

MINUTES
SPECIAL FINANCE AND AUDIT COMMITTEE MEETING
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
FRIDAY, 2020-NOV-27, AT 9:00 A.M.

Present: Mayor L. Krog, Chair
Councillor D. Bonner
Councillor T. Brown
Councillor B. Geselbracht
Councillor E. Hemmens
Councillor Z. Maartman
Councillor J. Turley

Absent: Councillor S. D. Armstrong
Councillor I. W. Thorpe

Staff: J. Rudolph, Chief Administrative Officer
R. Harding, General Manager, Parks, Recreation and Culture
S. Legin, General Manager, Corporate Services
D. Lindsay, General Manager, Development Services
B. Sims, General Manager, Engineering and Public Works
K. Fry, Fire Chief
B. Corsan, Director, Community Development
J. Elliot, Director, Public Works
A. Groot, Director, Facilities and Parks Operations
J. Holm, Director, Development Approvals
L. Mercer, Director, Finance
P. Rosen, Director, Engineering
L. Wark, Director, Recreation & Culture
J. Bevan, Manager, Culture & Special Events
W. Fulla, Manager, Business, Asset & Financial Planning
S. Gurrie, Director, Legislative Services
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. APPROVAL OF THE AGENDA:

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

3. PRESENTATIONS:

Laura Mercer, Director, Finance, provided an overview of the schedule for the meeting.

a. Development Services 2021 Business Plan

Introduced by Dale Lindsay, General Manager, Development Services.

Presentations:

1. Bill Corsan, Director, Community Development, provided a PowerPoint presentation. Highlights included:
 - Overview of Development Services and Community Development Departments
 - Breakdown of the Community Development Department's share of the City Budget (4.6% of total City budget)
 - Community Development 2020 achievements:
 - COVID-19 response – Bylaw Department has been called on frequently
 - REIMAGINE NANAIMO
 - Health and Housing Action Plan
 - Truth and Reconciliation Commission's Call to Action #57 and the United Nations Declaration on the Rights of Indigenous Peoples
 - Animal Control Function service review
 - 1 Port Drive development preparation
 - Conference Centre Hotel construction is underway
 - Waterfront Walkway design
 - Downtown core investment/revitalization
 - Downtown disorder and security
 - Economic Development Task Force strategy and charter
 - Updated the home-based business regulations
 - Online business licence application process
 - Mid-Island Child Care Planning Collaborative Study
 - Significant property acquisitions and sales
 - Opportunities and Initiatives for 2021:
 - Revitalization of 1 Port Drive
 - Identifying priority areas along the Waterfront Walkway
 - Economic Development delivery launch
 - Implementing the Health and Housing Action Plan
 - Business cases developed for the following items not currently in the Draft Budget:
 - Indigenous Engagement Specialist (as requested by Council)
 - Manager, Social Planning (as requested by Council)
 - Municipal Enforcement Officers – change in schedule to move from 35 to 40 hour work week
 - Provided draft operating budgets for Community Development from 2020 to 2025

Committee discussion took place. Highlights included:

- Community Development budget increasing due to a reduction in parking revenue
- Subsidizing parking expenses to cover necessary costs

