

**MINUTES**  
FINANCE AND AUDIT COMMITTEE MEETING  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,  
80 COMMERCIAL STREET, NANAIMO, BC  
WEDNESDAY, 2022-JUL-20, AT 9:00 A.M.

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Present: Mayor L. Krog  
Councillor S. D. Armstrong (joined electronically)  
Councillor D. Bonner  
Councillor T. Brown (joined electronically)  
Councillor B. Geselbracht (arrived 9:03 a.m.)  
Councillor E. Hemmens  
Councillor Z. Maartman  
Councillor I. W. Thorpe  
Councillor J. Turley

Staff: D. Lindsay, General Manager, Development Services/Acting Chief  
Administrative Officer  
R. Harding, General Manager, Parks, Recreation and Culture  
B. Sims, General Manager, Engineering and Public Works  
A. Groot, Director, Facilities and Parks Operations  
L. Mercer, Director, Finance  
P. Rosen, Director, Engineering  
W. Fulla, Manager, Business, Asset and Financial Planning  
T. Pan, Manager, Sustainability  
A. Fipke, Project Engineer  
K. Robertson, Deputy City Clerk  
A. Mac Coll, 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, 2022-JUN-15, at 9:01 a.m. be adopted as circulated. The motion carried unanimously.

4. REPORTS:

(a) Travel Assistance Grant - Nanaimo District Lacrosse Association U16 A2 Timbermen

Richard Harding, General Manager, Parks, Recreation and Culture advised the Finance and Audit Committee (the Committee) that the Nanaimo District Lacrosse Association met the requirements to receive the Travel Assistance Grant and was a good candidate.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve a Travel Assistance Grant for the Nanaimo District Lacrosse Association (NDLA) U16 A2 Timbermen team in the amount of \$750 for fifteen (15) Nanaimo players to attend the 2022 BCLA Minor Box Lacrosse Provincial Championships held from 2022-JUL-07 through 2022-JUL-10 in Coquitlam, BC. The motion carried unanimously.

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

Laura Mercer, Director, Finance advised the Committee that there were two instances of non compliance from January 1st – March 31st 2022. One instance was a project taking longer than anticipated to complete and the second instance was transitional costs relating to Tourism Nanaimo for the interim director position.

Councillor Geselbracht entered the Shaw Auditorium at 9:03 a.m.

Committee discussion took place. Highlights included:

- To keep consistency in the Westwood Lake Park project, Lanarc 2015 Consultants Ltd. was used for landscape architect design
- Relocation of bleachers in the City and the compatibility of parts when modifications are needed during transition from one venue to another
- Tourism Nanaimo transition cost of \$148,000 being related to the start of the transition period in 2021 until end of transition period in 2022
- Security firms are desperate for staff and their ability to keep contracts are limited by their staff levels
- Using an Request for Proposal (RFP) for \$20,000 purchases could cost as much as the purchase itself
- There has been no significant increase or decrease in single source non compliances

Richard Harding, General Manager, Parks, Recreation and Culture, advised the Committee that consistency in the Westwood Lake Park project during the final detailed design is important, that the Blackbird security firm was needed to expedite the process due to no availability of other firms, and that the bleachers purchased in 2014 needed modifications and installation completed by the manufacturer to be compatible.

(c) Consideration of Security Check Grant

Laura Mercer, Director, Finance, advised the Committee that the Nanaimo District Senior Citizens Housing Development Society meets the eligibility criteria for the grant program and the amount requested is the maximum allowable.

It was moved and seconded that that the Finance and Audit Committee recommend that Council award a Security Check Grant for \$500 to the Nanaimo District Senior Citizens Housing Development Society. The motion carried unanimously.

(d) Local Government Climate Action Program

Introduced by Dale Lindsay, General Manager, Development Services/Acting Chief Administrative Officer.

