserves for future projects.

(b) 2019 Surplus Allocation

Introduced by Shelley Legin, General Manager, Corporate Services.

Presentation:

1. Shelley Legin, General Manager, Corporate Services, provided a presentation regarding the following:

- Primary objective of the reserve policy is financial resiliency
- Three major funds: Sewer Fund, Water Fund and General Fund
- Key drivers for each of the three major funds:
 - User fees and connection fees were higher than anticipated in 2019
 - Listed key drivers affecting the General Fund such as: vacant positions, building permits, supplies, insurance and incentive fees for the Vancouver Island Conference Centre (VICC)
- Special Initiative Reserve balance is \$2,013,000, recommended using this towards upgrades to Service and Resource Centre and VICC buildings
- General Financial Stability Reserve is a statutory reserve to mitigate risk
- Suggested combining the Special Initiative Reserve with the General Capital Reserve to provide the most opportunity for flexibility and best use of these funds moving forward

It was moved and seconded that that Council approve the allocation of the 2019 operating surplus as follows:

1. General Fund

a. Special Initiatives Reserve	\$4,969,073
b. General Financial Stability Reserve	759,874
c. Strategic Partnership Reserve	<u>200,000</u>
	<u>\$5,927,947</u>

2. Sewer Fund

a. Sewer Reserve \$ 581,616

3. Water Fund

a. Water Distribution Reserve \$ 1,069,989

Total Surplus Allocation \$ 7,579,552

The motion carried unanimously.

(c) Interim Business Property Tax Relief Program

Introduced by Shelley Legin, General Manager, Corporate Services, who recommended Council delay consideration on implementing an Interim Business Property Tax Relief program until 2021 as it could have unintended consequences, and more time is needed for appropriate implementation.

S. Gurrie vacated the Shaw Auditorium at 9:34 a.m.

It was moved and seconded that Council delay consideration on implementing the Interim Business Property Tax Relief program to 2021 pending further investigation. The motion carried unanimously.

Councillor Geselbracht vacated the Shaw Auditorium at 9:35 a.m.

(d) Tire Stewardship BC Community Grant Program and Kal's Replay Fund

Introduced by Shelley Legin, General Manager, Corporate Services, who noted that Staff are actively applying for all applicable grants. Staff have applied for three grants totalling \$82,555 for recycled rubber tire resurfacing of playgrounds at Maffeo Sutton Park Inclusive Playground and Harewood Centennial Park Inclusive Playground.

Councillor Geselbracht returned to the Shaw Auditorium at 9:37 a.m.

(e) BC Active Transportation Infrastructure Grants Program

Introduced by Shelley Legin, General Manager, Corporate Services, who advised there are three grants totalling \$827,866 from the BC Active Transportation Infrastructure Grant Program, which provides financial assistance for community projects and promotes safe human powered modes of active transportation for daily commuting. Any funding received from these grants will be allocated towards the following projects:

- Metral Drive Complete Streets
- Front Street Cycle Track
- Casper's Way Multi-Use Path

Laura Mercer, Director, Finance, noted that there is a Staff member whose role as a financial analyst is to coordinate with departments and apply for grants.

S. Gurrie returned to the Shaw Auditorium at 9:41 a.m.

(f) Leisure Economic Access Program (LEAP) Review

Introduced by Richard Harding, General Manager, Parks, Recreation and Culture, who noted that during the review of fees and charges at the Governance and Priorities Committee Meeting (GPC) in December 2019 it was suggested that the Leisure Economic Access Program (LEAP) be reviewed.

F. Farrokhi returned to the Shaw Auditorium at 9:46 a.m.

Delegation:

1. Shauna McAllister spoke regarding LEAP cards being accessible to low income families and suggested that Canada Revenue Agency Child Tax Benefits not be included in total incomes when applying for the LEAP program.

It was moved and seconded that Council:

1. approve a review and update of the LEAP program in 2020; and,
2. refer the review of the program to the Advisory Committee on Accessibility and Inclusiveness to develop recommendations for changes for Council's consideration.

The motion carried unanimously.

(g) Electrification and Geexchange Options for Reducing Greenhouse Gas Emissions

Introduced by Richard Harding, General Manager, Parks, Recreation and Culture.

Discussion took place regarding:

- The need and costs related to a feasibility study
- Asking the Environment Committee to review
- Gaining input from experts before making such a large investment
- Community wide emissions being more of a focus

J. Rudolph vacated the Shaw Auditorium at 9:52 a.m.

- Reviewing various options available

D. Lindsay entered the Shaw Auditorium at 9:56 a.m.

J. Rudolph returned to the Shaw Auditorium at 9:56 a.m.

- Performing due diligence in selecting the path forward
- Equipment will need to be replaced within 2-4 years
- Study to provide a template for other facilities needing upgrades
- Using City mine shafts for potential geexchange

It was moved and seconded that Council:

1. direct Staff to proceed with studying the feasibility and potential options at each facility for upgrades to the heating plants at the Nanaimo Aquatic and Beban Park Recreation Centres with the goal of significantly reducing greenhouse gas emissions; and,
2. approve funding of \$50,000 from the “Emission Reduction Reserve Fund Bylaw 2019 No. 7298” to complete these studies.

The motion carried unanimously.

R. Harding, S. Pamminger and S. Newlands vacated the Shaw Auditorium at 10:03 a.m.

(h) Millstone Trunk Sewer Project Funding

Introduced by Jake Rudolph, Chief Administrative Officer.

It was moved and seconded that Council approve the following changes to the 2020 budget:

- decrease the budget for Comox Area Sanitary Project by \$1,140,000, funded from the Sewer Asset Management Reserve Fund; and,
- increase the budget for DCC SS19: Millstone Trunk South by \$1,140,000, to be funded from internal borrowing and the Sewer Asset Management Reserve Fund.

The motion carried unanimously.

6. OTHER BUSINESS:

- (a) Correspondence from The Boat for Hope Nanaimo Committee, dated 2020-FEB-27, re: Boat for Hope Sponsorship Opportunities

It was moved and seconded that the correspondence from “The Boat for Hope Nanaimo Committee” dated 2020-FEB-27, be deferred to Staff to review options available. The motion carried unanimously.

7. ADJOURNMENT:

It was moved and seconded at 10:04 a.m. that the meeting terminate. The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

CORPORATE OFFICER