- Parking Reserve's intent is to fund parking infrastructure and initiatives
 - Staff expect parking revenues to return to normal in 2022
 - Including a cost comparison for a staff position versus consultant in the Indigenous Engagement Specialist business case
2. Jeremy Holm, Director, Development Approvals, provided a PowerPoint presentation. Highlights included:
- Provided an overview of the Development Services Department
 - Breakdown of the Development Services Department's share of the City Budget (3% of total City budget)
 - Development Approvals 2020 achievements:
 - Projecting a record level of development permits
 - COVID-19 response focused on business continuity and safety
 - Development activity has been above average with over 1,000 units approved
 - Undertaking a building permit function review
 - Implemented a large number of general zoning bylaw amendments to keep the bylaw up-to-date
 - Tree voucher program moved online with up to 800 tree vouchers issued each year
 - Climate Resiliency Strategy adopted in June 2020
 - Community amenity contribution review is underway
 - BC Energy Step Code implementation
 - Opportunities in 2021:
 - Staffing
 - Change management
 - 2021 Key Initiatives:
 - Ecological diversity/restoration projects
 - Storm water management study at Howard Avenue/Seventh Street
 - Natural asset inventory being done jointly with Public Works and Engineering Department
 - Bylaw updates
 - Public Hearing procedures update
 - Business cases developed but not currently in Draft Budget:
 - Annual Community Watercourse Restoration Grant (as requested by Council)
 - Manager, Sustainability (as requested by Council) to oversee the City's current climate change adaptation mitigation and environment protection initiatives to be funded jointly with BC Hydro
 - Provided draft operating budgets for Development Approvals from 2020 to 2025

Committee discussion took place. Highlights included:

- Requirements regarding BC Hydro joint funding for the Manager of Sustainability position
- Continued engagements with local developers/stakeholders throughout the community amenity contribution review

- Opportunities to accrue works and services costs and apply the funds in a larger lump sum more strategically in other locations
- Subdivision revenues expected to decrease in coming years due to a shift towards more multifamily developments
- Approximately 65% of units being built are rental units
- Seeking a legal opinion regarding options for using works and services funds
- Community Amenity Contribution topic is planned for a future Governance and Priorities Committee (GPC) meeting
- Potential need for increased staffing in the Development Approval Department and challenges of finding qualified staff
- Potential to expand/enhance the tree voucher program

The Special Finance and Audit Committee Meeting recessed at 10:07 a.m.

The Special Finance and Audit Committee Meeting reconvened at 10:24 a.m.

b. Parks, Recreation and Culture 2021 Business Plan

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

- Provided an overview of the Parks, Recreation and Culture division which is divided into two departments:
 - Recreation and Culture Services
 - Facility and Parks Operations
- Parks, Recreation and Culture division accounts for 17% of the total City Budget
- Parks, Recreation and Culture Master Plan is one of the six plans being updated through REIMAGINE NANAIMO project

Presentations:

1. Lynn Wark, Director, Recreation & Culture, provided a PowerPoint presentation. Highlights included:
 - Provided an overview of Recreation Services
 - Provided a breakdown of the Recreation Department's share of the City Budget (9.3% of total City budget)
 - Recreation Department 2020 Achievements:
 - Response to COVID-19:
 - Redeployed recreation staff to other positions across the organization
 - Adapted recreation programming to Provincial Health Orders
 - Facilitated essential services events
 - Collaborated with competitive and recreational sports groups for "Return to Sport" in facilities
 - Developed successful recreation facilities reopening strategies
 - Hosted and supported community partners for adapted and virtual events
 - Connected with seniors and connected them with supports

- Improvements to “PerfectMind” software programing
- Created the Parks Ambassadors Program and the Water Safety Education Team
- Worked with Advisory Committee on Accessibility and Inclusiveness
- Leisure Economic Access Policy (LEAP) program review
- Opportunities 2021:
 - Anticipate new rules/changes in the coming weeks relating to COVID-19 and Provincial Health Orders
 - Explore new ways to deliver programs, events and services
 - Receiving feedback from the community through the REIMAGINE NANAIMO process
 - Reviewing ways to enhance resiliency
- Key Initiatives for 2021:
 - Continued adaption of COVID-19 operating schedules, procedures, programs, and events
 - Facilitate and support REIMAGINE NANAIMO project
 - “PerfectMind” reconfiguration
 - User Fees and Charges review and implementation
 - Potentially applying for the BC Summer Games in 2026
- Provided Draft Operation Budgets for Recreation Services from 2020-2025 with continued closure of Beban Pool

Committee discussion took place. Highlights included:

- Park Ambassador Program continuing in 2021
- Potential timeframe and contingency plan for reopening Beban Pool
- Financial impact of reopening Beban Pool
- Using the criteria from the LEAP program and applying it to other initiatives/services
- Requested more detail on fiscal implications of facility reopening’s

2. Julie Bevan, Manager, Culture & Special Events, provided a PowerPoint presentation. Highlights included:

- Provided a breakdown of the Culture Department’s share of the City Budget (2.1% of total City Budget)
- 2020 Achievements:
 - Assessment and delivery of more than 45 grants to community organizations
 - Commissioning of new artwork
 - Creation of Love Arts Nanaimo e-newsletter
 - Installation of nine artworks for the Temporary Art Program
 - Collaboration with Youth Poet Laureate Valina Zanetti on “Be Kind to All Kinds” with the BCSPCA
 - Adaptation to deliver “Concerts in the Park-ing Lot” series to seniors in care
 - Delivery of 2020 Culture & Heritage Award Program
 - REIMAGINE NANAIMO focus groups and project work

- Opportunities in 2021:
 - Evolve programs for more effective delivery, meet community needs, and align with City priorities
 - Facilitate a professional development program with capacity building for local arts and culture organizations
 - Dialogue, learning, and action on reconciliation with partners
 - Evolve public art programs
- Key Initiatives for 2021:
 - Continue project work for REIMAGINE NANAIMO
 - Review Culture grant programs and deliver on recommendations
 - Researching, developing, and testing new ways of delivering programs & strengthening partnerships
- Proposed changes included in the Draft Budget:
 - Nanaimo Art Gallery Phase 3 (as requested by Council)
 - Annual increase to grant of \$50,000 for operations and \$10,000 for capital
 - One-time (2021) funding for feasibility study \$25,000
- Provided Draft Operating Budgets for the Culture Department from 2020-2025

Committee discussion took place. Highlights included:

- Feasibility study including the needs of local artists
- Allocation of funds towards tourism and opportunities to review funding details
- Topics scheduled for the 2020-DEC-14 GPC Meeting
- Permissive Tax Exemptions not being included in grants listed in the draft budget

3. Art Groot, Director, Facilities and Parks Operations, provided a PowerPoint presentation. Highlights included:

- Provided an overview of the Parks Operations Department
- Provided a breakdown of the Facilities and Parks Operation Department's share of the City Budget (5.6% of total City Budget)
 - Noted this does not include BC Hydro wage subsidy for the Energy Manager position or grants from BC Hydro for approved projects/incentives
- Noted 2020 Achievements for Parks:
 - COVID-19 response:
 - Safe and well managed closures of facilities and amenities was a team effort
 - Assisted in the provision of safe drinking water by changing drinking fountains to faucet style water filling stations
 - Constructed outdoor patios for several local downtown restaurants and helped City facilities meet their COVID-19 operation requirements
 - LED field lighting at Serauxmen Stadium
 - Harewood Youth (skate) Park
 - Maffeo Sutton Park Phase 1 playground

- Rotary Centennial Garden
- Many general maintenance and planning projects
- Natural area assessments including Bowen Park and Westwood Lake
- Developing a digital inventory of all park assets
- Project work for the REIMAGINE NANAIMO process
- Noted 2020 Achievements for Facilities:
 - Heating plant studies completed at Nanaimo Aquatic Centre and Beban Park Complex
 - Condition assessments of City-owned facilities
 - Performing repairs/maintenance tasks while facilities have been closed
 - Collaboration on projects with the Engineering Department
- Opportunities for the Parks Department in 2021:
 - City's Urban Forestry Coordinator will return to Park Operations in 2021
 - Continuing to work with external stakeholders
 - Continuing to define roles and responsibilities to reduce duplication and redundancy
- Opportunities for the Facilities Department in 2021:
 - Formalization of long-term planning for both capital projects and preventative maintenance
 - Preventative maintenance software for mechanical systems, integrating current GIS data
 - Transfer of Facility Asset Management and Energy Management responsibility will shift to the Engineering Department
- Key Initiatives for 2021:
 - Continuing to develop external relationships
 - Creation and implementation of internal training programs
 - Enhancing facility maintenance efficiencies
- Provided Draft Operating Budgets for the Facilities and Parks Operations Department from 2020-2025

