

MINUTES
FINANCE AND AUDIT COMMITTEE MEETING
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
WEDNESDAY, 2020-DEC-16, AT 9:00 A.M.

Present: Mayor L. Krog, Chair
Councillor D. Bonner (joined electronically)
Councillor T. Brown
Councillor E. Hemmens
Councillor B. Geselbracht
Councillor Z. Maartman
Councillor I. Thorpe
Councillor J. Turley (joined electronically)

Absent: Councillor S. D. Armstrong

Staff: J. Rudolph, Chief Administrative Officer
R. Harding, General Manager, Parks, Recreation and Culture
S. Legin, General Manager, Corporate Services
B. Sims, General Manager, Engineering and Public Works
K. Fry, Fire Chief
A. Groot, Director, Facilities and Parks Operations
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. Snelgrove, Deputy Corporate Officer
J. Vanderhoef, Recording Secretary

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

The 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. ADOPTION OF THE MINUTES:

It was moved and seconded that the following Minutes be adopted as circulated:

- Minutes of the Special Meeting of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2020-NOV-25 at 8:30 a.m.

- Minutes of the Special Meeting of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Friday, 2020-NOV-27 at 9:00 a.m.
- Minutes of the Special Meeting of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2020-NOV-30 at 9:00 a.m.

The motion carried unanimously.

4. REPORTS:

- (a) Culture and Events Grants 2021 - Fund Recommendations to Support Community Vibrancy and Resilience
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Introduced by Richard Harding, General Manager, Parks, Recreation and Culture.

Presentation:

1. Julie Bevan, Manager, Culture & Special Events, provided a verbal presentation. Highlights included:
 - Forty-eight applications received for three different streams of funding totalling just over \$478,000
 - each application has been evaluated based on eligibility and assessment criteria
 - Moved to accepting submissions by email and requested that organizations address in their applications how they are adapting to COVID-19
 - If events are not able to take place, organizations return their funding
 - Five organization currently on 5 year funding each receive a 2% supplement for 2020 and 2021 to reflect rising costs in operating expenses and impacts due to COVID-19
 - Fewer requests received (particularity for Downtown Event Grants)
 - Staff are proposing the unused grant funding be used to create a one time Resilience Grant for the Spring of 2021 to respond to emerging opportunities and changes resulting from COVID-19
 - The essential role of arts and culture in the community

Committee discussion took place. Highlights included:

- Funds returned due to cancelled events go into surplus unless other direction is given
- Process for reviewing applications
- Success rate of applications received, and the amount of funding available
- Clarification that the Wordstorm Society of the Arts organizes poetry events
- Potentially reserving unused/returned funding for next year's grant applications rather than going into surplus

- The Nanaimo Arts Council allocated zero dollars as funds have already been allocated through a project grant

Councillor Turley declared a conflict of interest due to his wife's involvement with the Vancouver Island Symphony and stated he would not participate on the vote on this topic.

- Potentially requesting that organizations note in their applications how they are moving forward with trust and reconciliation

Councillor Maartman vacated the Shaw Auditorium at 9:16 a.m.

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

1. approve 2021 Cultural Grant funding (Operating, Project and Downtown Event) recommendations of \$478,166 as follows; and
2. direct Staff to administer a special rapid response program for 2021 (Resilience Grant), with the remaining funds of \$28,559, to support resilience in Nanaimo's arts and culture sector.

2021 Culture & Heritage Operating Grants

- Applicant Name: A Cappella Plus Choral Society
 - Recommend: \$5,300
- Applicant Name: CineCentral Filmmakers Society
 - Recommend: \$12,000
- Applicant Name: Crimson Coast Dance Society **
 - Recommend: \$24,137
- Applicant Name: Friends of Nanaimo Jazz Society
 - Recommend: \$4,000
- Applicant Name: Island Bel Canto Singers
 - Recommend: \$1,500
- Applicant Name: Island Consort Society
 - Recommend: \$830
- Applicant Name: L'association des francophones de Nanaimo
 - Recommend: \$21,500
- Applicant Name: Malaspina Choral Society
 - Recommend: \$3,000
- Applicant Name: Mid Island Metis Nation
 - Recommend: \$11,689
- Applicant Name: Nanaimo (BC) Chapter of the SPEBSQSA
 - Recommend: \$2,400
- Applicant Name: Nanaimo Arts Council
 - Recommend: \$11,000
- Applicant Name: Nanaimo Chamber Orchestra
 - Recommend: \$1,965
- Applicant Name: Nanaimo Concert Band
 - Recommend: \$5,000
- Applicant Name: Nanaimo Conservatory of Music **

