

MINUTES
FINANCE AND AUDIT COMMITTEE MEETING
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
WEDNESDAY, 2021-FEB-17, 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 (joined electronically)
Councillor I. W. Thorpe
Councillor J. Turley

Absent: Councillor S. D. Armstrong

Staff: J. Rudolph, Chief Administrative Officer
R. Harding, General Manager, Parks, Recreation and Culture
D. Lindsay, General Manager, Development Services
B. Sims, General Manager, Engineering and Public Works
S. Legin, General Manager, Corporate Services
T. Doyle, A/Fire Chief (joined electronically)
A. Groot, Director, Facility and Parks Operations
L. Mercer, Director, Finance
L. Bhopalsingh, Manager, Community Planning
M. Bryson, Manager, Recreation Facilities and Custodial Services
W. Fulla, Manager, Business, Asset and Financial Planning
C. Sholberg, Community Heritage Planner
D. Stewart, Social Planner
S. Snelgrove, Deputy Corporate Officer
K. Lundgren, 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 Minutes of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2021-JAN-20, at 9:00 a.m. be adopted as circulated. The motion carried unanimously.

4. PRESENTATIONS:

- (a) Kim Smythe, President and CEO, Chamber of Commerce, provided a presentation regarding City budget and upcoming municipal tax rates. Highlights included:

- Applauded the City for the work of Council and Staff during the budget and tax deliberations
- Acknowledged the struggle of the business community resulting from the impacts of COVID-19
- BC Chamber's Mindreader Pulse Check December 2020 report indicated that Vancouver Island has the lowest level of business optimism in the province
- The Nanaimo Chamber would like to propose consideration of a temporary tax increase freeze for one year for commercial ratepayers and is asking Council to direct Staff to prepare a report with an analysis of the impacts

Committee discussion took place. Highlights included:

- Various options to be considered such as whether a tax freeze would result in loss of revenue for the City, or if the difference will be recovered in the following years
- Still time to make changes to the 2021-2025 Financial Plan
- A tax freeze wouldn't target based on need, and some businesses are more impacted by COVID-19 than others
- Important to have the information presented and explore options
- Recognizing that the City needs to raise money to support the services provided to the public
- Acknowledging the struggle of the business community, and reminder that the request is for a report to present information

It was moved and seconded that the Finance and Audit Committee recommend that Council request a report from Staff with an analysis of the impact of freezing tax increases on commercial ratepayers for one year to assist and support the business community in Nanaimo. The motion carried.

Opposed: *Councillor Brown*

5. REPORTS:

- (a) Victoria Road Pedestrian Upgrades

Bill Sims, General Manager, Engineering and Public Works, advised the Committee that Staff plan to redistribute funds to increase the scope of the Victoria Road Pedestrian Upgrades Project.

Committee discussion took place. Highlights included:

- Clarification regarding the funds available to cover the scope increase
- The financial benefit of bundling projects together
- Changes in the economy reflecting on bids and prices

(b) Provision of Barrier-Free Menstrual Products in City Facilities

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

Mike Bryson, Manager of Recreation Facilities and Custodial Services, spoke regarding a pilot project to provide free menstrual products in City facilities. Highlights included:

- Staff prepared the report in response to a motion passed at the Regular Council Meeting held 2020-NOV-02
- Pilot project to be reviewed at the end of 2021 and Staff would return to Council with an update
- Pilot project facilities chosen based on public usage
- Described the Period Promise program operated by the United Way
- Provided examples from other municipalities that have introduced similar projects
- Acknowledged the restricted use of the facilities resulting from COVID-19
- Overview of the financial implications of this project

Committee discussion took place. Highlights included:

- Clarification on what the project would look like such as the dispensers and how they would be monitored
- Risks identified by other municipalities
- Menstrual products are a basic necessity and should be made available just as toilet paper and paper towel is available
- The potential use of the Parks, Recreation and Culture budget
- Dispensers were chosen, as opposed to baskets, as they can more accurately regulate the amount of products being used
- Most City facilities have menstrual products available by request at the front counters
- The use of signage to inform the public of the products' availability in facilities
- Potentially uncomfortable situation of having to ask the front desk for these products
- Council has not received any outreach from the public for this service and suggesting that this may not be a priority for the public
- Financial implications and consideration for costs associated with potential vandalism
- More discussion needed around ensuring equity in our community
- Purpose of the pilot project is to determine if this is a path worth pursuing
- Point of view of from younger generations
- More important to address the underlying issue of individuals being uncomfortable to ask for these products
- Services provided to the unhoused population and access to menstrual products