Committee discussion took place. Highlights included:

- Beban Pool repairs and mitigation of water loss
- Civic property revenues decreased due a lack of revenue from the community services building
- Update regarding East Wellington Park
- Potential for installing a generator at Beban Park
- Preparing park assets for future implementation of electronic/camera systems

The Special Finance and Audit Committee Meeting recessed at 11:33 a.m.
The Special Finance and Audit Committee Meeting reconvened at 12:45 p.m.

Councillor Bonner requested a conversation, during a future meeting, regarding potentially increasing the Public Work funds.

c. Engineering and Public Works 2021 Business Plan

Introduced by Bill Sims, General Manager, Public Works and Engineering.

- Acknowledged John Elliot, Director, Public Works, has 40 years of service with the City of Nanaimo
- Provided an overview of the integration between Engineering and Public Works and the services provided specifically by each department
- Noted 2020 Achievements:
 - COVID-19 essential services and redeployment of Staff
 - Asset management
 - REIMAGINE NANAIMO updating the Active Transportation Plan and the Water Supply Strategic Plan
 - Challenges regarding recruitment of skilled staff
- Spoke regarding efforts to provide sustainable service delivery

Presentations:

1. Poul Rosen, Director, Engineering, provided a PowerPoint presentation. Highlights included:
 - Provided an overview of the Engineering Department
 - Provided a breakdown of the Engineering Department's share of the City Budget (2.8% of total City budget)
 - Noted achievements of the Engineering administration staff:
 - Over 200 permits processed
 - Developed a self serve drawing retrieval system
 - Noted achievements of the Transportation Department:
 - Transportation Association of Canada Sustainable Urban Transportation Award
 - Renewed asphalt road surfaces, added 3.0 km of bike lanes, 0.5 km of sidewalks, 0.9 km of multiuse paths
 - Enhancing five pedestrian crossings
 - Four traffic calming projects
 - Opportunities and Initiatives for the Transportation Department in 2021:
 - REIMAGINE NANAIMO and Active Transportation
 - Transportation web application
 - Speed management
 - Addressing changing trends
 - Transit exchange
 - Level of Services Study

Committee discussion took place regarding the kind of feedback being sought from the public in the Level of Services Study and the purpose of seeking that input.

Poul Rosen, Director, Engineering, noted that Staff are seeking feedback regarding the level of service the community expects and acceptable costs for those services.

Councillor Geselbracht returned to the Shaw Auditorium at 1:05 p.m.

Poul Rosen, Director, Engineering, continued his presentation. Highlights included:

- Notable achievements relating to municipal infrastructure:
 - Updated the Manual of Engineering Standards and Specifications (MoESS), Edition No. 13
 - Updating the City-wide water model
 - Two Utility Master Plan Studies and one Drainage Study
 - Asset management and condition assessment of sewer and storm water pipes
- Opportunities and initiatives for Municipal Infrastructure in 2021:
 - Update Closed Circuit TV (CCTV) Management Software system
 - Sanitary Sewer Master Plan
- 2020 Achievements for Capital Project:
 - 18 construction tenders
 - 33 active construction projects with value of over \$40 million
 - Updates to the City's standard tender document
- Spoke regarding the timing of capital projects to increase efficiencies
- Spoke regarding delayed and cancelled projects
 - \$1.9 million in delayed projects for 2020-2021
 - Towers Reservoir and Stewart Avenue projects were cancelled
- Opportunities and initiatives for Capital Projects in 2021:
 - Changes to the *Professional Governance Act* require organizations to adopt an organizational quality management system
 - Implementation of revisions to the MoESS
- Proposed changes included in the Draft Budget:
 - Manager, Facility Assets – effective 2021 as approved on July 2019 reorganization
- Business cases not currently in the Draft Budget:
 - E-Bike Rebates (as requested by Council)

Committee discussion took place regarding the cancelled Stewart Avenue project.