- The discontinuation of the Climate Action Revenue Incentive Program (CARIP) created by the Province in 2008 will result in no yearly payment of \$148,000
- The replacement program for CARIP is named the Local Government Climate Action Program (LGCAP) which will provide the City with more funding than the previous program at \$325,000 per year
- With the new program LGCAP, the City will have to match 20% of the funds given by the program which is currently already transferred into the reserve
- Funding received from LGCAP has to be spent by 2025, and projects will need to be advanced in their timeline based on suitability and feasibility

Ting Pan, Manager, Sustainability advised the Committee that Staff have identified a list of projects to support emission reduction and resiliency in the community for the 2023 – 2027 financial plan, and that Staff are looking closely at the timeline of all projects to expedite any that are able to meet the requirement of funds being spent by 2025.

(e) Metral Drive Complete Streets Phase 2

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

- The Metral Drive Complete Streets project has received provincial, federal, and international awards
- Staff have been requested to speak at three national conferences regarding the complete streets projects as well as aide in authoring a report regarding complete streets
- Metral Drive Complete Streets Phase 1 came in under budget at 1.1 million dollars

Laura Mercer, Director, Finance advised the Committee that monies unspent remained in the reserve and could be used to fund the shortfall for Metral Drive Complete Streets Phase 2 or any other project that would be appropriate.

Committee and Staff discussion continued. Highlights included:

- Transportation counts, speed counts, and auto turn in autoCAD were used when modelling intersections to determine radiuses and curbs
- The Enterprise Way intersection connected to Aulds Road was overbuilt using 5 lanes, which has led to unsafe behaviours by drivers
- The Enterprise Way intersection is currently operating on timers due to unfinished curbs, when the curbs are complete induction loops will be used to avoid queuing
- Completion of Metral Drive Phase 1 has increased development activity and is a result of public investment as private investment consistently follows
- Extensive public engagement was completed leading up to and throughout the construction, including contact with local businesses affected
- Recently the Fire Department attended a house fire in Metral Drive and were able to efficiently mobilize, but the road had to be closed to connect the fire hose across the roadway

It was moved and seconded that that the Finance and Audit Committee recommend that Council direct Staff to increase the budget for Metral Drive Complete Street Project Phase 2 by \$1,400,000 funded by \$875,000 from the Community Works Reserve Fund, \$35,000 from the Sewer Reserve and \$490,000 from the Water Reserve. The motion carried.  
Opposed: Councillor Thorpe

(f) Mary Ellen Drive Intersection Improvement Funding

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

Annalisa Fipke, Project Manager, provided the following verbal update:

- Mary Ellen Drive was designed and constructed 20 years ago with an urban arterial standard and the excess of lanes and long crossing distances have created an unsafe intersection
- Speeding in the corridor between the two connecting highways is due to no traffic control at the intersection and overbuilt infrastructure
- \$200,000 in community amenity contributions were received to complete this project with an additional \$160,000 needed from a budget transfer to construct the roundabout
- Insurance Corporation of British Columbia (ICBC) has reviewed the designed at Mary Ellen Drive and has performed a road safety audit for this project

Staff and Committee discussion took place. Highlights included:

- Semi trailers have a tighter turning radius than perceived
- The roundabout is a low cost solution and will use existing curbs on all four sides as well as existing drainage
- The largest trucks to deliver in this area will have to have a right-turn-in and right-turn-out movements by re routing deliveries in the Plaza per discussions with the plaza owners
- Improvements for Mary Ellen Drive are long overdue with many requests being received by the public to make it safer

- Conversation should be had with the trucking association to make sure there is an understanding of the routes before construction
- Overbuilt infrastructure can produce unsafe environments for drivers

(g) Kite Way and Meadow Lane Water Project

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

- The project is a cost share with the Regional District of Nanaimo (RDN) using the City of Nanaimo's water infrastructure and the RDN's sewer infrastructure
- There were unsuitable conditions with infrastructure in poor shape that required additional funding

5. QUESTION PERIOD:

There were no members of the public in attendance to ask questions.

6. ADJOURNMENT:

It was moved and seconded at 9:47 a.m. that the meeting adjourn. The motion carried unanimously.

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C H A I R

CERTIFIED CORRECT:

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DEPUTY CITY CLERK