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

1. Initiate a pilot project in 2021 funded from the Strategic Infrastructure Reserve for the supply, install, and stocking of dispensers in 26 female and universal washrooms at these locations:
 - a. the major recreation facilities:
 - i Beban Park, including Arenas, Pool, and Social Centre;
 - ii Bowen Park;
 - iii Nanaimo Aquatic Centre;
 - iv Nanaimo Ice Centre;
 - v Oliver Woods Community Centre;
 - b. Caledonia Park for shower program access;
 - c. Northfield Tourism Visitor Centre, and also,
- 2 Review use at the end of 2021 and return to Council with an update and recommendations.

The motion was defeated.

Opposed: Mayor Krog, Councillors Geselbracht, Hemmens, Maartman, Thorpe and Turley

It was moved and seconded that Council direct Staff to make menstrual products available, upon request, at:

- Beban Park, including Arenas, Pool, and Social Centre;
- Bowen Park;
- Nanaimo Aquatic Centre;
- Nanaimo Ice Centre;
- Oliver Woods Community Centre;
- Caledonia Park for shower program access;
- Northfield Tourism Visitor Centre,

and that communication be placed in those facilities identifying their availability.

The motion carried unanimously.

Councillor Hemmens vacated the Shaw Auditorium at 10:16 a.m.

(c) Heritage Façade Grant - 315 Fitzwilliam Street

Dale Lindsay, General Manager, Development Services, spoke regarding a Heritage Façade grant for the St. Andrews United Church to replace the roof.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve a \$20,000 Heritage Façade Grant for the St. Andrew's United Church building located at 315 Fitzwilliam Street to replace the building's asphalt shingle roof. The motion carried unanimously.

(d) Other Grant - Alano Club of Nanaimo Society

Introduced by Dale Lindsay, General Manager, Development Services:

- The Alano Club of Nanaimo Society application for the 2021 Social Response Grant was initially considered ineligible; however, this was an administrative error

Councillor Hemmens returned to the Shaw Auditorium at 10:18 a.m.

- The 2021 Social Response grants have been allocated; however, there is an option to allocate \$7,000 to the Alano Club of Nanaimo Society from the Other Grant funding
- Staff have reviewed the Alano Club of Nanaimo Society application, and the applicant did not score higher than other applicants that were also not awarded the funding

Committee discussion took place regarding the criteria for the Other Grant funding.

It was moved and seconded that the Finance and Audit Committee recommend that Council deny the allocation of \$7,000 from the Other Grant funding to the Alano Club of Nanaimo Society. The motion carried.

Opposed: Councillors Brown, Geselbracht, and Turley

(e) Reallocation of \$60,000 of the ERP Replacement Project Budget from 2022 to 2021 in the 2021-2025 Financial Plan

Introduced by Shelley Legin, General Manager, Corporate Services:

- Enterprise Resource Planning (ERP) software is used to run human resource information systems, payroll and all of the City's financial systems
- Provided background information regarding SAP (the current vendor)

Committee discussion took place. Highlights included:

- Measures to avoid vendor lock-in and ensuring exit clauses within the contract to allow flexibility
- Potential cost overruns as a result of COVID-19

It was moved and seconded that the Finance and Audit Committee recommend that Council approve reallocating \$60,000 of the ERP Replacement project budget from 2022 to 2021, in the 2021-2025 Financial Plan. The motion carried unanimously.

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

Introduced by Shelley Legin, General Manager, Corporate Services.

Laura Mercer, Director, Finance, provided the Committee with the fourth quarter purchasing report. Highlights included:

- In the fourth quarter the City undertook 16 single or sole source purchases, 2 purchases in excess of \$250,000 and no instances of Procurement Policy non-compliance purchases
- Total for the year includes 60 single or sole source purchase, 17 purchases in excess of \$250,000 and no instances of Procurement Policy non-compliance purchases

6. ADJOURNMENT:

It was moved and seconded at 10:39 a.m. that the meeting terminate. The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

CORPORATE OFFICER