Poul Rosen, Director, Engineering, continued his presentation. Highlights included:

- Business cases not currently in the Draft Budget: (continued)
 - Municipal Services Inspector
 - Project Engineer

Committee discussion took place. Highlights included:

- Clarification regarding the Pedestrian Unallocated Funds
- Potential business case regarding the rapid deployment of transportation infrastructure and bottlenecks that are limiting progress
- Staffing levels

- Reviewing the Public Works Day and other events that might be cancelled during COVID-19
 - Having a conversation regarding snow clearing
 - Storm water study being used to review the number of cars parked on roads
 - Council Strategic Plan impacting the planning of projects and budgeting
 - Extending the lifespan of roads by increasing the use of alternate transportation
 - Cost/impact of hiring consultants to aid with two proposed positions
2. John Elliot, Director, Public Works, provided a PowerPoint presentation. Highlights included:
- Provided an overview of the Public Works Department
 - Provided breakdown of the Public Works Department's share of the City Budget (23.2% of total City budget)
 - Achievements of the Public Works Administration staff in 2020:
 - More than 9,000 calls for service
 - Participation in Corporate Records Management project
 - Participation in City Works implementation project
 - Implementation and administration of online cart requests and payment
 - 2021 Opportunities and Initiatives for Public Works Administrative staff:
 - Administration of 24/7 security and after hours inquiries
 - Achievements of the Roads and Traffic Department in 2020:
 - Annual paving program
 - Rail crossings and cost
 - Street banner program and Christmas decorations
 - Opportunities and initiatives for the Roads and Traffic Department in 2021:
 - Complete Streets Standards
 - Road Rehabilitation Asset Management
 - LED street lighting is on hold; however, BC Hydro will be updating their infrastructure
 - Provide 24/7 snow and ice control and emergency response
 - New "City Works" Corporate Asset Management System (CAMS) implementation for Traffic Unit
 - Achievements of the Waterworks Department in 2020:
 - Repaired Bowen Road water supply main break
 - Cross Connection Control program
 - Rock scaling and rip-rap at South Fork and Jump Creek Dams
 - Bulk water fill stations – projected revenue \$120,000
 - Opportunities and initiatives for the Waterworks Department in 2021:
 - Water Supply Capital Plan
 - Nanaimo River Flood Inundation Plan update
 - 13.9 billion liters of treated water produced per year
 - Mid-Town Water Supply Upgrades
 - Annual dam safety inspections
 - Certified 24/7 emergency response operators

- Achievements of the Sanitary Sewer Department in 2020:
 - Annual sewer flow and rainfall monitoring program
 - Listed the various repairs/maintenance and inspections being performed regularly
 - Reduced the number of sewer backup claims due to good maintenance
- Opportunities for the Sanitary Sewer Department in 2021:
 - New CCTV van and updated CCTV software to do condition assessments
 - Ongoing inflow and infiltration reduction
- Spoke regarding the work done by redeployed recreation staff regarding rainwater/drainage in preparation for fall/winter
- Opportunities and Initiatives for the Sanitary Sewer Department in 2021:
 - Climate change and storm water utility
 - Mobile data collection tools
 - Ground water recharge
- Achievements of the Fleet Department in 2020:
 - Procurement and deployment of 12 new vehicles
 - Green Fleet Strategy
 - Awarded Silver rating for E3Fleet (Energy, Environment, Excellence) Program
 - Space needs assessment for new Fleet facility
- Opportunities and Initiatives for the Fleet Department in 2021:
 - Implement new computerized Fleet Asset Management System
 - Refine Vehicle Replacement Plan
 - Modify and streamline vehicle procurement process
 - Proceed with Green Fleet Strategy
 - Enhance security system at the entrance and perimeter of the Public Works yard
- Achievements for the Solid Waste Management Department in 2020:
 - Cemeteries are included within this department:
 - Three cemeteries within the City of Nanaimo
 - Preference is moving towards cremation internments
 - 2021 will be doing a business model review
 - 90% reduction in solid waste worker injuries and approximately 50% reduction in work orders
 - Pilot program launched downtown called the “Social Disorder Response Team”, now called the “Clean Team”
 - Formalized Training Program for Drivers
 - Collected 18% more materials versus 2019
 - “Checkout Bag Regulation Bylaw 2020 No. 7283” approved and sent to Province for Ministerial approval
- Opportunities and initiatives for Solid Waste Management in 2021:
 - Carts Inventory Management
 - Checkout bag regulation anticipate implementation 2021-JUL-01
 - Optimized collection program in January