- Recommend: \$19,143
- Applicant Name: Nanaimo International Jazz Festival Association
 - Recommend: \$24,000
- Applicant Name: Opera Nanaimo
 - Recommend: \$4,000
- Applicant Name: Pacific Coast Stage Company
 - Recommend: \$8,000
- Applicant Name: Nanaimo Festival Heritage Theatre Society (TheatreOne) **
 - Recommend: \$44,165
- Applicant Name: Vancouver Island Symphony **
 - Recommend: \$92,849
- Applicant Name: Western Edge Theatre **
 - Recommend: \$14,410
- Applicant Name: Wordstorm Society of the Arts
 - Recommend: \$3,500

** Recommended for continued three-year funding (2019 / 2020 / 2021)

2021 Culture & Heritage Project Grants

- Applicant Name: Brechin United Church, Mission & Outreach Team
 - Project Name: Building Bridges and Paddling Together
 - Recommend: \$1,922
- Applicant Name: Central Vancouver Island Multicultural Society
 - Project Name: Anti-Racism Arts Festival
 - Recommend: \$3,220
- Applicant Name: CineCentral Filmmakers Society
 - Project Name: Local Film Development Project
 - Recommend: \$3,000
- Applicant Name: Crimson Coast Dance Society
 - Project Name: ODROS: Our Digital Reality Online Symposium
 - Recommend: \$7,295
- Applicant Name: Crimson Coast Dance Society
 - Project Name: What Happened to We: Nanaimo/Nordic Exchange
 - Recommend: \$10,000
- Applicant Name: Festival of Banners (Nanaimo) Association
 - Project Name: Festival of Banners
 - Recommend: \$4,400
- Applicant Name: Harbour City Jazz Society
 - Project Name: JazzFest
 - Recommend: \$1,500
- Applicant Name: Nanaimo Aboriginal Centre
 - Project Name: National Indigenous Peoples Day 2021 Nanaimo Celebration
 - Recommend: \$3,500
- Applicant Name: Nanaimo Arts Council
 - Project Name: R&D: A Capital Plan for an Arts Centre
 - Recommend: \$0
- Applicant Name: Nanaimo Sings! Choral Festival Society
 - Project Name: Nanaimo Sings! Community Through Song
 - Recommend: \$4,500
- Applicant Name: Pacific Coast Stage Company

- Project Name: Theatre of the Oppressed Workshop Series & Site-Specific Presentation
- Recommend: \$3,000

2021 Downtown Event Revitalization Grants

- Applicant Name: A Cappella Plus Choral Society
 - Project/Event Name: A Cappella Plus Spring Concert
 - Recommend: \$460
- Applicant Name: Friends of Nanaimo Jazz Society
 - Project/Event Name: Jazz Affair on the Coast
 - Recommend: \$3,997
- Applicant Name: Greater Nanaimo Chamber of Commerce
 - Project/Event Name: 2021 Commercial Street Night Market
 - Recommend: \$30,000
- Applicant Name: Nanaimo Arts Council
 - Project/Event Name: Nanaimo Artwalk
 - Recommend: \$3,563
- Applicant Name: Nanaimo Chapter Federation of Canadian Artists
 - Project/Event Name: Nanaimo Fine Art Show
 - Recommend: \$2,200
- Applicant Name: Nanaimo Downtown Farmer's Market Society
 - Project/Event Name: Nanaimo Downtown Farmer's Market
 - Recommend: \$4,500
- Applicant Name: Nanaimo Dragon Boat Festival Society
 - Project/Event Name: Nanaimo Dragon Boat Festival
 - Recommend: \$10,000
- Applicant Name: Nanaimo International Jazz Festival Association
 - Project/Event Name: Nanaimo International Jazz Festival
 - Recommend: \$25,000
- Applicant Name: Nanaimo Men's Resource Centre (partnering with Old City Quarter Association)
 - Project/Event Name: Hub City Soapbox Derby
 - Recommend: \$10,000
- Applicant Name: Nanaimo Pride Society
 - Project/Event Name: Nanaimo Pride Week & Month
 - Recommend: \$12,500
- Applicant Name: Old City Quarter Association
 - Project/Event Name: Halloween in the OCQ
 - Recommend: \$1,800
- Applicant Name: Old City Quarter Association
 - Project/Event Name: Sounds of Summer in the OCQ
 - Recommend: \$6,300
- Applicant Name: Old City Quarter Association
 - Project/Event Name: Christmas in the OCQ
 - Recommend: \$2,800
- Applicant Name: Old City Quarter Association
 - Project/Event Name: Hop Into Spring in the OCQ
 - Recommend: \$1,050
- Applicant Name: Pacific Coast Stage Company
 - Project/Event Name: Outdoor Fringe Presentations

- Recommend: \$2,500
- Applicant Name: Nanaimo Festival Heritage Theatre Society (TheatreOne)
 - Project/Event Name: Emerging Voices
 - Recommend: \$4,771

The motion carried unanimously.

