





CITY OF NANAIMO
THE HARBOUR CITY

2020 Achievements

COVID-19 Response

- Developed forecasting models
- Active member of the EOC
- Operated satellite tax office at Beban Park – May to October
- Provided support to all departments when needed
- Calculated reopening projections for PRC
- Implemented electronic signature procedure for invoice approvals
- Sourced and maintained PPE supplies for City
- Extended property tax penalties to Oct 1 and Nov 12
- Extended Utility billing due date from 30 days to 90 days.
- Developed a Revenue Anticipation Bylaw
- Reserved \$2.8 million of the 2019 surplus to help fund any shortfalls



Finance

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2020 Achievements

- Sewer and water user fee review
- Grant applications
- Procurement Policy review
- Sustainable Procurement Policy
- Coastal Communities Social Procurement Initiative (CCSPI)
- Stone Orchard software
- Budget software upgrade
- e-bidding software solution
- Online Bulk Water Hauling system







Finance

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2020 Achievements

Completion of all statutory reporting requirements

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2021 Opportunities

- Staffing additions
 - Junior Financial Analyst
 - Assistant Accountant
- Invoice automation solution
- Budget software upgrade
- Promote and expand online services
- ERP project kick off





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2021 Key Initiatives

- Implement new budgeting software
- Water and Sewer User Rate review
- Implementation of an e-bidding solution to streamline RFX processes
- Sustainable Procurement Policy Review – Phase 2 & 3
- Financial policy development. Linked to Strategic Plan, Core Review
- Furtherance of the Coastal Communities Social Procurement Initiative

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Proposed Changes Included in Draft Budget

- Assistant Accountant – effective 2021
 - Approved as part of July 2019 reorganization and included in 2020 – 2024 Financial Plan
- Junior Financial Analyst – effective 2021
 - Approved as part of July 2019 reorganization and included in 2020 – 2024 Financial Plan

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Business Cases Developed - Not Currently in Draft Budget

- Buyer
 - To provide the necessary support to ensure capacity to implement the Sustainable Procurement Program and to build on the benefits from the 2017 Purchasing Policy.

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