- Conducting waste composition study and waste reduction education campaign (post pandemic)
- Enhanced public space cleanliness
- Business case not currently in Draft Budget:
 - Community Clean Team
- Provided Draft Operating Budgets for the various departments for 2020-2025

Committee discussion took place. Highlights included:

- Number of calls for service and the purpose of those calls
- Rainwater/drainage and private infrastructure being connected to sanitary sewer services rather than ditches or storm drains
- Reason why Public Works, Sewer and Waterworks have listed expenses before revenue – these are self funded utilities and are not rolled into the Public Works fund
- Clarification regarding the 2.5% increase to the Water Asset Management Reserve
- Budget increases to Sanitary Sewer Revenue in anticipation of future events, users, and projects
- Key budget assumptions do not include Sewer, Sanitation, and User Fees which are budgeted differently
- Tracking the increasing number of boulevards and related maintenance costs
- Design process for the Public Works Facility upgrades
- LED street lighting being replaced by BC Hydro
- Requested a future discussion regarding repainting curbs along roadways

The Special Finance and Audit Committee Meeting recessed at 2:37 p.m.

The Special Finance and Audit Committee Meeting reconvened at 2:52 p.m.

d. Nanaimo Fire Rescue 2021 Business Plan

Karen Fry, Fire Chief, introduced and provided a PowerPoint presentation. Highlights included:

- Provided an overview of Nanaimo Fire Rescue Department
- Provided a breakdown of the Fire Rescue Department's share of the City Budget (12.6% of the total City Budget)
- Noted achievements for Nanaimo Fire Rescue in 2020:
 - COVID-19 response
 - Training sessions
 - Next Generation 911 Requirements for Fire Dispatch needs analysis
 - Fire Station #1 ground-breaking
 - Fire Department Master Plan – on hold until next Fire Chief has been assigned
 - Virtual Emergency Coordination Centre (ECC) Wildland Operation Scenario
 - Public education and outreach
 - Delivery of new fire ladder truck

- First unit on scene within six minutes response increased to 74.08%
- Arrival at emergency incidents within ten minutes increased to 95.51%
- Provided graphs visualizing the total number of monthly incidents for 2020 versus 2019 – COVID-19 restrictions required that Fire Department only respond to cardiac arrest emergencies between April and July
- 20% of responses are requiring Fire Fighters to administer naloxone

Committee discussion took place regarding the statistics provided and if any information was available regarding outcomes of calls that the Fire Department could not respond to during April and July. That information is not available; however, BC Ambulance continued to respond to calls.