Councillor Maartman returned to the Shaw Auditorium at 9:17 a.m.

(b) Proposal for Welcome Pole at Maffeo Sutton Park

Introduced by Julie Bevan, Manager, Culture & Special Events.

- Project was first brought to the attention of City staff in 2018 and discussion has resumed this year
- City issued a request for proposal (RFP) linked to \$50,000 for permanent artwork at Maffeo Sutton Park
- Committee was struck to evaluate the RFP and noted that the budget of \$50,000 was not sufficient and none of the proposals received were suitable
- Nanaimo Aboriginal Centre has taken several steps to initiate this collaboration project
- Snuneymuxw artist Noel Brown was identified as the lead artist
- Meetings and consultation done to ensure Elders approval of Noel Brown's design concept
- Total project cost is estimated at \$100,000 with half of the funds secured through Canadian Heritage by the Nanaimo Aboriginal Centre
- A 50-foot log has been donated by Mosaic Forest Management
- Carving is expected to take five to six months with the prospective date for completion/celebration being National Indigenous People's Day June 21, 2021
- Projects aligns with multiple City plans and strengthens community relationships

Committee discussion took place. Highlights included:

- Dates on letters of support and ensuring recent discussions
- Staff reporting back, for information purposes, regarding the final design

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

1. allocate \$50,000 from Public Art budgeted in the year 2020 and 2021 for a permanent artwork at Maffeo Sutton Park to the realization of a Welcome Pole in the park by Snuneymuxw artist Noel Brown;
2. direct Staff to collaborate with the relevant parties, including Snuneymuxw First Nation and Nanaimo Aboriginal Centre, to see this project completed in a respectful way for the benefit of our communities; and
3. direct Staff to report back to Council with final design and location prior to installation of the artwork.

The motion carried unanimously.

(c) Bowen Road Utility and Corridor Upgrades

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

- Bowen Road project is over budget by approximately \$300,000
- Complications due to night work, working around traffic, conflicts with underground utilities and unexpected conditions
- Other projects within the 2020 budget are under budget making it possible to move funds to cover the overage

Committee discussion took place regarding the slower productivity noted in the Staff report being due to project delays and needing to resolve issues.

(d) Investing in Canada Infrastructure Program Adaptation, Resilience and Disaster Mitigation

Shelley Legin, General Manager, Corporate Services, introduced and noted that Corporate Services has worked in collaboration with all City departments to determine the best projects to bring forward for the two grants which total \$2.3 million.

Presentation:

1. Laura Mercer, Director, Finance, provided a verbal presentation. Highlights included:
 - This would fund mitigation infrastructure projects that will support and increase in structural capacity and/or increase natural capacity to mitigate or adapt to climate change, natural disasters and/or extreme weather events
 - Provides 100% funding for any project that is selected, and targets shovel ready projects that can be completed by 2021-DEC-31
 - Staff propose the Seabold Drive and Ptarmigan Way Drainage Upgrade project be submitted which is currently allocated \$772,000 in the 2021 budget

Poul Rosen, Director, Engineering, noted that the grant requirement is to complete the project by the end of the year and this project is currently in the design phase.

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to submit an application to the Investing in Canada Infrastructure Program – Adaptation, Resilience and Disaster Mitigation for the Seabold Drive and Ptarmigan Way Drainage Upgrade project and commit to funding any cost overruns of the project. The motion carried unanimously.

(e) Investing in Canada Infrastructure Program COVID Resilience Infrastructure Stream

Introduced by Laura Mercer, Director, Finance.

- This grant would support infrastructure projects that provide retrofits, repairs and upgrades to local government and indigenous buildings, supports active transportation, allows communities to improve their infrastructure to increase resiliency and efficiencies in preventing the spread of COVID-19
- This grant also provides 100% funding for projects selected
- Staff short listed two potential projects: generators for Beban Park complex or lighting of the E&N Trail (estimated cost of each project is \$1.6 million)
- Staff recommend the generators for Beban Park complex be selected

Committee discussion took place. Highlights included:

- Previous grant application was for substation upgrade and not the generators themselves
- Previous direction from Council was to make the facility ready for generators and Staff see this as an opportunity to complete the project and enable Beban Park to be fully functional in an emergency event
- Partnering on initiatives with other organizations
- Generators potentially powering other facilities in the area
- Generators would run the heating, lighting and ice plants as part of the emergency disaster response

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to submit an application to the COVID-19 Resilience Infrastructure Stream of the Investing in Canada Infrastructure Program for the Generators for Beban Park Complex and the Water Treatment Plant. The motion carried unanimously.

5. ADJOURNMENT:

It was moved and seconded at 9:38 a.m. that the meeting adjourn. The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

CORPORATE OFFICER