Karen Fry, Fire Chief, continued her presentation. Highlights included:

- Spoke regarding the number of fires investigated and reported to the BC Fire Commissioner's Office
- To date there have been: 355 fires, 9 structure fires, 236 outdoor fires and 3 individual fires
- Checked 114 building plans and anticipate 2,427 building inspections will be completed in 2020
- Opportunities for Nanaimo Fire Rescue in 2021:
 - Strategic roadmap (Master Plan)
 - Training
 - Continue community outreach
 - Resourcing for increased fire inspections, plan approval compliance
 - Fire safety for vulnerable populations which includes people in encampments on streets and seniors
- Spoke regarding the Fire Station #1 project:
 - Construction is well underway and foundations are now complete
 - Structure is starting to be erected and structural steel should be complete in January 2021
 - Transition to new facility is currently anticipated to take place January 2022, afterwards the existing facility will be demolished and the front apron construction completed
 - There will be a First Nation welcome pole at the entrance
 - Scope changed to remove the dispatch function and add training/meeting room
- Key Initiatives for 2021:
 - Master Plan report
 - Contract negotiations
 - Transition public outreach to mobile application (smoke alarms)
 - Self-Contained Breathing Apparatus (SCBA) replacement
 - Build and delivery of two engines and one Wildland unit
 - Transition Fire Dispatch
 - Comply with changes to BC Fire Code, BC Building Code and *Fire Safety Act*
 - Mobile Inspections Initiative
 - Expand training program
 - Build upon successes to optimize response times
 - Community Outreach and Education on Fire Prevention and Community Safety

- Provided Draft Operating Budgets for Nanaimo Fire Rescue from 2020-2025

Committee discussion took place. Highlights included:

- E-Comm 9-1-1 services and how emergency calls are directed to Vancouver and rerouted based on the caller's location
- Need for a Fire Station in the Hammond Bay area being addressed in the Master Plan
- Revenues from Fire Rescue are generated from administration, contracted services and Vancouver Island Emergency Response Academy (VIERA)
- Thanked Chief Fry for her role and exceptional leadership and service to the City of Nanaimo and wished her success with the City of Vancouver
- Potential areas to generate revenue
- Building inspection plans reviewed by Fire Rescue Department to ensure accessibility for fire crews
- Transmitters being used to indicate when fire alarms are not operating
- Funding allocated to the 911 Reserves and distribution of those funds
- The City billing insurance companies for Fire Department charges
- Emergency Medical Responder (EMR) program is a five year program funded from Strategic Infrastructure Reserve

(e) Next Steps

Laura Mercer, Director, Finance, provided a summary of the schedule for next weeks meetings:

- 2020-NOV-30:
 - Review of highlights of the projects included, and not included, in the Draft Financial Plan
 - Staff will provide an overview of the numbers in the five year plan for projects
 - Three department presentations
 - Afternoon review the COVID-19 Safe Restart Grant funding
 - Provide an overview of the decision points for Friday 2020-DEC-04

During discussion Staff captured the following requests for future discussion:

- Increase annual funding for Public Art
- Suspending Public Works Day for 2021
- Investing in snow and ice removal
- Active Transportation and resources required to execute Council's Strategic Plan
- Street curb painting outside the downtown core

Committee discussion took place regarding the process for reviewing business plans. Laura Mercer, Director, Finance, clarified that Staff will present business cases (upon request) on Monday with the intent that Council will make decisions on Friday.

Jake Rudolph, Chief Administrative Officer, clarified that Council will not be asked to make decisions on Monday with the exception of the COVID-19 Safe Restart funding.

Currently at a 3.3% tax increase based on what has been presented. Staff are anticipating additional information from BC Assessment regarding growth numbers next week. He noted that if there is a desire to have more conversation regarding more funding for active transportation that needs to be flagged; however, Staff may not be able to prepare a business case for something like that in a matter of days. He also inquired if there was a desire to see more information regarding the Beban Pool closure and alternate scenarios.

Committee discussion took place. Highlights included:

- Reallocating the Association of Vancouver Island and Coastal Communities conference funding
- Reallocation of residual Health and Housing Task Force funding towards a daytime drop-in centre
- Identifying business cases that relate to COVID-19 and could potentially be funded through the COVID-19 Safe Restart funding
- Breakdown of costs for additional RCMP officers

4. ADJOURNMENT:

It was moved and seconded at 3:51 p.m. that the meeting adjourn. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER