

AGENDA "IN CAMERA" COUNCIL MEETING

Monday, April 1, 2019, 5:00 P.M. - 7:00 P.M. DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE 80 COMMERCIAL STREET, NANAIMO, BC

Pages

APPROVAL OF THE AGENDA: 1.

1. Adoption of Agenda

That Council, in accordance with Section 90(1) of the Community Charter, adopt the agenda as presented (or as amended).

Summary of Agenda Items and Proposed CC Reasons to Close Meeting

- 5(a) Gas Tax Revenue 90(2)(b) 5(b) 5(c)
- 5(d) CAO and Council Matters 90(1)(a)(c)

Section 90(1):

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;
- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and,

Section 90(2):

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

2. ADOPTION OF THE MINUTES:

3.

4.

5.

a.	Minutes	4 - 6
	Minutes of the Special "In Camera" Committee of the Whole Meeting, held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC on Monday, 2019-FEB-04 at 1:30 p.m.	
b.	Minutes	7 - 12
	Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC on Monday, 2019-FEB-11 at 4:30 p.m.	
C.	Minutes	13 - 14
	Minutes of the "In Camera" Council Meeting held in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC on Monday, 2019-FEB-20 at 10:00 a.m.	
d.	Minutes	15 - 16
	Minutes of the "In Camera" Council Meeting held in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC on Monday, 2019-MAR-18 at 5:30 p.m.	
PRES	ENTATIONS:	
CONS	ENT ITEMS:	
REPO	RTS	
a.	Gas Tax Revenue	17 - 44
	To be introduced by Laura Mercer, Acting Director, Financial Services.	
	Purpose: To seek feedback from Council on potential project funding priorities related to additional Gas Tax Fund revenue proposed in the Federal Budget 2019.	
	Recommendation: That the report titled Gas Tax Fund Revenue, dated 2019-APR-01, be received for information.	

C.			

d. CAO and Council Matters

To be introduced by Jake Rudolph, Chief Administrative Officer.

- 6. CORRESPONDENCE:
- 7. ADJOURNMENT OF "IN CAMERA" MEETING:

SPECIAL "IN CAMERA" MINUTES

COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
BOARDROOM, SERVICE AND RESOURCE CENTRE
411 DUNSMUIR STREET, NANAIMO, BC
MONDAY, 2019-FEB-04 AT 1:30 P.M. TO 3:30 P.M.

Present: Mayor L. Krog

Councillor S. D. Armstrong Councillor D. Bonner Councillor T. Brown Councillor B. Geselbracht Councillor E. Hemmens Councillor Z. Maartman Councillor I. W. Thorpe

Councillor J. Turley

Staff: J. Rudolph, Chief Administrative Officer

R. J. Harding, Director of Parks and Recreation D. Lindsay, Director of Community Development B. Sims, Director of Engineering and Public Works

K. Fry, Fire Chief (arrived 2:20 p.m.)

L. Bhopalsingh, Manager, Community and Cultural Planning

S. Gurrie, City Clerk

G. Whitters, Recording Secretary

1. <u>CALL THE SPECIAL "IN CAMERA" COMMITTEE OF THE WHOLE MEETING TO ORDER:</u>

The Special "In Camera" Committee of the Whole Meeting was called to order at 1:34 p.m.

2. <u>ADOPTION OF AGENDA:</u>

3.

It was moved and seconded that Council, in accordance with the *Community Charter*, adopt the agenda as presented. The motion carried unanimously.

REPORTS:	

MINUTES – SPECIAL "IN CAMERA" COMMITTEE OF THE WHOLE 2019-FEB-04 PAGE 2					
K. Fry entered the Boardroom at 2:20 p.m.					

	TES – SPECIAL "IN CAMERA" COMMITTEE OF THE WHOLE FEB-04 : 3
4.	ADJOURNMENT:
	It was moved and seconded at 3:32 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.
CHA	AIR
CERT	ΓIFIED CORRECT:
CORI	PORATE OFFICER

"IN CAMERA" MINUTES

COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS DOUGLAS RISPIN ROOM. VANCOUVER ISLAND CONFERENCE CENTRE. 80 COMMERCIAL STREET, NANAIMO, BC MONDAY, 2019-FEB-11 AT 4:30 P.M.

Present: Mayor L. Krog

> Councillor S. D. Armstrong Councillor D. Bonner Councillor T. Brown Councillor B. Geselbracht Councillor E. Hemmens Councillor Z. Maartman Councillor I. W. Thorpe Councillor J. Turley

Staff: J. Rudolph, Chief Administrative Officer

> R. J. Harding, Director of Parks and Recreation (arrived 4:35 p.m., vacated 6:56 p.m.)

D. Lindsay, Director of Community Development (vacated 6:56 p.m.) B. Sims, Director of Engineering and Public Works (vacated 6:56 p.m.)

B. Corsan, Deputy Director of Community Development (vacated 6:56

Supt. C. Miller, OIC, Nanaimo Detachment RCMP (vacated 6:56 p.m.) Cpl. Kevin Flood, Bike Patrol Unit, Nanaimo Detachment RCMP (vacated 6:56 p.m.)

L. Bhopalsingh, Manager, Community & Cultural Planning (arrived 4:34 p.m. vacated 6:56 p.m.)

J. Horn, Social Planner (arrived 5:59 p.m., vacated 6:56 p.m.)

D. Blackwood, Client Support Specialist (arrived 4:58 p.m., vacated 5:00 p.m.)

S. Gurrie, City Clerk

S. Snelgrove, Recording Secretary (vacated 6:46 p.m.)

1. CALL THE "IN CAMERA" MEETING TO ORDER:

The "In Camera" Meeting was called to order at 4:32 p.m.

2.	INTRODUCTION OF LATE ITEMS:			
3.	ADOPTION OF AGENDA:			
	It was moved and seconded that Council, in accordance with Section 90(1)(n) of the Community Charter, adopt the agenda as amended. The motion carried unanimously.			
4.	ADOPTION OF MINUTES:			
	It was moved and seconded that the following minutes be adopted as circulated:			
	 Minutes of the Special "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street Nanaimo, BC on Monday, 2019-JAN-14 at 1:00 p.m. 			
	 Minutes of the Special "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street Nanaimo, BC on Thursday, 2019-JAN-18 at 2:00 p.m. 			
	The motion carried unanimously.			
L. Bho	palsingh entered the Douglas Rispin Room at 4:34 p.m.			
vacated the Douglas Rispin Room at 4:35 p.m. R. Harding entered the Douglas Rispin Room at 4:35 p.m.				
5.	REPORTS:			

2019-FEB-11 PAGE 3
D. Blackwood, entered the Douglas Rispin Room at 4:58 p.m.
D. Blackwood vacated the Douglas Rispin Room at 5:00 p.m. R. Harding vacated the Douglas Rispin Room at 5:01 p.m.

MINUTES - "IN CAMERA" COMMITTEE OF THE WHOLE



The "In Camera" Committee of the Whole Meeting recessed at 5:55 p.m.

J. Horn entered the Douglas Rispin Room at 5:59 p.m.

MINUTES - "IN CAMERA" COMMITTEE OF THE WHOLE

2019-FEB-11

The "In Camera" Committee of the Whole Meeting reconvened 6:07 p.m.

(c) Affordable Housing Site Selection Presentation

To be introduced by Dale Lindsay, Director of Community Development.

Presentation:

- 1. Bill Corsan, Deputy Director of Community Development, provided a presentation regarding Affordable Housing Site Selection, including:
 - Timeline of past events regarding site selections
 - Past direction regarding sites

MINUTES – "IN 2019-FEB-11 PAGE 5	N CAMERA" COMMITTEE OF THE WHOLE				
	Committee of the Whole discussion took place regarding:				
	 The need for more sites Community engagement regarding potential sites Discussions regarding spreading sites out throughout the city or grouping them together 				
S. Snelgrove	S. Snelgrove vacated the Douglas Rispin Room at 6:46 p.m.				
(d)					
The "In Camera" Committee of the Whole meeting recessed at 6:56 p.m. The "In Camera" Committee of the Whole meeting reconvened at 9:00 p.m.					
(e)	Council and CAO Matters				
	Introduced by Jake Rudolph, CAO.				
	Jake Rudolph, CAO, provided the following updates for Council:				

MINUTES - "IN CAME	RA" COMMITTEE OF THE WHOLE
2019-FEB-11	
PAGE 6	

6.	ADJOURNMENT:
	It was moved and seconded at 9:39 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.
CHA	I R
CERT	IFIED CORRECT:
CORF	PORATE OFFICER

"IN CAMERA" MINUTES

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
WEDNESDAY, 2019-FEB-20 AT 10:00 A.M.

Present: Mayor L. Krog

Councillor S. D. Armstrong Councillor D. Bonner Councillor T. Brown Councillor B. Geselbracht Councillor E. Hemmens Councillor Z. Maartman Councillor I. W. Thorpe

Staff: J. Rudolph, Chief Administrative Officer

S. Gurrie, City Clerk

Councillor J. Turley

1. CALL THE SPECIAL "IN CAMERA" MEETING TO ORDER:

The Special "In Camera" Meeting was called to order at 10:01 a.m.

2. <u>ADOPTION OF AGENDA:</u>

It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as presented. The motion carried unanimously.

3. REPORTS:

(a) Internal Governance

Introduced by Jake Rudolph, CAO.

Council discussion took place regarding:

- procedures surrounding internal and external email correspondence between Council, staff and the public
- meeting process and procedures
- governance, staff capacity and priorities
- sustainability, pace and volume of Council meetings
- current job postings and filling vacancies

The Special "In Camera" Meeting recessed at 12:25 p.m. The Special "In Camera" Meeting reconvened at 12:57 p.m.

Council discussion continued regarding:

waterfront walkway and council priorities

MINUTES -"IN CAMERA" COUNCIL 2019-FEB-20 PAGE 2

By unanimous consent it was determined that Council will meet "In Camera" with the CAO for quarterly check-ins with the next check-in held in May after the adoption of the Financial Plan.

4. <u>ADJOURNMENT:</u>	<u>IENT:</u>
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	It was moved and sec	onded at 1:07 p	.m. that the	"In Camera"	Meeting terminate.	The
motion	carried unanimously.					

CHAIR	
CERTIFIED CORRECT:	
CORPORATE OFFICER	

"IN CAMERA" MINUTES

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2019-MAR-18 AT 5:30 P.M.

Present: Mayor L. Krog, Chair

Councillor S. D. Armstrong Councillor D. Bonner Councillor T. Brown Councillor B. Geselbracht Councillor E. Hemmens Councillor Z. Maartman

Councillor I. W. Thorpe Councillor J. Turley

Staff: J. Rudolph, Chief Administrative Officer

J. Holm, Acting Director, Community Development (vacated 5:35 p.m.)

S. Gurrie, City Clerk

K. Gerard, Recording Secretary (vacated 6:24 p.m.)

1. <u>CALL THE "IN CAMERA" MEETING TO ORDER:</u>

The "In Camera" Meeting was called to order at 5:32 p.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that Council, in accordance with the *Community Charter*, adopt the agenda as presented. The motion carried unanimously.

3. ADOPTION OF MINUTES:

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

- Minutes of the "In Camera" Council Meeting held in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC on Monday, 2019-FEB-25 at 5:30 p.m.
- Minutes of the "In Camera" Council Meeting held in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC on Monday, 2019-MAR-04 at 3:30 p.m.

The motion carried unanimously.

MINUTES -"IN CAMERA" COUNCIL 2019-MAR-18 PAGE 2

1	RFF	PORT	Γ Q.
4.	Γ	UN.	ıo.

(a) Design Advisory Panel Appointment – Architectural Institute of British Columbia Representative

Introduced by Sheila Gurrie, City Clerk.

It was moved and seconded that Council appoint Charles Kierulf as the Architectural Institute of BC representative to the Design Advisory Panel for a two-year term ending, 2021-FEB-24. The motion carried unanimously.

It was moved and seconded that Council direct Staff to notify the appointed member and include their appointment on a future Council meeting agenda. The motion carried unanimously.

- J. Holm vacated the Boardroom at 5:35 p.m.
 - (b) Snuneymuxw First Nation Protocol Agreement Update

Jake Rudolph, Chief Administrative Officer, provided Council with an update regarding the Snuneymuxw First Nation Protocol Agreement.

- K. Gerard vacated the Boardroom at 6:24 p.m.
 - (c) CAO and Council Matters

5. <u>ADJOURNMENT:</u>

It was moved and seconded at 6:52 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

	CERTIFIED CORRECT:
CHAIR	CORPORATE OFFICER
	CONFONATE OFFICER

DATE OF MEETING April 1, 2019

AUTHORED BY LAURA MERCER, ACTING DIRECTOR, FINANCIAL SERVICES

SUBJECT GAS TAX FUND REVENUE

OVERVIEW

Purpose of Report

To seek feedback from Council on potential project funding priorities related to additional Gas Tax Fund revenue proposed in the Federal Budget 2019.

Reason for "In Camera"

Community Charter Section 90(2):

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

Recommendation

That the report titled "Gas Tax Fund Revenue", dated 2019-APR-01, be received for information.

DISCUSSION

The Federal Government announced in the February 2004 Budget that they would transfer a portion of federal gas tax to cities and communities. The parties to the agreement are the Government of Canada, the Province of British Columbia and the Union of British Columbia Municipalities (UBCM). On 2005-SEP-19 the three parties concluded a final Agreement which sets out the amount of funding, the payment schedule and who is eligible to receive funding, the eligible capital projects and costs and the obligations of recipients.

UBCM receives the funds, sign agreements with eligible recipients and reports back to the Government of Canada on the use of the funds. The City of Nanaimo signed an agreement with UBCM as a potential recipient of funding in 2005.

UBCM established a Community Works Fund (CWF), whereby local governments receive annual funding based on a floor amount plus a per capita amount. The choice of which eligible projects will be funded is at the discretion of the local government receiving the funds (i.e. there is no application and approval process needed for CWF funding). Eligible projects are tangible capital assets owned by the local government falling within one of the project categories and subcategories and contributing to one of the three key sustainability outcomes in the Agreement: reduction in greenhouse gas emissions, cleaner air and cleaner water. Also eligible are projects which increase local government capacity to undertake integrated sustainability planning, including plans outlined under the Capacity Building category in the Agreement.

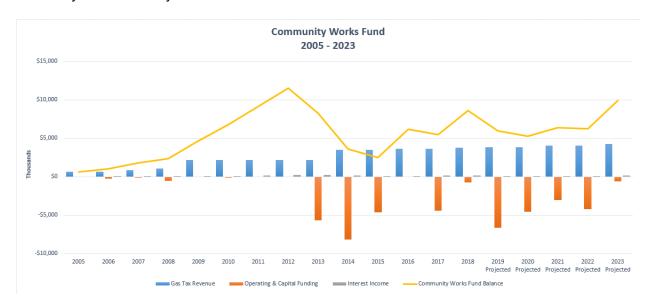
In March 2006, Council adopted a bylaw to establish the Community Works Reserve Fund. This statutory reserve fund receives the distributions from UBCM for the New Deal for Cities and Communities on the Transfer of Federal Gas Tax Revenues.

In 2011, the Federal Government legislated the Federal Gas Tax Fund (GTF) funding as a permanent source of infrastructure funding for municipalities. In 2013 under the Economic action Plan, the Federal Government announced that the GTF would be indexed by 2% per year. The GTF was confirmed as part of the federal Budget 2014, and will run from 2014 to 2024. As part of the New Building Canada Plan, the renewed federal GTF provides predicable, long-term, stable funding for Canadian municipalities to assist with the building and revitalization of local public infrastructure. Allocations for the 2019 – 2024 years will be based on the 2016 Census data.

From 2005 – 2018, the City has received \$31,933,883 in gas tax revenues and has used \$24,856,426 to fund operating and capital projects. The current balance in the Community Works Fund is \$8,569,140.

A summary of projects funding between 2005 – 2018 is attached in Appendix A and a summary of the projects in the 2019 – 2023 budget is attached in Appendix B.

Summary of Community Works Reserve Fund balances:



In the 2019 Budget, the Federal Government has proposed a one-time transfer of \$2.2 billion through the Federal Gas Tax Fund to address short-term priorities in municipalities and First Nation communities. This would double the Government's commitment to municipalities in 2018 – 2019 and will provide infrastructure funds to communities across the country. This means that the City of Nanaimo could potentially receive an additional \$3,758,343 for a total of \$7,516,686, 2019 funding year.

Funding criteria* for the top up funds is as follows:

Figure 2.2: Municipal Top-Up Funds to Support Local Priorities

	Productivity and Economic Growth	Clean Environment	Strong Cities and Communities
Eligible Categories	 Local roads and bridges Highways Short-sea shipping Short-line rail Regional and local airports Broadband connectivity Public transit 	 Drinking water Wastewater Solid waste Community energy systems Brownfield redevelopment 	 Sport and recreation Cultural and tourism Disaster mitigation Capacity building
Project Examples (2014-2016)	Communities in Saskatchewan: 344 local road and bridge projects increasing transportation capacity	Communities in the Yukon: 28 community energy projects, such as a solar electricity generating system in a Champagne- Aishihik First Nations residence	Communities in Ontario: 36 recreation projects enhancing facilities and encouraging over 1,200 people to make greater use of them

^{*}Government of Canada – Budget 2019: https://www.budget.gc ca/2019/docs/plan/budget-2019-en.pdf

Staff has compiled a list of potential projects that Council could consider using the additional Gas Tax Fund revenues to fund. This list is made up of Parks and Recreation and Engineering and Public Works projects and can be found in Appendix C.

A copy of the Budget 2019 analysis done by Federation of Canadian Municipalities (FCM) and UBCM is also attached for your reference in Appendix D and E.

Link to the Federal Budget 2019: https://www.budget.gc.ca/2019/docs/plan/budget-2019-en.pdf

SUMMARY POINTS

- In the February 2004 Budget, the Federal Government announced they would transfer a portion of federal gas tax to cities and communities.
- On 2005-SEP-19 the Canadian government, the Province of BC and UBCM concluded a final Agreement which set out the amount of funding, the payment schedule and who is eligible to receive funding, the eligible capital projects and costs and the obligations of recipients.
- In March 2006, Council adopted a bylaw to establish the Community Works Reserve Fund.
- In the 2019 Budget, the Federal Government has proposed a one-time transfer of \$2.2 billion through the federal Gas Tax Fund to address short-term priorities in municipalities.
- As a result of this one-time transfer, the City could receive up to an additional \$3,758,343 in gas tax revenues in 2019.

ATTACHMENTS

Appendix A: Community Works Fund 2005-2018 Funding Summary (Historical)
Appendix B: Community Works Fund 2019-2023 Funding Summary (Budgeted)

Appendix C: Community Works Fund Proposed Project Funding for Top-Up Gas Tax Payment

Appendix D: FCM Analysis of Federal Budget 2019
Appendix E: UBCM Analysis of Federal Budget 2019

Submitted by:

Laura Mercer, CPA, CGA Acting Director, Financial Services

INFORMATION RELEASE:

To be released upon completion of negotiations

City of Nanaimo APPENDIX A

Community Works Fund - Operating Capital Project Funding 2005 - 2023

Project
Beban Community Bike Park
Bowen Side Channel Interpretive Program
Cycling Transportation Improvements
Downtown Design Guidelines
Georgia Ave. Greenway Pedestrian/Cycling
Harewood Centennial Park
LED Street Light Conversion Project
Marine Structures
NDSS Artificial Truf
OCP Review
Oliver Rd Leisure Centre
Reservoir #1 - Storage Improvements
Sidewalks
Third St Trail Development
Trailway Development/Rehab
Water Treatment Plant
Wellcox Access

							Actu	ıal						
2005		2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
\$ -	- \$	- \$	- \$	- \$	- \$	- \$	- ;	\$ - \$	- \$	- \$	- \$	-	\$ 200,000 \$	-
-	-	-	-	227,974	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	60,117	-
-	-	52,485	11,827	39,783	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	59,599	245,960
-	-	-	-	-	-	-	-	-	-	-	-	-	2,449,450	151,260
-		-	-	-	-	-	-	-	-	-	-	-	-	38,278
-	-	-	-	-	-	-	-	-	-	-	-	-	75,000	-
		-	-	-	-	-	-	-	-	-	-	-	1,599,743	200,257
		66,901	83,099	-	-	-	-	-	-	-	-	-	-	-
		-	-	300,000	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	25,000	1,447,000	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-	-	122,288
		169,787	-	-	14,026	-	-	-	-	-	-	-	-	-
-		-	-	-	-	115,589	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	4,249,986	8,211,625	4,623,208	-	-	-
		-	-	-	-	-	-	-	-	-	-	-	-	16,185
\$ -	\$	289,172 \$	94,926 \$	567,756 \$	14,026 \$	115,589 \$	-	\$ 25,000 \$	5,696,986	\$ 8,211,625 \$	4,623,208 \$	-	\$ 4,443,909 \$	774,229

APPENDIX B

City of Nanaimo

Wellcox Access

Community Works Fund
Projected Capital & Operating Funding
2019 - 2023

Project
Cycling Transportation Improvements
Downtown Cycling & Rehab Project
Fourth and Albert Drainage and Cycling
Georgia Ave. Greenway Pedestrian/Cycling
Harewood Centennial Park
LED Street Light Conversion Project
Metral Corridor & Utlity Project
Pedestrian Transportation Improvements
Serauxmen Stadium: Outfield Lights
Vehicle Transportation Improvements
Waterfront Walkway

Projected										
	2019		2020		2021		2022		2023	
P	Projected		Projected		Projected		Projected	P	rojected	
\$	167,413	\$	-	\$	-	\$	-	\$	-	
	105,000		-		1,150,000		-		-	
	105,000		-		1,050,000		-		-	
	996,264		-		-		-		-	
	345,306		-		164,565		-		-	
	361,722		1,600,000		-		-		-	
	100,000		1,237,500		-		-		-	
	-		-		500,000		-		595,000	
	260,500		442,221		-		-		-	
	50,000		300,000		200,000		250,000		50,000	
	2,350,000		-		-		-		-	
	1,783,814		1,000,000		-		4,000,000		-	
\$	6,625,019	\$	4,579,721	\$	3,064,565	\$	4,250,000	\$	645,000	

APPENDIX C

CITY OF NANAIMO

Potential Community Works Fund Project Funding

PROJECT	COST		NOTES
Parks and Recreation			
Lighting of the E&N Trail	\$	2,000,000	8 km of trail, one light every 20 m, solar LED
Serauxmen Stadium Redevelopment	\$	6,300,000	This is a multi phased improvement plan of 5 phases; Could do certain phases
Maffeo Sutton Park Washroom Replacement	\$	1,500,000	In draft Master Plan; Tourism, waterfront; kids
Caledonia Stadium Upgrades	\$	4,300,000	Multi year improvement plan to update this facility to lights, artifical turf or re done sand based field, seating for 5000 and public amentiy (washrooms etc) upgraeds
Maffeo Sutton Park Playground Project	\$	1,400,000	Phase one of 3 starting this year
Loudon Boathouse	\$	1,800,000	Concept stage only
Beban Artificial Turf Field Improvements	\$	1,500,000	Phased improvement to ammenite buildings and existing fields
Emergency Power at Beban Park	\$	850,000	Facility is a reception area for emergency - this would provide emegecny power during major events.
Beban Facilties Improvements	\$	6,300,000	Upgrades and creation of new space adjacent to and within existing recreation centre ie: closing in breezeway, new hot tub, gyme and weight room on main floor, indoor running/walking track - additoinal lease and Recreation space. As per addopted Beban Faclity Improvment Plan.
Engineering & Public Works			
			Construct an All Ages, All Abilities Active Transportation Facility on Metral Drive between Mostar Road and Aulds Road. This will provide a consistent dedicated facility for walkers and cyclists traveling to/from the Woodgrove Mall area and connecting with the E&N trail in the South. The establishment of this connection will eliminate a missing link between the E&N Trail and the North end of town and will be a significant leap forward in supporting sustainable transportation in Nanaimos; Project cost \$5-7m- \$2.7 approx in budget already with \$1.3m from
Metral Corridor & Utility Project Phase 2	\$	7,000,000	CWF Current project cost is \$6.0million - \$4.0m from CWF and \$2.0m from GAMF - Opt to fund all from CWF. Some might be land so that portion would need to be
Wellcox Access	\$	2,000,000	funded elsewhere This is for about 350 m of the walkway (preliminary cost est. \$4.8 - 6.3m) and the total distance between BC ferries and Battersea Road is 1100m. Extrapolating
Waterfront Walkway - Departure Bay Section	\$	6,300,000	this would mean the whole project will be between \$15M and \$20M for the full 11203.



A turning point for local government

FCM analysis of Federal Budget 2019

March 26, 2019

Message from FCM's president



FCM members,

For weeks and months, FCM repeated that Federal Budget 2019 would be <u>a critical time to deliver for Canadians</u>. We made a strong case to the federal government: to get more done for Canadians, we'll need to modernize our partnership—starting now.

The way this budget responds marks a turning point for us. It focusses on delivering results for Canadians directly through their municipal governments. Fundamentally, this budget elevates our municipal-federal partnership as the way to build better lives for people across the country.

- It puts tools directly in local hands. Doubling next year's Gas Tax Fund transfer to municipalities means more projects move forward now—from roads and bridges to public transit.
- It directly recognizes our local expertise. Prioritizing universal Internet access implements our informed recommendation to strengthen rural, northern and remote communities.
- It invests in delivering directly for Canadians through FCM. Building on the proven success of FCM's Green Municipal Fund means making people's lives more secure and affordable.

By elevating our partnership in these ways, Budget 2019 charts a path toward a modernized federal-municipal relationship. With an election on the horizon, that's something all parties can agree is critical to getting more done for Canadians.

Of course, as local leaders, our immediate priority is to make the most of the concrete progress we have just achieved. So with thanks to FCM's policy team, I am pleased to present this analysis of Budget 2019 and what it means for municipalities of all sizes.

Sincerely,

Vicki-May Hamm

Mairesse, Ville de Magog

FCM President

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Table of contents

	Overview	4
	Growing the Gas Tax Fund	6
•	Delivering for Canadians through FCM	7
•	Expanding rural Internet access	9
•	Additional budget measures	10
	Climate change	10
	Infrastructure	11
	Northern priorities	13
	Public safety	14
	Housing	15
	Reconciliation	16
	Inclusive communities	17
	Cannabis	18
	Opioids	18
	Trade	18



Overview

On March 19, 2019, Finance Minister Bill Morneau tabled Budget 2019: Investing in the Middle Class.

Budget 2019 is an unmistakable response to <u>FCM's pre-budget recommendations</u> to elevate the federal-municipal partnership to build better lives for Canadians. It does this by acting on the frontline expertise that local governments bring to the nation-building table. It does this by focussing on delivering results for Canadians—directly through their local governments. In doing so, this budget marks a turning point for local government.

Budget 2019 delivers unprecedented advances for local governments:

- Growing the Gas Tax Fund: Budget 2019 proposes a one-time additional transfer of \$2.2 billion to municipalities through the federal Gas Tax Fund (GTF)—effectively doubling this core direct transfer for the year. This provides communities of all sizes with financial flexibility to address a wide range of short-term infrastructure priorities. Like the GTF itself, this massive injection recognizes the value of putting more tools in local hands to deliver quality-of-life results for Canadians.
- Delivering for Canadians through FCM: With a focus on improving energy efficiency, Budget 2019 commits \$1.01B to
 programs delivered by FCM. It funds three major new initiatives through FCM's Green Municipal Fund—to drive
 energy-saving retrofits of community buildings, family homes and affordable housing. It also recapitalizes FCM's
 successful Municipal Asset Management Program for five years. This unprecedented engagement with FCM doubles
 down on working directly with local governments to deliver major outcomes for Canadians in their communities.
- Expanding rural Internet access: Budget 2019 proposes to deliver between \$5 and \$6 billion over 10 years to expand
 broadband access. This includes a new \$1.7 billion Universal Broadband Fund to extend backbone infrastructure in
 underserved communities. This also includes \$1 billion in financing through the Canada Infrastructure Bank, aiming
 to leverage an additional \$2 billion in private-sector investment. This commitment to achieve universal Internet
 access acts on FCM's urgent advice on behalf of Canada's rural, northern and remote communities.

This budget includes additional measures with direct implications for municipalities of all sizes. Many respond to recent or longstanding recommendations put forward by FCM. These measures include:

- Climate change: In addition to \$950 million through FCM's Green Municipal Fund (see above), Budget 2019 includes measures to support electric vehicle charging infrastructure, transition support for communities affected by coal power closures, and short-term support for climate adaptation projects through the Gas Tax Fund top-up.
- Infrastructure: Budget 2019 reaffirms the federal commitment to long-term investments through the 12-year, \$180 billion Investing in Canada Plan. Additional measures include support for oversight of vehicle/railway safety and transport of dangerous goods and support for some passenger rail/ferry/bus services.
- Northern communities: In addition to unprecedented broadband investments, Budget 2019 includes a package of
 measures for the North—including investments aimed at improving education, nutrition and mental health; plus
 additional investments in infrastructure, science and research.
- Public safety: Budget 2019 commits more than \$400 million to strengthen emergency management, with additional investments in marine environmental response planning, plus new policing investments that include more than \$500 million over five years for RCMP policing operations.
- Housing: This budget includes measures that reaffirm and expand elements of the National Housing Strategy; that
 intend to improve housing affordability in the homeownership sector, and that aim to drive solutions to housing
 supply and affordability challenges broadly.

- Reconciliation: Budget 2019 provides significant investment in Indigenous peoples and communities through a lens
 of reconciliation. This includes support for capital infrastructure investments in Friendship Centres, which deliver
 the majority of Urban Programming for Indigenous People programming in our urban and rural communities alike.
- Inclusive communities: This budget includes a range of measures that align with local governments' efforts to build
 inclusive communities—including support for local food project infrastructure and targeted support for seniors and
 youth employment.
- Cannabis: Budget 2019 proposes amending the cannabis excise duty framework to better apply duties on product classes that will become legal for sale later this year. It also provides funding to expedite access to pardons.
- Opioids: Budget 2019 proposes measures that align with FCM's calls for additional funding for treatment and harm reduction.
- Trade: Budget 2019 proposes up to \$3.9 billion in support for supply-managed farmers following ratification of new trade agreements that affect agricultural producers and communities.

The rest of this document examines these and other Budget 2019 announcements with municipal implications. Each section refers to pages in the Budget 2019 document (https://www.budget.gc.ca/2019/docs/plan/budget-2019-en.pdf), where you can find additional details and funding profiles. Details outlined below are proposed in the budget but subject to the *Budget Implementation Act* receiving Royal Assent.



Growing the Gas Tax Fund

Budget 2019 proposes a one-time additional transfer of \$2.2 billion through the federal Gas Tax Fund (GTF) to local communities—doubling the transfer for the year.

This one-time transfer is to address short-term infrastructure priorities in communities of all sizes, across the country. The GTF provides municipalities financial flexibility and the ability to plan infrastructure projects over the long-term, allowing pooling, banking and borrowing against the funding. Projects are chosen locally and prioritized according to the infrastructure needs of each community. Project eligibility for these new funds remain consistent with the current terms of the GTF and include investments in infrastructure for the construction, renewal and material enhancement in each of the following categories:

- public transit
- · wastewater infrastructure
- drinking water
- solid waste management
- · community energy systems
- local roads and bridges
- capacity building
- highways
- local and regional airports

- short-line rail
- short-sea shipping
- disaster mitigation
- broadband and connectivity
- brownfield redevelopment
- culture
- tourism
- sport
- recreation

The \$2.2 billion is profiled in the budget for FY 2018-19. The exact timeline is contingent on the passage of the *Budget Implementation Act*, which under the normal legislative process would take place by the end of June. FCM understands that the funding will flow to municipalities per the existing process after Budget 2019 is passed. FCM will continue to provide the latest information to our members. The timing and process for transferring the pre-existing 2019 Gas Tax allocation will not be affected.

Budget 2019 reference: pg. 80

About the Gas Tax Fund

The GTF is a permanent, indexed fund provided to directly municipalities, flowing through provinces and territories to support strategic infrastructure investments. It provides over \$2 billion annually for local priorities — last year approximately \$2.1B was distributed to over 3600 communities. It is allocated on a per-capita basis for provinces, territories and First Nations, but provides a base funding amount of 0.75 percent of total annual funding for Prince Edward Island and each territory.

Provincial allocations are outlined here: https://www.infrastructure.gc.ca/prog/gtf-fte-tab-eng.html In 2002, FCM called for the transfer of a portion of the federal gas tax to municipal governments to provide stable, predictable funding and the five-year GTF was introduced in 2005. In response to FCM's call for an ongoing federal revenue-sharing arrangement, the federal government legislated a permanent annual investment of \$2 billion in municipal infrastructure through the GTF in Budget 2011 and a two percent index was applied to protect the Fund against inflation in 2012. By making the GTF permanent through this announcement, with a predictable indexing, the revenue stream became independent from government revenues from fuel sales.

Delivering for Canadians through FCM

With the objective of improving energy efficiency, Budget 2019 proposes a significant investment of \$1.01 billion in municipalities through programs delivered by FCM. This builds on a proven federal-municipal collaboration that delivers directly for Canadians in their communities. Specifically, the Budget announced three new initiatives through FCM's Green Municipal Fund (GMF) and an increased investment in FCM's Municipal Asset Management Capacity Fund (MAMP). This unprecedented engagement doubles down on the federal government working directly with local governments to deliver major outcomes for Canadians in their communities.

Collaboration on Community Climate Action (GMF) – \$350 million

This program is a collaboration between FCM, Low Carbon Cities Canada (LC3), and seven urban climate centres in Vancouver and Lower Mainland; Edmonton; Calgary; Greater Toronto and Hamilton Area; Ottawa; Montreal Metropolitan Community; and the Halifax region. It also includes support for cities and regions outside of those urban centers. Its mission is to help cities and communities reach their carbon emissions reduction potential while unlocking co-benefits such as improved public health,

About the Green Municipal Fund

Since 2000, FCM's Green Municipal Fund has directly financed more than 1,250 local sustainability initiatives while preserving every dollar of federal capital. These projects have cut 2.5 million tonnes of greenhouse gasses—the equivalent of taking 571,000 cars off the road—while creating good jobs and more livable communities. These projects have attracted \$3 billion in additional investments—in our communities, and in a more sustainable Canada.

Find out more: https://fcm.ca/GMF

increased mobility and local job creation. It provides municipalities and non-profit community organizations with financing and grants to retrofit and improve the energy efficiency of large community buildings as well as community pilot and demonstration projects. FCM and LC3 will create a network across Canada that will support local community actions to reduce GHG emissions.

Community EcoEfficiency Acceleration (GMF) - \$300 million

This program will provide financing for municipal initiatives to support home energy efficiency retrofits. It will enable municipalities to support homeowners as they make their homes more affordable and energy efficient, supporting between 8,000 and 20,000 household energy projects in up to 200 municipalities of all sizes across Canada. Homeowners could qualify for assistance in replacing furnaces and installing renewable energy technologies. FCM will explore innovative approaches like the Property Assessed Clean Energy (PACE) model that allows homeowners to repay retrofit costs through their property tax bills.

Sustainable Affordable Housing Innovation (GMF) - \$300 million

This program will support the development and implementation of dozens of sustainable affordable housing models and demonstration projects—yielding up to 4,800 new and energy-retrofitted affordable and social housing units in communities of all sizes across Canada. This fund will support existing and new affordable/social housing projects operated by both municipal and community-based housing providers. These projects will include deep energy efficiency and onsite generation retrofits to existing affordable/social housing and new builds with high energy performance and onsite renewable generation built in. The program will also promote projects with compelling financial models that build resilience into longer term operating cost efficiencies, such as prioritizing mixed occupancy (e.g. regular-income units, mixed with affordable and social housing units).

Municipal Asset Management Capacity Fund (MAMP) - \$60 million

Budget 2019 renews FCM's popular Municipal Asset Management Program over the next five years, ensuring municipalities can continue to advance the important foundational work of preparing their communities and infrastructure for the effects of climate change. This program will be purely grants-based with some complementary capacity building and knowledge mobilization activities. It will enable direct funding support to up to 500 municipalities, most being smaller and more rural. It will also fund training and technical assistance to more than 800 municipalities on how to inventory, grow and maintain infrastructure assets.

31

Budget 2019 reference: pg. 84

Expanding rural Internet access

Budget 2019 proposes significant investments in broadband through a coordinated plan that intends to deliver between \$5 and \$6 billion over the next 10 years, of which \$1.7 billion will constitute new funding, with an additional \$1 billion in financing to be made available through the Canada Infrastructure Bank. These investments can be broken down as follows:

- \$1.7 billion over 13 years, starting 2019-20, for a new Universal Broadband Fund, of which \$717 million will be disbursed over the next five years, beginning with \$26 million in 2019-20, then scaling up to \$162 million in 2020-21 and \$220 million in 2021-22 (the five year profile is on pg. 124 of the budget). This is designed to build on the existing Connect to Innovate program, and will focus on extending "backbone" infrastructure to underserved communities. This amount includes a top-up to the Connect to Innovate program to deliver Low Earth Orbit satellite technology and fibre technology. Also included in this figure is \$11.5 million over five years, starting 2019-20, for two Statistics Canada surveys that will measure household access and Internet usage to better understand how gaps in digital access are impacting Canadians.
- \$1 billion over 10 years in financing will be provided through the Canada Infrastructure Bank to support development of broadband infrastructure. The Bank will also seek to leverage an additional \$2 billion in private sector investment to increase broadband access for Canadians. Together, these investments will aim to total \$3 billion over the next 10 years.
- In the 2018 Fall Economic Statement, the government launched the Accelerated Investment Incentive, a measure
 that provides an accelerated capital cost allowance to businesses to encourage private sector investments in capital.
 To date, telecommunications companies have signalled more than \$1 billion of activity aimed at providing better
 Internet access to unserved or underserved communities.
- Originally announced in September 2018, the Canadian Radio-television and Telecommunications (CRTC) Broadband
 Fund will also provide \$750 million over five years to support projects to build or upgrade infrastructure to provide
 fixed and mobile wireless broadband Internet service to underserved Canadians. The CRTC will begin a competitive
 process to evaluate and select projects in spring 2019.

Taken together, these new investments respond directly to recommendations made by FCM and constitute an unprecedented investment in the expansion of Canada's broadband infrastructure.

Budget 2019 reference: pg. 95-97, 124 for profiling

Additional **rural priorities** are highlighted throughout the document, including in newly announced transportation and tourism infrastructure initiatives.

Additional budget measures

Climate change

Energy efficiency and community-led emissions reductions

Budget 2019 invests \$950 million through FCM's Green Municipal Fund to deliver programing that will reduce GHG emissions from residential and commercial buildings in cities and communities across Canada. See the **Delivering for Canadians through FCM** section above for a complete breakdown.

Zero-emission and electric vehicles

Budget 2019 provides \$130 million over five years for electric vehicle changing and other zero-emissions re-fueling infrastructure for workplaces, public parking spots, commercial and multi-unit residential buildings, and remote locations. This new funding will expand on Natural Resource Canada's existing Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative. Additional measures contained in the Budget that will help municipalities meet their electric vehicle and GHG reduction goals include:

- \$300 million over three years, starting in 2019-20, to introduce a new federal purchase incentive of up to \$5,000 for
 electric battery or hydrogen fuel cell vehicles with a manufacturer's suggested retail price of less than \$45,000.
- Businesses will be eligible for a 100% tax write-off for passenger vehicles (up to \$55,000) and medium and heavy-duty zero-emission vehicles in the year they are put in to use. This will enable, for instance, freight, food delivery, taxis fleets and privately-operated school buses to adopt zero-emission vehicles.

Budget 2019 reference: pg. 81-82

Just transition for communities impacted by coal power plant closures

As part of a strategy to phase out coal-fired power plants across the country by 2030, the federal government created a Task Force on Just Transition for Canadian Coal Power Workers and Communities in 2018. Councillor Rick Smith from Leduc County was the municipal representative on the Task Force. Budget 2019 responds directly to the Task Force's recommendations by creating a dedicated \$150 million infrastructure fund, starting in 2020-21, to support priority projects and economic diversification in impacted communities. The Fund will be administered by Western Economic Diversification Canada and the Atlantic Canada Opportunities Agency.

Budget 2019 reference: pg. 89

Energy information

Budget 2019 proposes to provide Natural Resources Canada with \$15.2 million over five years, starting in 2019-20, with \$3.4 million per year ongoing, to establish a virtual Canadian Centre for Energy Information delivered by Statistics Canada.

Budget 2019 reference: pg. 90

10 33

Disaster mitigation and climate adaptation

FCM's 2019 Budget Submission called for a top up of the Disaster Mitigation and Adaptation Fund of \$2 billion to ensure local adaptation projects continue to move forward without interruption. FCM also called for a reevaluation of the \$20 million eligibility threshold. While neither of these requests were met in Budget 2019, the funding provided through the one time doubling of the Gas Tax Fund is in line with FCM's third request regarding longer-term financial tools to strengthen the resilience of our cities and communities. FCM will continue to engage with Infrastructure Canada to ensure that funding for disaster mitigation and adaptation projects continues to be a federal priority.

Infrastructure

Investing in Canada Plan

Budget 2019 reaffirms the federal government's commitment to long-term infrastructure investments through the 12-year, \$180 billion Investing in Canada Plan. This includes \$33 billion delivered through bilateral funding agreements with the provinces and territories. To date, the federal government has invested \$19.9 billion through the Investing in Canada plan, supporting 33,000 infrastructure projects for communities across Canada. At the same time, Budget 2019 acknowledges that the pace of spending under the Investing in Canada Plan has been slower than originally anticipated, for reasons that include delays between construction activity and receipt by the federal government of claims for payment, and by some provinces and territories being slower to prioritize projects. The federal government is currently working with the provinces and territories to accelerate projects under their bilateral agreements to ensure momentum continues, and has taken steps to streamline the process for the provinces and territories to prioritize projects for funding, and to improve financial reporting so that it is clear when project costs are incurred, and when federal funds will flow to recipients.

Budget 2019 reference: pg. 74-79

Transit

Budget 2019 does not respond to FCM's call for a permanent federal transit funding mechanism. FCM's pre-Budget submission recommended making current federal investments in public transit permanent, beginning with annual investments of \$3.4 billion starting in 2028. This long-term funding ask was meant to enable cities to begin planning the next generation of transformational transit projects. FCM will continue to advance a conversation about permanent federal transit funding with all major political parties going into the upcoming federal election. In the meantime, the 12-year Investing in Canada Plan represents a historic federal commitment to public transit. Dedicated federal transit investments through the Public Transit Infrastructure Fund (PTIF) and the Public Transit Infrastructure Stream of the Investing in Canada Plan total \$23.2 billion over the period 2018-19 to 2027-28.



Transportation

Safe and Secure Road and Rail Transportation

Budget 2019 proposes \$264 million over four years, starting 2019-20, for Transport Canada to continue their oversight and regulation of motor vehicle safety, railway safety and transportation of dangerous goods, and to support the continuation of passenger rail services to remote communities with no alternative means of surface transportation.

Budget 2019 reference: pg. 299

Intercity Bus

Budget 2019 allocates \$15 million over 3 years, starting 2018-19, to Western Economic Diversification Canada and Crown-Indigenous Relations and Northern Affairs Canada to support communities affected by the cancellation of Greyhound Canada's bus service in Western Canada, which will allow for service to affected communities to continue where no other service provider has emerge. This funding was previously announced.

Budget 2019 reference: pg. 295

Ferries

Budget 2019 proposes increased support for operation of ferry services in Atlantic Canada, including by supporting procurement of a new ferry by Marine Atlantic Inc. and extending Transport Canada's Ferry Services Contribution Program until 2022 with existing service levels and fleet size. The government also proposes to procure two ferries to replace those currently in operation between Prince Edward Island and Nova Scotia. These measures are consistent with FCM's policy on the need for the federal government to support a high level of safety, quality and frequency of ferry services, in light of the fact that ferries are an essential mode of transportation for many Canadians.

Budget 2019 reference: pg. 105

Telecommunications

Budget 2019 proposes \$117 million over five years, starting 2019-20, for Innovation, Science and Economic Development Canada to continue to effectively manage wireless networks in Canada. This will support equipment modernization and the development of innovative tools and systems to enhance ongoing efforts to minimize network interference and verify compliance with health and safety standards, including in the context of the new generation of wireless networks, referred to as 5G.

Budget 2019 reference: pg. 301

Tourism Infrastructure

Budget 2019 proposes \$58.5 million over two years, starting 2019-20, for the creation of a Canadian Experiences Fund to support Canadian businesses and organizations seeking to create or expand tourism-related infrastructure. Investments through the Fund will focus on five categories and includes a stream for development of tourism in rural and remote communities.

Budget 2019 reference: pg. 90

12 35

Northern priorities

Budget 2019 provides a number of investments in rural, northern and remote priorities, including unprecedented investment in broadband (see Expanding rural Internet access section above).

Social and Economic Development

Budget 2019 proposes a number of investments towards improving education, nutrition, and mental health in northern regions, including:

- \$15 million over five years, starting in 2019-20, to establish a Northern Isolated Community Initiatives Fund through
 the Canadian Northern Economic Development Agency. This fund will support community-led projects for local and
 Indigenous food production systems. This builds on the 2018 Fall Economic Statement investments in the Nutrition
 North Canada Program.
- \$75 million over five years, starting in 2019-20, to the Canadian Northern Economic Development Agency to enhance its current economic development program. This investment would help to create a new initiative: Inclusive Diversification and Economic Advancement in the North (IDEANorth).
- Up to \$1.0 million over two years, starting in 2019-20, to establish a Task Force to study post-secondary education in Canada's Arctic and northern regions.
- \$50 million over 10 years, starting in 2019-20, with \$5 million per year ongoing, to support The Inuit Tapiriit
 Kanatami's National Inuit Suicide Prevention Strategy's Inuit-specific approach to address deaths by suicide in Inuit
 communities.
- Up to \$26 million over five years, starting in 2019-20, for the construction of a new Yukon College campus science building in support of its efforts to become Canada's first university in the North.

These investments respond to FCM's request for the federal government to bolster investment in mental health, deliver programs aimed at reducing the cost of food that are also designed in a way that works for northern residents, and generally supports the unique needs for health, development, and economic growth of local communities in northern and remote regions.

Additional northern announcements

Budget 2019 announces additional investments in infrastructure, and science and research, specific to the north, including:

- An increase of \$400 million over eight years, starting in 2020-21, to the Arctic and northern regions allocation of the National Trade Corridors, bringing the total allocation to these regions to \$800 million.
- Up to \$10 million over two years, starting in 2019-20, to Natural Resources Canada to help The Polar Continental Shelf Program to respond to growing demand"
- \$49.9 million over fifteen years (\$2.2 billion on a cash basis), starting in 2020-21, to Crown-Indigenous Relations and Northern Affairs Canada to create the Northern Abandoned Mine Reclamation Program, which will clean up the largest and most contaminated abandoned mine sites in northern Canada.

Budget 2019 reference: pg. 101-103



Public safety

Emergency Management

Budget 2019 proposes new investments to promote better disaster management and preparation, including:

- \$151.23 million over five years, starting in 2019-20, and \$9.28 million per year ongoing, to improve emergency
 management in Canada, including in Indigenous communities. This funding will also be directed to assessing the
 condition and resilience of Canada's critical infrastructure—including energy grids, water and food supplies and
 health services—in the aftermath of a natural disaster.
- \$5.0 million over five years, starting in 2019-20, to Public Safety Canada to develop all-hazard awareness-raising
 activities that are targeted to specific, at-risk audiences such as low-income Canadians, seniors, people with
 disabilities, recent immigrants, and Indigenous Peoples.
- \$260 million over two years, on a cash basis, starting in 2019-20, to Public Safety Canada to support provincial and territorial disaster relief and recovery efforts through the Disaster Financial Assistance Arrangements (DFAA) Program.

These investments indirectly respond to FCM's call on the federal government for greater municipal support for emergency management. Following the recent release of the first National Emergency Management Strategy, FCM will continue to work closely with the federal government to ensure municipal concerns regarding the evolving role of municipal emergency services, the reinstatement of the Heavy Urban Search and Rescue and the Joint Emergency Preparedness Program teams, and Mass Casualty Medical Emergency Preparedness Plan for high risk communities in seismic activity zones across Canada are prioritized.

The investment in the DFAA program will support FCM's request to better enable municipalities to build back after a disaster event. However, restrictions on how DFAA funds can be used towards building back better still limit the way in which municipalities can recover. FCM will continue to work with Public Safety Canada to ensure municipalities are better enabled to build back better following an event.

Budget 2019 reference: pg. 185

Marine Environmental Response Planning

Budget 2019 announces \$46 million over three years for the Canadian Coast Guard, Transport Canada and Environment and Climate Change Canada to continue to improve marine environmental response planning. This funding will bring together federal, provincial, Indigenous and municipal partners to jointly plan for a quicker and more efficient response to marine pollution incidents. This funding builds on the federal government's investments through the Ocean Protection Plan, and directly responds to FCM's calls for improved coordination in response to marine pollution incidents.

Budget 2019 reference: pg. 299

14

Policing

Budget 2019 speaks to actions the RCMP is taking to become a more modern organization, including the establishment of an Interim Management Advisory Board in January 2019, providing expert advice to support the RCMP as a modern and effective organization. The Budget proposes legislative changes to formally establish the Management Advisory Board. It also introduces a number of new investments, including:

- \$508.6 million over five years to support policing operations.
- \$77.3 million over five years and \$13.5 million ongoing for enhanced law enforcement at the border.
- \$68.9 million over five years and \$20 million ongoing for enhanced federal policing capacity, including to fight money laundering.
- \$11.5 million over three years to support transportation security.
- \$5.7 million over five years and \$1.2 million ongoing to protect national economic security.

Budget 2019 reference: pg. 183, 309 (for profiling)

Crime Prevention

To make needed security improvements to important community gathering spaces—such as schools, community centres, and places of worship—Budget 2019 proposes to provide an additional investment of \$2 million per year, starting in 2019-20, doubling the size of Public Safety Canada's Communities at Risk: Security Infrastructure Program from \$2 million per year to \$4 million per year until 2021-22. The Program is a component of Public Safety Canada's National Crime Prevention Strategy. This Program aims to make Canada's community gathering spaces safer places to live, work, and play.

Budget 2019 reference: pg. 188

Housing

A variety of housing measures were included in Budget 2019, including those that reaffirm and expand elements of the National Housing Strategy (NHS), those that intend to improve housing affordability in the homeownership sector, and those that aim to drive solutions to housing supply and affordability challenges broadly. These announcements include:

- A component of the NHS, the existing Rental Construction Financing Initiative (RCFI) provides low-cost loans for the construction of new rental housing for modest- and middle-income Canadians. Budget 2019 proposes to expand the RCFI with an additional \$10 billion over nine years in financing, extending the program to 2027–28. With this increase, the program now intends to support 42,500 new rental housing units across Canada. Housing developments financed through RCFI must meet modest affordability targets: at least 20 percent of the units must have rents that are set at 30 percent of local median household income for at least 10 years (for example, \$1710/month in Winnipeg).
- Adding timelines and detail to a commitment included in the NHS, Budget 2019 proposes to introduce new
 legislation requiring the federal government to maintain a NHS that prioritizes the housing needs of the most
 vulnerable. The legislation will require regular reporting to Parliament on progress toward the goals and outcomes
 of the NHS.
- Budget 2019 will provide \$300 million to launch the Housing Supply Challenge. This initiative will invite municipalities
 and stakeholders to propose new ways to break down barriers that limit the creation of new housing. Successful
 applicants will be selected and funded through a merit-based competition.



- CMHC will invest \$4 million over two years to support the work of the recently announced Expert Panel on the Future
 of Housing Supply and Affordability. An additional \$5 million over two years will be used for state-of-the-art housing
 supply modelling and related data collection—to support the Panel and help ensure that future investments by all
 orders of government are put to best possible use.
- Budget 2019 introduces a First-Time Home Buyer Incentive, valued at \$1.25 billion over three years, to make
 homeownership more affordable for first-time buyers. Eligible first-time home buyers who have the minimum down
 payment for an insured mortgage would apply to finance 10 percent of their purchase through a shared equity
 mortgage with the Canada Mortgage and Housing Corporation (CMHC). \$100 million in lending will be provided
 over five years to help existing shared equity mortgage providers scale-up their business and encourage new players
 to enter the market.
- The existing Home Buyers' Plan allows first-time buyers to withdraw from their Registered Retirement Savings Plan (RRSP) to purchase or build a home, without having to pay tax on the withdrawal so long as it is repaid to the RRSP within 15 years. Budget 2019 increases the Home Buyers' Plan withdrawal limit from \$25,000 to \$35,000.

Budget 2019 reference: pg. 22-29

Reconciliation

This Budget provides significant investment in Indigenous peoples and communities through a lens of reconciliation:

- \$126.5 million in 2020-21 to establish a National Council for Reconciliation and endow it with initial operating capital.
- \$4.5 billion over five years, beginning in 2019-20, to continue efforts to close the gap in living conditions between Indigenous and non-Indigenous people.
- \$1.4 billion over seven years to forgive all outstanding comprehensive claim negotiation loans and to reimburse Indigenous governments that have already repaid these loans, with the objective of supporting Indigenous communities' ability to invest in their own priorities.
- \$60 million over five years, beginning in 2019-20, to support capital infrastructure investments in Friendship
 Centres, which deliver the majority of Urban Programming for Indigenous People (UPIP) programming in urban and
 rural communities, as well as other urban and rural Indigenous service provider facilities. This investment in
 intended to ensure that Indigenous residents living in cities and communities have safe and accessible spaces to
 access culturally-relevant services.
- To enable communities to commemorate the legacy of residential schools on the proposed National Day for Truth
 and Reconciliation, and to celebrate the unique heritage, diverse cultures and outstanding contributions of First
 Nations, Inuit and Métis Peoples on National Indigenous Peoples Day, Budget 2019 provides \$10 million over two
 years to support community organizations holding events in communities across Canada.

FCM encourages the federal government to pursue meaningful reconciliation with Indigenous people broadly, including by closing the gap in living conditions between Indigenous and non-Indigenous Canadians. In particular measures to support UPIP through investment in Friendship Centres and other service providers reflects FCM's support of this important program supporting Indigenous people in cities and communities.

Budget 2019 reference: pg. 129-140

16 39

Inclusive communities

Healthy communities

Canada's National Food Policy, outlined in Budget 2019, will focus on tackling food waste, improving community access to healthy food, shining a spotlight on Canadian food both at home and abroad, and increasing food security in Northern and remote communities. In order support this initiative, the Budget proposes to invest \$134.4 million over five years, beginning in 2019-20. This includes \$50 million for a Local Food Infrastructure Fund, to be distributed over five years to support "infrastructure for local food projects," including food banks, farmers' markets and other community-driven projects.

Budget 2019 reference: pg. 162

Seniors

The Guaranteed Income Supplement (GIS) provides a monthly non-taxable benefit to Old Age Security recipients who have a low-income. Budget 2019 commits to introducing legislation which would enhance the GIS earnings exemption in order for low-income seniors to keep more of their income from working in relation to GIS benefits.

Budget 2019 will provide \$100 million over five years, starting in 2019-20, for the New Horizons for Seniors Program, to improve the quality of life for seniors and promote their full participation in Canadian society. The program offers up to \$25,000 to support projects in local communities—such as new fitness equipment for seniors' centres—and up to \$5 million to support projects that are national in scope.

Budget 2019 also includes \$77 million in additional funding for the Enabling Accessibility Fund, to improve the safety and accessibility of community spaces.

Budget 2019 reference: pg. 64-70

Additional inclusive communities investments

Budget 2019 makes a number of other announcements to promote inclusive communities, including:

- Economic development (youth): \$631.2 million over five years, starting in 2019-20, to expand the Student Work
 Placement Program to support up to 20,000 new work placements per year for post-secondary students across
 Canada. \$150.0 million over four years, starting in 2020-21, is provided to create partnerships with innovative
 businesses to create up to a further 20,000 work-integrated learning opportunities per year. 40,000 work
 placements for Canadian students are anticipated through both initiatives by 2023-24. Budget 2019 reference: pg.
 54
- Gender equality: \$160 million over five years, starting in 2019-20, to support the federal government's efforts to advance gender equality in Canada, including by enabling community action to tackle systemic barriers impeding women's progress. Budget 2019 reference: pg. 170
- Diversity and inclusion: a new Anti-Racism Strategy will be supported with \$45 million over three years, starting in 2019-20, with a strong focus on community-based projects. *Budget 2019 reference: pg. 171*
- Poverty: the Government reaffirmed its commitment to move ahead with poverty reduction legislation.
- Arts: To support more festivals, large-scale and community-based celebrations and commemoration initiatives, Budget 2019 provides \$24 million over two years, starting in 2019-20, to the Building Communities Through Arts and Heritage Program and the Celebration and Commemoration Program. Budget 2019 reference: pg. 169



Cannabis

Budget 2019 proposes that the existing excise duty framework for cannabis be amended to more effectively apply the excise duty on these new classes of cannabis products that will be permitted for legal sale under the *Cannabis Act* later this year—edible cannabis, cannabis extracts, and cannabis topicals—as well as to cannabis oils, which are already legally available for sale.

The current framework provides 75 percent of duties to provincial and territorial governments and the remaining 25 percent to the federal government. In response to FCM advocacy, the federal government relinquished 25 percent of their revenues to the provinces and territories to be provided to municipalities. This arrangement has not been applied consistently across the country. The Budget does not propose changes to this arrangement.

Additionally, Budget 2019 announces **\$2 million** in funding provided to the Parole Board of Canada and the Royal Canadian Mounted Police to support legislation to expedite access to pardons for Canadians previously convicted of simple possession of canadis.

Budget 2019 reference: pgs. 206, 294

Opioids

Budget 2019 proposes to provide additional funding of \$30.5 million over 5 years, starting in 2019-20, with \$1 million in ongoing funding, for targeted measures to address persistent gaps in harm reduction and treatment. Specifically, funding will support efforts to expand access to a safe supply of prescription opioids, protecting people with problematic opioid use from the risks of overdose and death. It will also support better access to opioid overdose response training and to Naloxone—a life-saving medication that can stop or reverse an opioid overdose—in underserved communities. This is consistent with recent FCM calls for additional funding for treatment and harm reduction.

Budget 2019 reference: pg. 156

Trade

Budget 2019 proposes up to \$3.9 billion in support for supply-managed farmers following ratification of new trade agreements, including the Canada-European Union Comprehensive Economic and Trade Agreement (CETA) and Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP). Support will be offered to sustain the incomes of eligible dairy, poultry and egg farmers, by making available up to \$2.4 billion. Of this, \$250 million has already been provided to support dairy farmers as a result of CETA; therefore a net amount of up to \$2.15 billion will be available in coming years to deal with income losses associated with these agreements. Additionally, \$1.5 billion in assistance will be offered to protect the value of investments made by farmers in supply-managed sectors, through a Quota Value Guarantee Program that will protect against reduction in quota value when the quota is sold. These measures are consistent with FCM's policy on the need for the federal government to support local economies and key sectors impacted by international trade agreements and disputes.

Additionally, \$12 million in funding over five years is proposed for Global Affairs Canada for the implementation of new trade openings and control measures under the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP) and Canada-United States-Mexico Agreement (CUSMA). This funding is also proposed for Global Affairs Canada for the administration of potential import safeguards on certain steel products.

Budget 2019 reference: pgs. 190, 302

18 41

APPENDIX E



Federal Budget: Gas Tax Fund Doubled for a Year

Mar. 20, 2019

Finance Minister Bill Morneau tabled the 2019 budget in the House of Commons yesterday. Local governments in British Columbia will see an immediate benefit from a top up transfer of \$2.2 billion to the Federal Gas Tax Fund for the coming year. This one-time transfer will provide an estimated \$280 million in additional funding to local governments in B.C. Other highlights of interest to local government include the following:

Housing Affordability & Tax Compliance

- The Government will extend the Rental Construction Financing Initiative with an additional \$10 billion in financing over 9 years. This is intended to help build 42,500 new housing units across Canada with a focus on areas of low rental supply.
- Municipalities and other stakeholder groups will be invited to apply for funding under a \$300 million Housing Supply Challenge, with the aim of proposing ways to break down barriers that limit the creation of new housing.
- The Federal Government, together with the Province, has established an Expert Panel on the Future of Housing Supply and Affordability. The Budget allocates \$4 million over 2 years to the work of the panel, with an additional \$5 million over two years for supply modelling and data collection.
- A new First-Time Home Buyer Incentive will offer a larger shared equity mortgage for newly constructed homes than for existing homes.
- The Government is creating four dedicated real estate audit teams at the Canada Revenue Agency to monitor real estate transactions, focusing on high-risk areas including British Columbia. It also plans to strengthen the enforcement framework to deter financial crime in real estate.
- Opportunities to improve data sharing between the Federal Government and British Columbia will be explored to improve enforcement on tax compliance and anti-money laundering. This will be supported by up to \$1 million in funding to Statistics Canada to conduct a data needs assessment, starting in 2019-20.

Energy Efficiency Financing

- \$1.01 billion to increase energy efficiency in residential, commercial and multi-unit buildings. The Federation of Canadian Municipalities (FCM) will deliver these investments through the Green Municipal Fund. These funds will be delivered through three financing streams as follows:
 - Collaboration on Community Climate Action (\$350 million) to provide municipalities and non-profit community organizations with financing and grants to retrofit and improve the energy efficiency of large community buildings as well as community pilot and demonstration projects.
 - Community EcoEfficiency Acceleration (\$300 million) to provide financing for municipal initiatives to support home energy efficiency retrofits.
 - Sustainable Affordable Housing Innovation (\$300 million) to provide financing and support to affordable housing developments to improve energy efficiency in new and existing housing and support on-site energy generation.

Broadband Connectivity

• The Government set a commitment that 95 per cent of Canadian homes and businesses will have access to internet speeds of at least 50/10 Mbps by 2026 and 100 per cent by 2030. This commitment will be funded by up to \$1.7 billion over 13 years, starting in 2019 –20, to establish a new national high-speed Internet program, the Universal Broadband Fund.

Reconciliation

- 1.4 billion over seven years starting in 2018–19, to forgive all outstanding comprehensive claim negotiation loans and to reimburse Indigenous governments that have already repaid these loans.
- Renew funding for the Specific Claims Settlement Fund for a further three years, starting in 2019–20.
- Provide \$40.0 million over five years, starting in 2019–20, to First Nations to help research and develop their claims.
- \$48.0 million over two years, starting in 2019–20, to directly support communities in greatest need obtain the expertise, advice and tools required to govern their communities and deliver critical programs and services.

Asset Management

• \$60 million in 2018–19 to FCM's Municipal Asset Management Capacity Fund.

Opioid Crisis

• \$30.5 million over 5 years, starting in 2019–20, with \$1 million in ongoing funding, for targeted measures to address persistent gaps in harm reduction and treatment.

Policing

- \$68.9 million over five years and \$20 million ongoing for enhanced federal policing capacity, including to fight money laundering
- To support implementation of the Border Enforcement Strategy, invest \$1.18 billion over five years, starting in 2019–20, and \$55.0 million per year ongoing.

Tax Compliance

- To combat tax evasion and aggressive tax avoidance, invest \$150.8 million over five years, starting in 2019–20 so that the CRA may fund new initiatives and extend existing programs, including:
 - Hiring additional auditors, conducting outreach and building technical expertise to target non-compliance associated with cryptocurrency transactions and the digital economy.
 - Creating a new data quality examination team to ensure proper withholding, remitting and reporting of income earned by non-residents.
 - Extending programs aimed at combatting offshore non-compliance.

Disaster Management and Response

• \$151.23 million over five years, starting in 2019–20, and \$9.28 million per year ongoing, to improve emergency management in Canada, including in Indigenous communities.

Zero Emissions Vehicle Charging & Refueling

• Expand the network of zero-emission vehicle charging and refueling stations with \$130 million over five years, starting in 2019–20,

You can find the full federal Budget package on the Government of Canada's dedicated website.

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MERGED "IN CAMERA" COUNCIL MEETING

Monday, April 1, 2019, 5:00 P.M. - 7:00 P.M.

DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE

80 COMMERCIAL STREET, NANAIMO, BC

Pages

1. APPROVAL OF THE AGENDA:

1. Adoption of Agenda

That Council, in accordance with Section 90(1) of the Community Charter, adopt the agenda as presented (or as amended).

Summary of Agenda Items and Proposed CC Reasons to Close Meeting

- 5(a) Gas Tax Revenue 90(2)(b)

 5(b)

 5(c)
- 5(d) CAO and Council Matters 90(1)(a)(c)

Section 90(1):

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;
- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and,

Section 90(2):

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

a. LATE ITEMS:

2	ADOPTION	OF THE	MINI	JTFS:
~ .			IVIIIA	J I L C.

3.

4.

5.

b.

a.	Minutes	4 - 6
	Minutes of the Special "In Camera" Committee of the Whole Meeting, held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC on Monday, 2019-FEB-04 at 1:30 p.m.	
b.	Minutes	7 - 12
	Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC on Monday, 2019-FEB-11 at 4:30 p.m.	
C.	Minutes	13 - 14
	Minutes of the "In Camera" Council Meeting held in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC on Monday, 2019-FEB-20 at 10:00 a.m.	
d.	Minutes	15 - 16
	Minutes of the "In Camera" Council Meeting held in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC on Monday, 2019-MAR-18 at 5:30 p.m.	
PRESI	ENTATIONS:	
CONS	ENT ITEMS:	
REPO	RTS	
a.	Gas Tax Revenue	17 - 44
	To be introduced by Laura Mercer, Acting Director, Financial Services.	
	Purpose: To seek feedback from Council on potential project funding priorities related to additional Gas Tax Fund revenue proposed in the Federal Budget 2019.	
	Recommendation: That the report titled Gas Tax Fund Revenue, dated 2019-APR-01, be received for information.	

C.	
d.	CAO and Council Matters

To be introduced by Jake Rudolph, Chief Administrative Officer.

- 6. CORRESPONDENCE:
- 7. ADJOURNMENT OF "IN CAMERA" MEETING:

SPECIAL "IN CAMERA" MINUTES

COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS
BOARDROOM, SERVICE AND RESOURCE CENTRE
411 DUNSMUIR STREET, NANAIMO, BC
MONDAY, 2019-FEB-04 AT 1:30 P.M. TO 3:30 P.M.

Present: Mayor L. Krog

Councillor S. D. Armstrong Councillor D. Bonner Councillor T. Brown Councillor B. Geselbracht Councillor E. Hemmens Councillor Z. Maartman Councillor I. W. Thorpe

Staff: J. Rudolph, Chief Administrative Officer

Councillor J. Turley

R. J. Harding, Director of Parks and Recreation D. Lindsay, Director of Community Development B. Sims, Director of Engineering and Public Works

K. Fry, Fire Chief (arrived 2:20 p.m.)

L. Bhopalsingh, Manager, Community and Cultural Planning

S. Gurrie, City Clerk

G. Whitters, Recording Secretary

1. CALL THE SPECIAL "IN CAMERA" COMMITTEE OF THE WHOLE MEETING TO ORDER:

The Special "In Camera" Committee of the Whole Meeting was called to order at 1:34 p.m.

2. <u>ADOPTION OF AGENDA:</u>

It was moved and seconded that Council, in accordance with the *Community Charter*, adopt the agenda as presented. The motion carried unanimously.

3.	<u>REPORTS:</u>
	· · · · · · · · · · · · · · · · · · ·

(a)

Introduced by Jake Rudolph, Chief Administrative Officer.

PAGE 2				
K. Fry entere	ed the Boardroom at	2:20 p.m.		

MINUTES – SPECIAL "IN CAMERA" COMMITTEE OF THE WHOLE 2019-FEB-04 $\,$

2019-FEB-04 PAGE 3
4. <u>ADJOURNMENT:</u>
It was moved and seconded at 3:32 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.
CHAIR
CERTIFIED CORRECT:
CORPORATE OFFICER

MINUTES - SPECIAL "IN CAMERA" COMMITTEE OF THE WHOLE

"IN CAMERA" MINUTES

COMMITTEE OF THE WHOLE MEETING TO DISCUSS CONFIDENTIAL MATTERS DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE, 80 COMMERCIAL STREET, NANAIMO, BC MONDAY, 2019-FEB-11 AT 4:30 P.M.

Present: Mayor L. Krog

Councillor S. D. Armstrong Councillor D. Bonner Councillor T. Brown Councillor B. Geselbracht Councillor E. Hemmens Councillor Z. Maartman Councillor I. W. Thorpe Councillor J. Turley

Staff: J. Rudolph, Chief Administrative Officer

R. J. Harding, Director of Parks and Recreation (arrived 4:35 p.m., vacated

6:56 p.m.)

D. Lindsay, Director of Community Development (vacated 6:56 p.m.)

B. Sims, Director of Engineering and Public Works (vacated 6:56 p.m.)

B. Corsan, Deputy Director of Community Development (vacated 6:56

p.m.)

Supt. C. Miller, OIC, Nanaimo Detachment RCMP (vacated 6:56 p.m.) Cpl. Kevin Flood, Bike Patrol Unit, Nanaimo Detachment RCMP

(vacated 6:56 p.m.)

L. Bhopalsingh, Manager, Community & Cultural Planning (arrived 4:34

p.m. vacated 6:56 p.m.)

J. Horn, Social Planner (arrived 5:59 p.m., vacated 6:56 p.m.)

D. Blackwood, Client Support Specialist (arrived 4:58 p.m., vacated 5:00 p.m.)

S. Gurrie, City Clerk

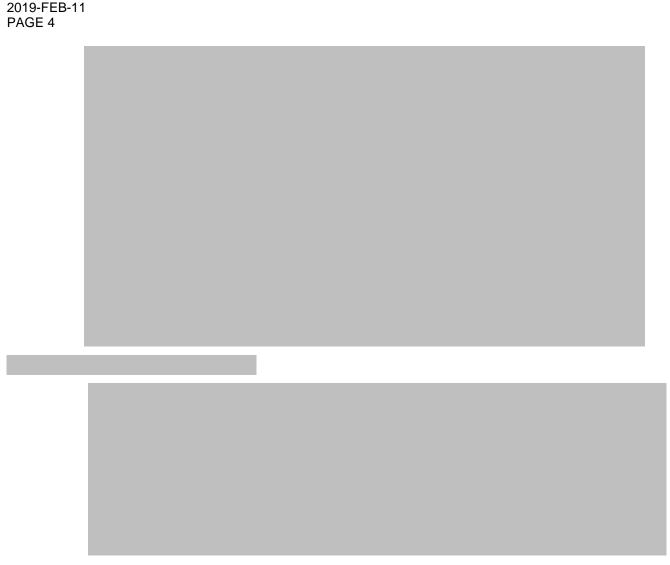
S. Snelgrove, Recording Secretary (vacated 6:46 p.m.)

1. <u>CALL THE "IN CAMERA" MEETING TO ORDER:</u>

The "In Camera" Meeting was called to order at 4:32 p.m.

2.	INTRODUCTION OF LATE ITEMS:
3.	ADOPTION OF AGENDA:
	It was moved and seconded that Council, in accordance with Section 90(1)(n) of the Community Charter, adopt the agenda as amended. The motion carried unanimously.
4.	ADOPTION OF MINUTES:
	It was moved and seconded that the following minutes be adopted as circulated:
	 Minutes of the Special "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street Nanaimo, BC on Monday, 2019-JAN-14 at 1:00 p.m.
	 Minutes of the Special "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street Nanaimo, BC on Thursday, 2019-JAN-18 at 2:00 p.m.
	The motion carried unanimously.
L. Bho	palsingh entered the Douglas Rispin Room at 4:34 p.m.
R. Har	vacated the Douglas Rispin Room at 4:35 p.m. ding entered the Douglas Rispin Room at 4:35 p.m.
5.	REPORTS:
	(a)

D. Blackwood, entered the Douglas Rispin Room D. Blackwood vacated the Douglas Rispin Room at 5:00 p.m. R. Harding vacated the Douglas Rispin Room at 5:01 p.m.	ı at 4:58 p.m.
(b)	



The "In Camera" Committee of the Whole Meeting recessed at 5:55 p.m. J. Horn entered the Douglas Rispin Room at 5:59 p.m. The "In Camera" Committee of the Whole Meeting reconvened 6:07 p.m.

(c) Affordable Housing Site Selection Presentation

To be introduced by Dale Lindsay, Director of Community Development.

Presentation:

MINUTES - "IN CAMERA" COMMITTEE OF THE WHOLE

- 1. Bill Corsan, Deputy Director of Community Development, provided a presentation regarding Affordable Housing Site Selection, including:
 - Timeline of past events regarding site selections
 - Past direction regarding sites

MINUTES – "IN CAMERA" COMMITTEE OF THE WHOLE
2019-FEB-11
PAGE 5

		Committee of the Whole dis	cussion took place regarding:
			ites nent regarding potential sites ng spreading sites out throughout the city or grouping
S. Snel	grove	acated the Douglas Rispin F	Room at 6:46 p.m.
			meeting recessed at 6:56 p.m. meeting reconvened at 9:00 p.m.
((e)	Council and CAO Matters	
		Introduced by Jake Rudolph	ı, CAO.
		Jake Rudolph, CAO, provide	ed the following updates for Council:

MINUTES - "IN CAMERA" COMMITTEE OF THE WHOLE
2019-FEB-11
PAGE 6

6.	ADJOURNMENT:
	It was moved and seconded at 9:39 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.
СНА	I R
CERT	IFIED CORRECT:
CORP	ORATE OFFICER

"IN CAMERA" MINUTES

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
WEDNESDAY, 2019-FEB-20 AT 10:00 A.M.

Present: Mayor L. Krog

Councillor S. D. Armstrong Councillor D. Bonner Councillor T. Brown Councillor B. Geselbracht Councillor E. Hemmens Councillor Z. Maartman Councillor I. W. Thorpe

Staff: J. Rudolph, Chief Administrative Officer

S. Gurrie, City Clerk

Councillor J. Turley

1. CALL THE SPECIAL "IN CAMERA" MEETING TO ORDER:

The Special "In Camera" Meeting was called to order at 10:01 a.m.

2. <u>ADOPTION OF AGENDA:</u>

It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as presented. The motion carried unanimously.

3. REPORTS:

(a) Internal Governance

Introduced by Jake Rudolph, CAO.

Council discussion took place regarding:

- procedures surrounding internal and external email correspondence between Council, staff and the public
- meeting process and procedures
- governance, staff capacity and priorities
- sustainability, pace and volume of Council meetings
- current job postings and filling vacancies

The Special "In Camera" Meeting recessed at 12:25 p.m. The Special "In Camera" Meeting reconvened at 12:57 p.m.

Council discussion continued regarding:

waterfront walkway and council priorities

MINUTES -"IN CAMERA" COUNCIL 2019-FEB-20 PAGE 2

By unanimous consent it was determined that Council will meet "In Camera" with the CAO for quarterly check-ins with the next check-in held in May after the adoption of the Financial Plan.

4. <u>ADJOURNMENT:</u>	<u>IENT:</u>
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	It was moved and sec	onded at 1:07 p	.m. that the	"In Camera"	Meeting terminate.	The
motion	carried unanimously.					

CHAIR	
CERTIFIED CORRECT:	
CORPORATE OFFICER	

"IN CAMERA" MINUTES

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2019-MAR-18 AT 5:30 P.M.

Present: Mayor L. Krog, Chair

Councillor S. D. Armstrong Councillor D. Bonner Councillor T. Brown Councillor B. Geselbracht Councillor E. Hemmens Councillor Z. Maartman

Councillor I. W. Thorpe Councillor J. Turley

Staff: J. Rudolph, Chief Administrative Officer

J. Holm, Acting Director, Community Development (vacated 5:35 p.m.)

S. Gurrie, City Clerk

K. Gerard, Recording Secretary (vacated 6:24 p.m.)

1. <u>CALL THE "IN CAMERA" MEETING TO ORDER:</u>

The "In Camera" Meeting was called to order at 5:32 p.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that Council, in accordance with the *Community Charter*, adopt the agenda as presented. The motion carried unanimously.

3. ADOPTION OF MINUTES:

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

- Minutes of the "In Camera" Council Meeting held in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC on Monday, 2019-FEB-25 at 5:30 p.m.
- Minutes of the "In Camera" Council Meeting held in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC on Monday, 2019-MAR-04 at 3:30 p.m.

The motion carried unanimously.

MINUTES -"IN CAMERA" COUNCIL 2019-MAR-18 PAGE 2

4	REPORTS:	
т.		

(c)

(a) Design Advisory Panel Appointment – Architectural Institute of British Columbia Representative

Introduced by Sheila Gurrie, City Clerk.

It was moved and seconded that Council appoint Charles Kierulf as the Architectural Institute of BC representative to the Design Advisory Panel for a two-year term ending, 2021-FEB-24. The motion carried unanimously.

It was moved and seconded that Council direct Staff to notify the appointed member and include their appointment on a future Council meeting agenda. The motion carried unanimously.

- J. Holm vacated the Boardroom at 5:35 p.m.
 - (b) Snuneymuxw First Nation Protocol Agreement Update

Jake Rudolph, Chief Administrative Officer, provided Council with an update regarding the Snuneymuxw First Nation Protocol Agreement.

K. Gerard vacated the Boardroom at 6:24 p.m.

CAO and Council Matters

5.	ADJOURNMENT: It was moved and seconded a motion carried unanimously.	t 6:52 p.m. that the "In Camera" Meeting terminate. The CERTIFIED CORRECT:
C H A	I R	CORPORATE OFFICER

DATE OF MEETING April 1, 2019

AUTHORED BY LAURA MERCER, ACTING DIRECTOR, FINANCIAL SERVICES

SUBJECT GAS TAX FUND REVENUE

OVERVIEW

Purpose of Report

To seek feedback from Council on potential project funding priorities related to additional Gas Tax Fund revenue proposed in the Federal Budget 2019.

Reason for "In Camera"

Community Charter Section 90(2):

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

Recommendation

That the report titled "Gas Tax Fund Revenue", dated 2019-APR-01, be received for information.

DISCUSSION

The Federal Government announced in the February 2004 Budget that they would transfer a portion of federal gas tax to cities and communities. The parties to the agreement are the Government of Canada, the Province of British Columbia and the Union of British Columbia Municipalities (UBCM). On 2005-SEP-19 the three parties concluded a final Agreement which sets out the amount of funding, the payment schedule and who is eligible to receive funding, the eligible capital projects and costs and the obligations of recipients.

UBCM receives the funds, sign agreements with eligible recipients and reports back to the Government of Canada on the use of the funds. The City of Nanaimo signed an agreement with UBCM as a potential recipient of funding in 2005.

UBCM established a Community Works Fund (CWF), whereby local governments receive annual funding based on a floor amount plus a per capita amount. The choice of which eligible projects will be funded is at the discretion of the local government receiving the funds (i.e. there is no application and approval process needed for CWF funding). Eligible projects are tangible capital assets owned by the local government falling within one of the project categories and subcategories and contributing to one of the three key sustainability outcomes in the Agreement: reduction in greenhouse gas emissions, cleaner air and cleaner water. Also eligible are projects which increase local government capacity to undertake integrated sustainability planning, including plans outlined under the Capacity Building category in the Agreement.

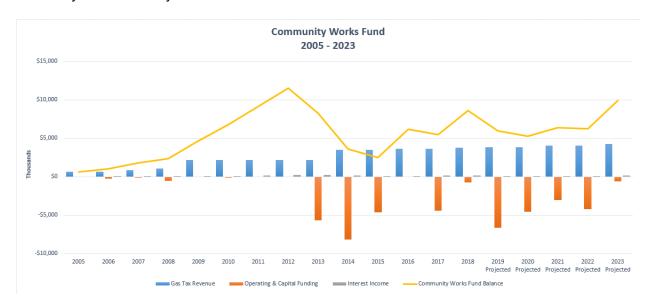
In March 2006, Council adopted a bylaw to establish the Community Works Reserve Fund. This statutory reserve fund receives the distributions from UBCM for the New Deal for Cities and Communities on the Transfer of Federal Gas Tax Revenues.

In 2011, the Federal Government legislated the Federal Gas Tax Fund (GTF) funding as a permanent source of infrastructure funding for municipalities. In 2013 under the Economic action Plan, the Federal Government announced that the GTF would be indexed by 2% per year. The GTF was confirmed as part of the federal Budget 2014, and will run from 2014 to 2024. As part of the New Building Canada Plan, the renewed federal GTF provides predicable, long-term, stable funding for Canadian municipalities to assist with the building and revitalization of local public infrastructure. Allocations for the 2019 – 2024 years will be based on the 2016 Census data.

From 2005 – 2018, the City has received \$31,933,883 in gas tax revenues and has used \$24,856,426 to fund operating and capital projects. The current balance in the Community Works Fund is \$8,569,140.

A summary of projects funding between 2005 – 2018 is attached in Appendix A and a summary of the projects in the 2019 – 2023 budget is attached in Appendix B.

Summary of Community Works Reserve Fund balances:



In the 2019 Budget, the Federal Government has proposed a one-time transfer of \$2.2 billion through the Federal Gas Tax Fund to address short-term priorities in municipalities and First Nation communities. This would double the Government's commitment to municipalities in 2018 – 2019 and will provide infrastructure funds to communities across the country. This means that the City of Nanaimo could potentially receive an additional \$3,758,343 for a total of \$7,516,686, 2019 funding year.

Funding criteria* for the top up funds is as follows:

Figure 2.2: Municipal Top-Up Funds to Support Local Priorities

	Productivity and Economic Growth	Clean Environment	Strong Cities and Communities
Eligible Categories	 Local roads and bridges Highways Short-sea shipping Short-line rail Regional and local airports Broadband connectivity Public transit 	 Drinking water Wastewater Solid waste Community energy systems Brownfield redevelopment 	 Sport and recreation Cultural and tourism Disaster mitigation Capacity building
Project Examples (2014-2016)	Communities in Saskatchewan: 344 local road and bridge projects increasing transportation capacity	Communities in the Yukon: 28 community energy projects, such as a solar electricity generating system in a Champagne- Aishihik First Nations residence	Communities in Ontario: 36 recreation projects enhancing facilities and encouraging over 1,200 people to make greater use of them

^{*}Government of Canada – Budget 2019: https://www.budget.gc ca/2019/docs/plan/budget-2019-en.pdf

Staff has compiled a list of potential projects that Council could consider using the additional Gas Tax Fund revenues to fund. This list is made up of Parks and Recreation and Engineering and Public Works projects and can be found in Appendix C.

A copy of the Budget 2019 analysis done by Federation of Canadian Municipalities (FCM) and UBCM is also attached for your reference in Appendix D and E.

Link to the Federal Budget 2019: https://www.budget.gc.ca/2019/docs/plan/budget-2019-en.pdf

SUMMARY POINTS

- In the February 2004 Budget, the Federal Government announced they would transfer a portion of federal gas tax to cities and communities.
- On 2005-SEP-19 the Canadian government, the Province of BC and UBCM concluded a final Agreement which set out the amount of funding, the payment schedule and who is eligible to receive funding, the eligible capital projects and costs and the obligations of recipients.
- In March 2006, Council adopted a bylaw to establish the Community Works Reserve Fund.
- In the 2019 Budget, the Federal Government has proposed a one-time transfer of \$2.2 billion through the federal Gas Tax Fund to address short-term priorities in municipalities.
- As a result of this one-time transfer, the City could receive up to an additional \$3,758,343 in gas tax revenues in 2019.

ATTACHMENTS

Appendix A: Community Works Fund 2005-2018 Funding Summary (Historical)
Appendix B: Community Works Fund 2019-2023 Funding Summary (Budgeted)

Appendix C: Community Works Fund Proposed Project Funding for Top-Up Gas Tax Payment

Appendix D: FCM Analysis of Federal Budget 2019
Appendix E: UBCM Analysis of Federal Budget 2019

Submitted by:

Laura Mercer, CPA, CGA Acting Director, Financial Services

INFORMATION RELEASE:

To be released upon completion of negotiations

City of Nanaimo APPENDIX A

Community Works Fund - Operating Capital Project Funding 2005 - 2023

Project
Beban Community Bike Park
Bowen Side Channel Interpretive Program
Cycling Transportation Improvements
Downtown Design Guidelines
Georgia Ave. Greenway Pedestrian/Cycling
Harewood Centennial Park
LED Street Light Conversion Project
Marine Structures
NDSS Artificial Truf
OCP Review
Oliver Rd Leisure Centre
Reservoir #1 - Storage Improvements
Sidewalks
Third St Trail Development
Trailway Development/Rehab
Water Treatment Plant
Wellcox Access

							Actu	ıal						
2005		2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
\$ -	- \$	- \$	- \$	- \$	- \$	- \$	- ;	\$ - \$	- \$	- \$	- \$	-	\$ 200,000 \$	-
-	-	-	-	227,974	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	60,117	-
-		52,485	11,827	39,783	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	59,599	245,960
-	-	-	-	-	-	-	-	-	-	-	-	-	2,449,450	151,260
-	-	-	-	-	-	-	-	-	-	-	-	-	-	38,278
-	-	-	-	-	-	-	-	-	-	-	-	-	75,000	-
-	-	-	-	-	-	-	-	-	-	-	-	-	1,599,743	200,257
-		66,901	83,099	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	300,000	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	25,000	1,447,000	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	122,288
-	-	169,787	-	-	14,026	-	-	-	-	-	-	-	-	-
-		-	-	-	-	115,589	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	4,249,986	8,211,625	4,623,208	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-	-	16,185
\$ -	- \$	289,172 \$	94,926 \$	567,756 \$	14,026 \$	115,589 \$	=	\$ 25,000 \$	5,696,986	\$ 8,211,625 \$	4,623,208 \$	-	\$ 4,443,909 \$	774,229

APPENDIX B

City of Nanaimo

Wellcox Access

Community Works Fund
Projected Capital & Operating Funding
2019 - 2023

Project
Cycling Transportation Improvements
Downtown Cycling & Rehab Project
Fourth and Albert Drainage and Cycling
Georgia Ave. Greenway Pedestrian/Cycling
Harewood Centennial Park
LED Street Light Conversion Project
Metral Corridor & Utlity Project
Pedestrian Transportation Improvements
Serauxmen Stadium: Outfield Lights
Vehicle Transportation Improvements
Waterfront Walkway

				F	Projected				
	2019	2020			2021		2022		2023
P	rojected	F	Projected		Projected		Projected		rojected
\$	167,413	\$	-	\$	-	\$	-	\$	-
	105,000		-		1,150,000		-		-
	105,000		-		1,050,000		-		-
	996,264		-		-		-		-
	345,306		-		164,565		-		-
	361,722		1,600,000		-		-		-
	100,000		1,237,500		-		-		-
	-		-		500,000		-		595,000
	260,500		442,221		-		-		-
	50,000		300,000		200,000		250,000		50,000
	2,350,000		-		-		-		-
	1,783,814		1,000,000		-		4,000,000		-
\$	6,625,019	\$	4,579,721	\$	3,064,565	\$	4,250,000	\$	645,000

APPENDIX C

CITY OF NANAIMO

Potential Community Works Fund Project Funding

PROJECT	COST		NOTES
Parks and Recreation			
Lighting of the E&N Trail	\$	2,000,000	8 km of trail, one light every 20 m, solar LED
Serauxmen Stadium Redevelopment	\$	6,300,000	This is a multi phased improvement plan of 5 phases; Could do certain phases
Maffeo Sutton Park Washroom Replacement	\$	1,500,000	In draft Master Plan; Tourism, waterfront; kids
Caledonia Stadium Upgrades	\$	4,300,000	Multi year improvement plan to update this facility to lights, artifical turf or re done sand based field, seating for 5000 and public amentiy (washrooms etc) upgraeds
Maffeo Sutton Park Playground Project	\$	1,400,000	Phase one of 3 starting this year
Loudon Boathouse	\$	1,800,000	Concept stage only
Beban Artificial Turf Field Improvements	\$	1,500,000	Phased improvement to ammenite buildings and existing fields
Emergency Power at Beban Park	\$	850,000	Facility is a reception area for emergency - this would provide emegecny power during major events.
Beban Facilties Improvements	\$	6,300,000	Upgrades and creation of new space adjacent to and within existing recreation centre ie: closing in breezeway, new hot tub, gyme and weight room on main floor, indoor running/walking track - additoinal lease and Recreation space. As per addopted Beban Faclity Improvment Plan.
Engineering & Public Works			
			Construct an All Ages, All Abilities Active Transportation Facility on Metral Drive between Mostar Road and Aulds Road. This will provide a consistent dedicated facility for walkers and cyclists traveling to/from the Woodgrove Mall area and connecting with the E&N trail in the South. The establishment of this connection will eliminate a missing link between the E&N Trail and the North end of town and will be a significant leap forward in supporting sustainable transportation in Nanaimos; Project cost \$5-7m- \$2.7 approx in budget already with \$1.3m from
Metral Corridor & Utility Project Phase 2	\$	7,000,000	CWF Current project cost is \$6.0million - \$4.0m from CWF and \$2.0m from GAMF - Opt to fund all from CWF. Some might be land so that portion would need to be
Wellcox Access	\$	2,000,000	funded elsewhere This is for about 350 m of the walkway (preliminary cost est. \$4.8 - 6.3m) and the total distance between BC ferries and Battersea Road is 1100m. Extrapolating
Waterfront Walkway - Departure Bay Section	\$	6,300,000	this would mean the whole project will be between \$15M and \$20M for the full 11203.



A turning point for local government

FCM analysis of Federal Budget 2019

March 26, 2019

Message from FCM's president



FCM members,

For weeks and months, FCM repeated that Federal Budget 2019 would be <u>a critical time to deliver for Canadians</u>. We made a strong case to the federal government: to get more done for Canadians, we'll need to modernize our partnership—starting now.

The way this budget responds marks a turning point for us. It focusses on delivering results for Canadians directly through their municipal governments. Fundamentally, this budget elevates our municipal-federal partnership as the way to build better lives for people across the country.

- It puts tools directly in local hands. Doubling next year's Gas Tax Fund transfer to municipalities means more projects move forward now—from roads and bridges to public transit.
- It directly recognizes our local expertise. Prioritizing universal Internet access implements our informed recommendation to strengthen rural, northern and remote communities.
- It invests in delivering directly for Canadians through FCM. Building on the proven success of FCM's Green Municipal Fund means making people's lives more secure and affordable.

By elevating our partnership in these ways, Budget 2019 charts a path toward a modernized federal-municipal relationship. With an election on the horizon, that's something all parties can agree is critical to getting more done for Canadians.

Of course, as local leaders, our immediate priority is to make the most of the concrete progress we have just achieved. So with thanks to FCM's policy team, I am pleased to present this analysis of Budget 2019 and what it means for municipalities of all sizes.

Sincerely,

Vicki-May Hamm

Mairesse, Ville de Magog

FCM President

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Table of contents

	Overview	4
	Growing the Gas Tax Fund	6
•	Delivering for Canadians through FCM	7
•	Expanding rural Internet access	9
•	Additional budget measures	10
	Climate change	10
	Infrastructure	11
	Northern priorities	13
	Public safety	14
	Housing	15
	Reconciliation	16
	Inclusive communities	17
	Cannabis	18
	Opioids	18
	Trade	18



Overview

On March 19, 2019, Finance Minister Bill Morneau tabled Budget 2019: Investing in the Middle Class.

Budget 2019 is an unmistakable response to <u>FCM's pre-budget recommendations</u> to elevate the federal-municipal partnership to build better lives for Canadians. It does this by acting on the frontline expertise that local governments bring to the nation-building table. It does this by focussing on delivering results for Canadians—directly through their local governments. In doing so, this budget marks a turning point for local government.

Budget 2019 delivers unprecedented advances for local governments:

- Growing the Gas Tax Fund: Budget 2019 proposes a one-time additional transfer of \$2.2 billion to municipalities through the federal Gas Tax Fund (GTF)—effectively doubling this core direct transfer for the year. This provides communities of all sizes with financial flexibility to address a wide range of short-term infrastructure priorities. Like the GTF itself, this massive injection recognizes the value of putting more tools in local hands to deliver quality-of-life results for Canadians.
- Delivering for Canadians through FCM: With a focus on improving energy efficiency, Budget 2019 commits \$1.01B to
 programs delivered by FCM. It funds three major new initiatives through FCM's Green Municipal Fund—to drive
 energy-saving retrofits of community buildings, family homes and affordable housing. It also recapitalizes FCM's
 successful Municipal Asset Management Program for five years. This unprecedented engagement with FCM doubles
 down on working directly with local governments to deliver major outcomes for Canadians in their communities.
- Expanding rural Internet access: Budget 2019 proposes to deliver between \$5 and \$6 billion over 10 years to expand
 broadband access. This includes a new \$1.7 billion Universal Broadband Fund to extend backbone infrastructure in
 underserved communities. This also includes \$1 billion in financing through the Canada Infrastructure Bank, aiming
 to leverage an additional \$2 billion in private-sector investment. This commitment to achieve universal Internet
 access acts on FCM's urgent advice on behalf of Canada's rural, northern and remote communities.

This budget includes additional measures with direct implications for municipalities of all sizes. Many respond to recent or longstanding recommendations put forward by FCM. These measures include:

- Climate change: In addition to \$950 million through FCM's Green Municipal Fund (see above), Budget 2019 includes measures to support electric vehicle charging infrastructure, transition support for communities affected by coal power closures, and short-term support for climate adaptation projects through the Gas Tax Fund top-up.
- Infrastructure: Budget 2019 reaffirms the federal commitment to long-term investments through the 12-year, \$180 billion Investing in Canada Plan. Additional measures include support for oversight of vehicle/railway safety and transport of dangerous goods and support for some passenger rail/ferry/bus services.
- Northern communities: In addition to unprecedented broadband investments, Budget 2019 includes a package of
 measures for the North—including investments aimed at improving education, nutrition and mental health; plus
 additional investments in infrastructure, science and research.
- Public safety: Budget 2019 commits more than \$400 million to strengthen emergency management, with additional investments in marine environmental response planning, plus new policing investments that include more than \$500 million over five years for RCMP policing operations.
- Housing: This budget includes measures that reaffirm and expand elements of the National Housing Strategy; that
 intend to improve housing affordability in the homeownership sector, and that aim to drive solutions to housing
 supply and affordability challenges broadly.

- Reconciliation: Budget 2019 provides significant investment in Indigenous peoples and communities through a lens
 of reconciliation. This includes support for capital infrastructure investments in Friendship Centres, which deliver
 the majority of Urban Programming for Indigenous People programming in our urban and rural communities alike.
- Inclusive communities: This budget includes a range of measures that align with local governments' efforts to build
 inclusive communities—including support for local food project infrastructure and targeted support for seniors and
 youth employment.
- Cannabis: Budget 2019 proposes amending the cannabis excise duty framework to better apply duties on product classes that will become legal for sale later this year. It also provides funding to expedite access to pardons.
- Opioids: Budget 2019 proposes measures that align with FCM's calls for additional funding for treatment and harm reduction.
- Trade: Budget 2019 proposes up to \$3.9 billion in support for supply-managed farmers following ratification of new trade agreements that affect agricultural producers and communities.

The rest of this document examines these and other Budget 2019 announcements with municipal implications. Each section refers to pages in the Budget 2019 document (https://www.budget.gc.ca/2019/docs/plan/budget-2019-en.pdf), where you can find additional details and funding profiles. Details outlined below are proposed in the budget but subject to the *Budget Implementation Act* receiving Royal Assent.



Growing the Gas Tax Fund

Budget 2019 proposes a one-time additional transfer of \$2.2 billion through the federal Gas Tax Fund (GTF) to local communities—doubling the transfer for the year.

This one-time transfer is to address short-term infrastructure priorities in communities of all sizes, across the country. The GTF provides municipalities financial flexibility and the ability to plan infrastructure projects over the long-term, allowing pooling, banking and borrowing against the funding. Projects are chosen locally and prioritized according to the infrastructure needs of each community. Project eligibility for these new funds remain consistent with the current terms of the GTF and include investments in infrastructure for the construction, renewal and material enhancement in each of the following categories:

- public transit
- · wastewater infrastructure
- drinking water
- solid waste management
- · community energy systems
- local roads and bridges
- capacity building
- highways
- local and regional airports

- short-line rail
- short-sea shipping
- disaster mitigation
- · broadband and connectivity
- brownfield redevelopment
- culture
- tourism
- sport
- recreation

The \$2.2 billion is profiled in the budget for FY 2018-19. The exact timeline is contingent on the passage of the *Budget Implementation Act*, which under the normal legislative process would take place by the end of June. FCM understands that the funding will flow to municipalities per the existing process after Budget 2019 is passed. FCM will continue to provide the latest information to our members. The timing and process for transferring the pre-existing 2019 Gas Tax allocation will not be affected.

Budget 2019 reference: pg. 80

About the Gas Tax Fund

The GTF is a permanent, indexed fund provided to directly municipalities, flowing through provinces and territories to support strategic infrastructure investments. It provides over \$2 billion annually for local priorities — last year approximately \$2.1B was distributed to over 3600 communities. It is allocated on a per-capita basis for provinces, territories and First Nations, but provides a base funding amount of 0.75 percent of total annual funding for Prince Edward Island and each territory.

Provincial allocations are outlined here: https://www.infrastructure.gc.ca/prog/gtf-fte-tab-eng.html In 2002, FCM called for the transfer of a portion of the federal gas tax to municipal governments to provide stable, predictable funding and the five-year GTF was introduced in 2005. In response to FCM's call for an ongoing federal revenue-sharing arrangement, the federal government legislated a permanent annual investment of \$2 billion in municipal infrastructure through the GTF in Budget 2011 and a two percent index was applied to protect the Fund against inflation in 2012. By making the GTF permanent through this announcement, with a predictable indexing, the revenue stream became independent from government revenues from fuel sales.

Delivering for Canadians through FCM

With the objective of improving energy efficiency, Budget 2019 proposes a significant investment of \$1.01 billion in municipalities through programs delivered by FCM. This builds on a proven federal-municipal collaboration that delivers directly for Canadians in their communities. Specifically, the Budget announced three new initiatives through FCM's Green Municipal Fund (GMF) and an increased investment in FCM's Municipal Asset Management Capacity Fund (MAMP). This unprecedented engagement doubles down on the federal government working directly with local governments to deliver major outcomes for Canadians in their communities.

Collaboration on Community Climate Action (GMF) – \$350 million

This program is a collaboration between FCM, Low Carbon Cities Canada (LC3), and seven urban climate centres in Vancouver and Lower Mainland; Edmonton; Calgary; Greater Toronto and Hamilton Area; Ottawa; Montreal Metropolitan Community; and the Halifax region. It also includes support for cities and regions outside of those urban centers. Its mission is to help cities and communities reach their carbon emissions reduction potential while unlocking co-benefits such as improved public health,

About the Green Municipal Fund

Since 2000, FCM's Green Municipal Fund has directly financed more than 1,250 local sustainability initiatives while preserving every dollar of federal capital. These projects have cut 2.5 million tonnes of greenhouse gasses—the equivalent of taking 571,000 cars off the road—while creating good jobs and more livable communities. These projects have attracted \$3 billion in additional investments—in our communities, and in a more sustainable Canada.

Find out more: https://fcm.ca/GMF

increased mobility and local job creation. It provides municipalities and non-profit community organizations with financing and grants to retrofit and improve the energy efficiency of large community buildings as well as community pilot and demonstration projects. FCM and LC3 will create a network across Canada that will support local community actions to reduce GHG emissions.

Community EcoEfficiency Acceleration (GMF) - \$300 million

This program will provide financing for municipal initiatives to support home energy efficiency retrofits. It will enable municipalities to support homeowners as they make their homes more affordable and energy efficient, supporting between 8,000 and 20,000 household energy projects in up to 200 municipalities of all sizes across Canada. Homeowners could qualify for assistance in replacing furnaces and installing renewable energy technologies. FCM will explore innovative approaches like the Property Assessed Clean Energy (PACE) model that allows homeowners to repay retrofit costs through their property tax bills.

Sustainable Affordable Housing Innovation (GMF) - \$300 million

This program will support the development and implementation of dozens of sustainable affordable housing models and demonstration projects—yielding up to 4,800 new and energy-retrofitted affordable and social housing units in communities of all sizes across Canada. This fund will support existing and new affordable/social housing projects operated by both municipal and community-based housing providers. These projects will include deep energy efficiency and onsite generation retrofits to existing affordable/social housing and new builds with high energy performance and onsite renewable generation built in. The program will also promote projects with compelling financial models that build resilience into longer term operating cost efficiencies, such as prioritizing mixed occupancy (e.g. regular-income units, mixed with affordable and social housing units).

Municipal Asset Management Capacity Fund (MAMP) - \$60 million

Budget 2019 renews FCM's popular Municipal Asset Management Program over the next five years, ensuring municipalities can continue to advance the important foundational work of preparing their communities and infrastructure for the effects of climate change. This program will be purely grants-based with some complementary capacity building and knowledge mobilization activities. It will enable direct funding support to up to 500 municipalities, most being smaller and more rural. It will also fund training and technical assistance to more than 800 municipalities on how to inventory, grow and maintain infrastructure assets.

Budget 2019 reference: pg. 84

Expanding rural Internet access

Budget 2019 proposes significant investments in broadband through a coordinated plan that intends to deliver between \$5 and \$6 billion over the next 10 years, of which \$1.7 billion will constitute new funding, with an additional \$1 billion in financing to be made available through the Canada Infrastructure Bank. These investments can be broken down as follows:

- \$1.7 billion over 13 years, starting 2019-20, for a new Universal Broadband Fund, of which \$717 million will be disbursed over the next five years, beginning with \$26 million in 2019-20, then scaling up to \$162 million in 2020-21 and \$220 million in 2021-22 (the five year profile is on pg. 124 of the budget). This is designed to build on the existing Connect to Innovate program, and will focus on extending "backbone" infrastructure to underserved communities. This amount includes a top-up to the Connect to Innovate program to deliver Low Earth Orbit satellite technology and fibre technology. Also included in this figure is \$11.5 million over five years, starting 2019-20, for two Statistics Canada surveys that will measure household access and Internet usage to better understand how gaps in digital access are impacting Canadians.
- \$1 billion over 10 years in financing will be provided through the Canada Infrastructure Bank to support development of broadband infrastructure. The Bank will also seek to leverage an additional \$2 billion in private sector investment to increase broadband access for Canadians. Together, these investments will aim to total \$3 billion over the next 10 years.
- In the 2018 Fall Economic Statement, the government launched the Accelerated Investment Incentive, a measure
 that provides an accelerated capital cost allowance to businesses to encourage private sector investments in capital.
 To date, telecommunications companies have signalled more than \$1 billion of activity aimed at providing better
 Internet access to unserved or underserved communities.
- Originally announced in September 2018, the Canadian Radio-television and Telecommunications (CRTC) Broadband
 Fund will also provide \$750 million over five years to support projects to build or upgrade infrastructure to provide
 fixed and mobile wireless broadband Internet service to underserved Canadians. The CRTC will begin a competitive
 process to evaluate and select projects in spring 2019.

Taken together, these new investments respond directly to recommendations made by FCM and constitute an unprecedented investment in the expansion of Canada's broadband infrastructure.

Budget 2019 reference: pg. 95-97, 124 for profiling

Additional **rural priorities** are highlighted throughout the document, including in newly announced transportation and tourism infrastructure initiatives.



Additional budget measures

Climate change

Energy efficiency and community-led emissions reductions

Budget 2019 invests \$950 million through FCM's Green Municipal Fund to deliver programing that will reduce GHG emissions from residential and commercial buildings in cities and communities across Canada. See the **Delivering for Canadians through FCM** section above for a complete breakdown.

Zero-emission and electric vehicles

Budget 2019 provides \$130 million over five years for electric vehicle changing and other zero-emissions re-fueling infrastructure for workplaces, public parking spots, commercial and multi-unit residential buildings, and remote locations. This new funding will expand on Natural Resource Canada's existing Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative. Additional measures contained in the Budget that will help municipalities meet their electric vehicle and GHG reduction goals include:

- \$300 million over three years, starting in 2019-20, to introduce a new federal purchase incentive of up to \$5,000 for
 electric battery or hydrogen fuel cell vehicles with a manufacturer's suggested retail price of less than \$45,000.
- Businesses will be eligible for a 100% tax write-off for passenger vehicles (up to \$55,000) and medium and heavy-duty zero-emission vehicles in the year they are put in to use. This will enable, for instance, freight, food delivery, taxis fleets and privately-operated school buses to adopt zero-emission vehicles.

Budget 2019 reference: pg. 81-82

Just transition for communities impacted by coal power plant closures

As part of a strategy to phase out coal-fired power plants across the country by 2030, the federal government created a Task Force on Just Transition for Canadian Coal Power Workers and Communities in 2018. Councillor Rick Smith from Leduc County was the municipal representative on the Task Force. Budget 2019 responds directly to the Task Force's recommendations by creating a dedicated \$150 million infrastructure fund, starting in 2020-21, to support priority projects and economic diversification in impacted communities. The Fund will be administered by Western Economic Diversification Canada and the Atlantic Canada Opportunities Agency.

Budget 2019 reference: pg. 89

Energy information

Budget 2019 proposes to provide Natural Resources Canada with \$15.2 million over five years, starting in 2019-20, with \$3.4 million per year ongoing, to establish a virtual Canadian Centre for Energy Information delivered by Statistics Canada.

Budget 2019 reference: pg. 90

10 33

Disaster mitigation and climate adaptation

FCM's 2019 Budget Submission called for a top up of the Disaster Mitigation and Adaptation Fund of \$2 billion to ensure local adaptation projects continue to move forward without interruption. FCM also called for a reevaluation of the \$20 million eligibility threshold. While neither of these requests were met in Budget 2019, the funding provided through the one time doubling of the Gas Tax Fund is in line with FCM's third request regarding longer-term financial tools to strengthen the resilience of our cities and communities. FCM will continue to engage with Infrastructure Canada to ensure that funding for disaster mitigation and adaptation projects continues to be a federal priority.

Infrastructure

Investing in Canada Plan

Budget 2019 reaffirms the federal government's commitment to long-term infrastructure investments through the 12-year, \$180 billion Investing in Canada Plan. This includes \$33 billion delivered through bilateral funding agreements with the provinces and territories. To date, the federal government has invested \$19.9 billion through the Investing in Canada plan, supporting 33,000 infrastructure projects for communities across Canada. At the same time, Budget 2019 acknowledges that the pace of spending under the Investing in Canada Plan has been slower than originally anticipated, for reasons that include delays between construction activity and receipt by the federal government of claims for payment, and by some provinces and territories being slower to prioritize projects. The federal government is currently working with the provinces and territories to accelerate projects under their bilateral agreements to ensure momentum continues, and has taken steps to streamline the process for the provinces and territories to prioritize projects for funding, and to improve financial reporting so that it is clear when project costs are incurred, and when federal funds will flow to recipients.

Budget 2019 reference: pg. 74-79

Transit

Budget 2019 does not respond to FCM's call for a permanent federal transit funding mechanism. FCM's pre-Budget submission recommended making current federal investments in public transit permanent, beginning with annual investments of \$3.4 billion starting in 2028. This long-term funding ask was meant to enable cities to begin planning the next generation of transformational transit projects. FCM will continue to advance a conversation about permanent federal transit funding with all major political parties going into the upcoming federal election. In the meantime, the 12-year Investing in Canada Plan represents a historic federal commitment to public transit. Dedicated federal transit investments through the Public Transit Infrastructure Fund (PTIF) and the Public Transit Infrastructure Stream of the Investing in Canada Plan total \$23.2 billion over the period 2018-19 to 2027-28.



Transportation

Safe and Secure Road and Rail Transportation

Budget 2019 proposes \$264 million over four years, starting 2019-20, for Transport Canada to continue their oversight and regulation of motor vehicle safety, railway safety and transportation of dangerous goods, and to support the continuation of passenger rail services to remote communities with no alternative means of surface transportation.

Budget 2019 reference: pg. 299

Intercity Bus

Budget 2019 allocates \$15 million over 3 years, starting 2018-19, to Western Economic Diversification Canada and Crown-Indigenous Relations and Northern Affairs Canada to support communities affected by the cancellation of Greyhound Canada's bus service in Western Canada, which will allow for service to affected communities to continue where no other service provider has emerge. This funding was previously announced.

Budget 2019 reference: pg. 295

Ferries

Budget 2019 proposes increased support for operation of ferry services in Atlantic Canada, including by supporting procurement of a new ferry by Marine Atlantic Inc. and extending Transport Canada's Ferry Services Contribution Program until 2022 with existing service levels and fleet size. The government also proposes to procure two ferries to replace those currently in operation between Prince Edward Island and Nova Scotia. These measures are consistent with FCM's policy on the need for the federal government to support a high level of safety, quality and frequency of ferry services, in light of the fact that ferries are an essential mode of transportation for many Canadians.

Budget 2019 reference: pg. 105

Telecommunications

Budget 2019 proposes \$117 million over five years, starting 2019-20, for Innovation, Science and Economic Development Canada to continue to effectively manage wireless networks in Canada. This will support equipment modernization and the development of innovative tools and systems to enhance ongoing efforts to minimize network interference and verify compliance with health and safety standards, including in the context of the new generation of wireless networks, referred to as 5G.

Budget 2019 reference: pg. 301

Tourism Infrastructure

Budget 2019 proposes \$58.5 million over two years, starting 2019-20, for the creation of a Canadian Experiences Fund to support Canadian businesses and organizations seeking to create or expand tourism-related infrastructure. Investments through the Fund will focus on five categories and includes a stream for development of tourism in rural and remote communities.

Budget 2019 reference: pg. 90

12 35

Northern priorities

Budget 2019 provides a number of investments in rural, northern and remote priorities, including unprecedented investment in broadband (see Expanding rural Internet access section above).

Social and Economic Development

Budget 2019 proposes a number of investments towards improving education, nutrition, and mental health in northern regions, including:

- \$15 million over five years, starting in 2019-20, to establish a Northern Isolated Community Initiatives Fund through
 the Canadian Northern Economic Development Agency. This fund will support community-led projects for local and
 Indigenous food production systems. This builds on the 2018 Fall Economic Statement investments in the Nutrition
 North Canada Program.
- \$75 million over five years, starting in 2019-20, to the Canadian Northern Economic Development Agency to enhance its current economic development program. This investment would help to create a new initiative: Inclusive Diversification and Economic Advancement in the North (IDEANorth).
- Up to \$1.0 million over two years, starting in 2019-20, to establish a Task Force to study post-secondary education in Canada's Arctic and northern regions.
- \$50 million over 10 years, starting in 2019-20, with \$5 million per year ongoing, to support The Inuit Tapiriit
 Kanatami's National Inuit Suicide Prevention Strategy's Inuit-specific approach to address deaths by suicide in Inuit
 communities.
- Up to \$26 million over five years, starting in 2019-20, for the construction of a new Yukon College campus science building in support of its efforts to become Canada's first university in the North.

These investments respond to FCM's request for the federal government to bolster investment in mental health, deliver programs aimed at reducing the cost of food that are also designed in a way that works for northern residents, and generally supports the unique needs for health, development, and economic growth of local communities in northern and remote regions.

Additional northern announcements

Budget 2019 announces additional investments in infrastructure, and science and research, specific to the north, including:

- An increase of \$400 million over eight years, starting in 2020-21, to the Arctic and northern regions allocation of the National Trade Corridors, bringing the total allocation to these regions to \$800 million.
- Up to \$10 million over two years, starting in 2019-20, to Natural Resources Canada to help The Polar Continental Shelf Program to respond to growing demand"
- \$49.9 million over fifteen years (\$2.2 billion on a cash basis), starting in 2020-21, to Crown-Indigenous Relations and Northern Affairs Canada to create the Northern Abandoned Mine Reclamation Program, which will clean up the largest and most contaminated abandoned mine sites in northern Canada.

Budget 2019 reference: pg. 101-103



Public safety

Emergency Management

Budget 2019 proposes new investments to promote better disaster management and preparation, including:

- \$151.23 million over five years, starting in 2019-20, and \$9.28 million per year ongoing, to improve emergency
 management in Canada, including in Indigenous communities. This funding will also be directed to assessing the
 condition and resilience of Canada's critical infrastructure—including energy grids, water and food supplies and
 health services—in the aftermath of a natural disaster.
- \$5.0 million over five years, starting in 2019-20, to Public Safety Canada to develop all-hazard awareness-raising
 activities that are targeted to specific, at-risk audiences such as low-income Canadians, seniors, people with
 disabilities, recent immigrants, and Indigenous Peoples.
- \$260 million over two years, on a cash basis, starting in 2019-20, to Public Safety Canada to support provincial and territorial disaster relief and recovery efforts through the Disaster Financial Assistance Arrangements (DFAA) Program.

These investments indirectly respond to FCM's call on the federal government for greater municipal support for emergency management. Following the recent release of the first National Emergency Management Strategy, FCM will continue to work closely with the federal government to ensure municipal concerns regarding the evolving role of municipal emergency services, the reinstatement of the Heavy Urban Search and Rescue and the Joint Emergency Preparedness Program teams, and Mass Casualty Medical Emergency Preparedness Plan for high risk communities in seismic activity zones across Canada are prioritized.

The investment in the DFAA program will support FCM's request to better enable municipalities to build back after a disaster event. However, restrictions on how DFAA funds can be used towards building back better still limit the way in which municipalities can recover. FCM will continue to work with Public Safety Canada to ensure municipalities are better enabled to build back better following an event.

Budget 2019 reference: pg. 185

Marine Environmental Response Planning

Budget 2019 announces \$46 million over three years for the Canadian Coast Guard, Transport Canada and Environment and Climate Change Canada to continue to improve marine environmental response planning. This funding will bring together federal, provincial, Indigenous and municipal partners to jointly plan for a quicker and more efficient response to marine pollution incidents. This funding builds on the federal government's investments through the Ocean Protection Plan, and directly responds to FCM's calls for improved coordination in response to marine pollution incidents.

Budget 2019 reference: pg. 299

14

Policing

Budget 2019 speaks to actions the RCMP is taking to become a more modern organization, including the establishment of an Interim Management Advisory Board in January 2019, providing expert advice to support the RCMP as a modern and effective organization. The Budget proposes legislative changes to formally establish the Management Advisory Board. It also introduces a number of new investments, including:

- \$508.6 million over five years to support policing operations.
- \$77.3 million over five years and \$13.5 million ongoing for enhanced law enforcement at the border.
- \$68.9 million over five years and \$20 million ongoing for enhanced federal policing capacity, including to fight money laundering.
- \$11.5 million over three years to support transportation security.
- \$5.7 million over five years and \$1.2 million ongoing to protect national economic security.

Budget 2019 reference: pg. 183, 309 (for profiling)

Crime Prevention

To make needed security improvements to important community gathering spaces—such as schools, community centres, and places of worship—Budget 2019 proposes to provide an additional investment of \$2 million per year, starting in 2019-20, doubling the size of Public Safety Canada's Communities at Risk: Security Infrastructure Program from \$2 million per year to \$4 million per year until 2021-22. The Program is a component of Public Safety Canada's National Crime Prevention Strategy. This Program aims to make Canada's community gathering spaces safer places to live, work, and play.

Budget 2019 reference: pg. 188

Housing

A variety of housing measures were included in Budget 2019, including those that reaffirm and expand elements of the National Housing Strategy (NHS), those that intend to improve housing affordability in the homeownership sector, and those that aim to drive solutions to housing supply and affordability challenges broadly. These announcements include:

- A component of the NHS, the existing Rental Construction Financing Initiative (RCFI) provides low-cost loans for the construction of new rental housing for modest- and middle-income Canadians. Budget 2019 proposes to expand the RCFI with an additional \$10 billion over nine years in financing, extending the program to 2027–28. With this increase, the program now intends to support 42,500 new rental housing units across Canada. Housing developments financed through RCFI must meet modest affordability targets: at least 20 percent of the units must have rents that are set at 30 percent of local median household income for at least 10 years (for example, \$1710/month in Winnipeg).
- Adding timelines and detail to a commitment included in the NHS, Budget 2019 proposes to introduce new
 legislation requiring the federal government to maintain a NHS that prioritizes the housing needs of the most
 vulnerable. The legislation will require regular reporting to Parliament on progress toward the goals and outcomes
 of the NHS.
- Budget 2019 will provide \$300 million to launch the Housing Supply Challenge. This initiative will invite municipalities
 and stakeholders to propose new ways to break down barriers that limit the creation of new housing. Successful
 applicants will be selected and funded through a merit-based competition.



- CMHC will invest \$4 million over two years to support the work of the recently announced Expert Panel on the Future
 of Housing Supply and Affordability. An additional \$5 million over two years will be used for state-of-the-art housing
 supply modelling and related data collection—to support the Panel and help ensure that future investments by all
 orders of government are put to best possible use.
- Budget 2019 introduces a First-Time Home Buyer Incentive, valued at \$1.25 billion over three years, to make
 homeownership more affordable for first-time buyers. Eligible first-time home buyers who have the minimum down
 payment for an insured mortgage would apply to finance 10 percent of their purchase through a shared equity
 mortgage with the Canada Mortgage and Housing Corporation (CMHC). \$100 million in lending will be provided
 over five years to help existing shared equity mortgage providers scale-up their business and encourage new players
 to enter the market.
- The existing Home Buyers' Plan allows first-time buyers to withdraw from their Registered Retirement Savings Plan (RRSP) to purchase or build a home, without having to pay tax on the withdrawal so long as it is repaid to the RRSP within 15 years. Budget 2019 increases the Home Buyers' Plan withdrawal limit from \$25,000 to \$35,000.

Budget 2019 reference: pg. 22-29

Reconciliation

This Budget provides significant investment in Indigenous peoples and communities through a lens of reconciliation:

- \$126.5 million in 2020-21 to establish a National Council for Reconciliation and endow it with initial operating capital.
- \$4.5 billion over five years, beginning in 2019-20, to continue efforts to close the gap in living conditions between Indigenous and non-Indigenous people.
- \$1.4 billion over seven years to forgive all outstanding comprehensive claim negotiation loans and to reimburse Indigenous governments that have already repaid these loans, with the objective of supporting Indigenous communities' ability to invest in their own priorities.
- \$60 million over five years, beginning in 2019-20, to support capital infrastructure investments in Friendship
 Centres, which deliver the majority of Urban Programming for Indigenous People (UPIP) programming in urban and
 rural communities, as well as other urban and rural Indigenous service provider facilities. This investment in
 intended to ensure that Indigenous residents living in cities and communities have safe and accessible spaces to
 access culturally-relevant services.
- To enable communities to commemorate the legacy of residential schools on the proposed National Day for Truth
 and Reconciliation, and to celebrate the unique heritage, diverse cultures and outstanding contributions of First
 Nations, Inuit and Métis Peoples on National Indigenous Peoples Day, Budget 2019 provides \$10 million over two
 years to support community organizations holding events in communities across Canada.

FCM encourages the federal government to pursue meaningful reconciliation with Indigenous people broadly, including by closing the gap in living conditions between Indigenous and non-Indigenous Canadians. In particular measures to support UPIP through investment in Friendship Centres and other service providers reflects FCM's support of this important program supporting Indigenous people in cities and communities.

Budget 2019 reference: pg. 129-140

16 39

Inclusive communities

Healthy communities

Canada's National Food Policy, outlined in Budget 2019, will focus on tackling food waste, improving community access to healthy food, shining a spotlight on Canadian food both at home and abroad, and increasing food security in Northern and remote communities. In order support this initiative, the Budget proposes to invest \$134.4 million over five years, beginning in 2019-20. This includes \$50 million for a Local Food Infrastructure Fund, to be distributed over five years to support "infrastructure for local food projects," including food banks, farmers' markets and other community-driven projects.

Budget 2019 reference: pg. 162

Seniors

The Guaranteed Income Supplement (GIS) provides a monthly non-taxable benefit to Old Age Security recipients who have a low-income. Budget 2019 commits to introducing legislation which would enhance the GIS earnings exemption in order for low-income seniors to keep more of their income from working in relation to GIS benefits.

Budget 2019 will provide \$100 million over five years, starting in 2019-20, for the New Horizons for Seniors Program, to improve the quality of life for seniors and promote their full participation in Canadian society. The program offers up to \$25,000 to support projects in local communities—such as new fitness equipment for seniors' centres—and up to \$5 million to support projects that are national in scope.

Budget 2019 also includes \$77 million in additional funding for the Enabling Accessibility Fund, to improve the safety and accessibility of community spaces.

Budget 2019 reference: pg. 64-70

Additional inclusive communities investments

Budget 2019 makes a number of other announcements to promote inclusive communities, including:

- Economic development (youth): \$631.2 million over five years, starting in 2019-20, to expand the Student Work
 Placement Program to support up to 20,000 new work placements per year for post-secondary students across
 Canada. \$150.0 million over four years, starting in 2020-21, is provided to create partnerships with innovative
 businesses to create up to a further 20,000 work-integrated learning opportunities per year. 40,000 work
 placements for Canadian students are anticipated through both initiatives by 2023-24. Budget 2019 reference: pg.
 54
- Gender equality: \$160 million over five years, starting in 2019-20, to support the federal government's efforts to advance gender equality in Canada, including by enabling community action to tackle systemic barriers impeding women's progress. Budget 2019 reference: pg. 170
- Diversity and inclusion: a new Anti-Racism Strategy will be supported with \$45 million over three years, starting in 2019-20, with a strong focus on community-based projects. *Budget 2019 reference: pg. 171*
- Poverty: the Government reaffirmed its commitment to move ahead with poverty reduction legislation.
- Arts: To support more festivals, large-scale and community-based celebrations and commemoration initiatives, Budget 2019 provides \$24 million over two years, starting in 2019-20, to the Building Communities Through Arts and Heritage Program and the Celebration and Commemoration Program. Budget 2019 reference: pg. 169



Cannabis

Budget 2019 proposes that the existing excise duty framework for cannabis be amended to more effectively apply the excise duty on these new classes of cannabis products that will be permitted for legal sale under the *Cannabis Act* later this year—edible cannabis, cannabis extracts, and cannabis topicals—as well as to cannabis oils, which are already legally available for sale.

The current framework provides 75 percent of duties to provincial and territorial governments and the remaining 25 percent to the federal government. In response to FCM advocacy, the federal government relinquished 25 percent of their revenues to the provinces and territories to be provided to municipalities. This arrangement has not been applied consistently across the country. The Budget does not propose changes to this arrangement.

Additionally, Budget 2019 announces **\$2 million** in funding provided to the Parole Board of Canada and the Royal Canadian Mounted Police to support legislation to expedite access to pardons for Canadians previously convicted of simple possession of canadis.

Budget 2019 reference: pgs. 206, 294

Opioids

Budget 2019 proposes to provide additional funding of \$30.5 million over 5 years, starting in 2019-20, with \$1 million in ongoing funding, for targeted measures to address persistent gaps in harm reduction and treatment. Specifically, funding will support efforts to expand access to a safe supply of prescription opioids, protecting people with problematic opioid use from the risks of overdose and death. It will also support better access to opioid overdose response training and to Naloxone—a life-saving medication that can stop or reverse an opioid overdose—in underserved communities. This is consistent with recent FCM calls for additional funding for treatment and harm reduction.

Budget 2019 reference: pg. 156

Trade

Budget 2019 proposes up to \$3.9 billion in support for supply-managed farmers following ratification of new trade agreements, including the Canada-European Union Comprehensive Economic and Trade Agreement (CETA) and Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP). Support will be offered to sustain the incomes of eligible dairy, poultry and egg farmers, by making available up to \$2.4 billion. Of this, \$250 million has already been provided to support dairy farmers as a result of CETA; therefore a net amount of up to \$2.15 billion will be available in coming years to deal with income losses associated with these agreements. Additionally, \$1.5 billion in assistance will be offered to protect the value of investments made by farmers in supply-managed sectors, through a Quota Value Guarantee Program that will protect against reduction in quota value when the quota is sold. These measures are consistent with FCM's policy on the need for the federal government to support local economies and key sectors impacted by international trade agreements and disputes.

Additionally, \$12 million in funding over five years is proposed for Global Affairs Canada for the implementation of new trade openings and control measures under the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP) and Canada-United States-Mexico Agreement (CUSMA). This funding is also proposed for Global Affairs Canada for the administration of potential import safeguards on certain steel products.

Budget 2019 reference: pgs. 190, 302

18 41

APPENDIX E



Federal Budget: Gas Tax Fund Doubled for a Year

Mar. 20, 2019

Finance Minister Bill Morneau tabled the 2019 budget in the House of Commons yesterday. Local governments in British Columbia will see an immediate benefit from a top up transfer of \$2.2 billion to the Federal Gas Tax Fund for the coming year. This one-time transfer will provide an estimated \$280 million in additional funding to local governments in B.C. Other highlights of interest to local government include the following:

Housing Affordability & Tax Compliance

- The Government will extend the Rental Construction Financing Initiative with an additional \$10 billion in financing over 9 years. This is intended to help build 42,500 new housing units across Canada with a focus on areas of low rental supply.
- Municipalities and other stakeholder groups will be invited to apply for funding under a \$300 million Housing Supply Challenge, with the aim of proposing ways to break down barriers that limit the creation of new housing.
- The Federal Government, together with the Province, has established an Expert Panel on the Future of Housing Supply and Affordability. The Budget allocates \$4 million over 2 years to the work of the panel, with an additional \$5 million over two years for supply modelling and data collection.
- A new First-Time Home Buyer Incentive will offer a larger shared equity mortgage for newly constructed homes than for existing homes.
- The Government is creating four dedicated real estate audit teams at the Canada Revenue Agency to monitor real estate transactions, focusing on high-risk areas including British Columbia. It also plans to strengthen the enforcement framework to deter financial crime in real estate.
- Opportunities to improve data sharing between the Federal Government and British Columbia will be explored to improve enforcement on tax compliance and anti-money laundering. This will be supported by up to \$1 million in funding to Statistics Canada to conduct a data needs assessment, starting in 2019-20.

Energy Efficiency Financing

- \$1.01 billion to increase energy efficiency in residential, commercial and multi-unit buildings. The Federation of Canadian Municipalities (FCM) will deliver these investments through the Green Municipal Fund. These funds will be delivered through three financing streams as follows:
 - Collaboration on Community Climate Action (\$350 million) to provide municipalities and non-profit community organizations with financing and grants to retrofit and improve the energy efficiency of large community buildings as well as community pilot and demonstration projects.
 - Community EcoEfficiency Acceleration (\$300 million) to provide financing for municipal initiatives to support home energy efficiency retrofits.
 - Sustainable Affordable Housing Innovation (\$300 million) to provide financing and support to affordable housing developments to improve energy efficiency in new and existing housing and support on-site energy generation.

Broadband Connectivity

• The Government set a commitment that 95 per cent of Canadian homes and businesses will have access to internet speeds of at least 50/10 Mbps by 2026 and 100 per cent by 2030. This commitment will be funded by up to \$1.7 billion over 13 years, starting in 2019 –20, to establish a new national high-speed Internet program, the Universal Broadband Fund.

Reconciliation

- 1.4 billion over seven years starting in 2018–19, to forgive all outstanding comprehensive claim negotiation loans and to reimburse Indigenous governments that have already repaid these loans.
- Renew funding for the Specific Claims Settlement Fund for a further three years, starting in 2019–20.
- Provide \$40.0 million over five years, starting in 2019–20, to First Nations to help research and develop their claims.
- \$48.0 million over two years, starting in 2019–20, to directly support communities in greatest need obtain the expertise, advice and tools required to govern their communities and deliver critical programs and services.

Asset Management

• \$60 million in 2018–19 to FCM's Municipal Asset Management Capacity Fund.

Opioid Crisis

• \$30.5 million over 5 years, starting in 2019–20, with \$1 million in ongoing funding, for targeted measures to address persistent gaps in harm reduction and treatment.

Policing

- \$68.9 million over five years and \$20 million ongoing for enhanced federal policing capacity, including to fight money laundering
- To support implementation of the Border Enforcement Strategy, invest \$1.18 billion over five years, starting in 2019–20, and \$55.0 million per year ongoing.

Tax Compliance

- To combat tax evasion and aggressive tax avoidance, invest \$150.8 million over five years, starting in 2019–20 so that the CRA may fund new initiatives and extend existing programs, including:
 - Hiring additional auditors, conducting outreach and building technical expertise to target non-compliance associated with cryptocurrency transactions and the digital economy.
 - Creating a new data quality examination team to ensure proper withholding, remitting and reporting of income earned by non-residents.
 - Extending programs aimed at combatting offshore non-compliance.

Disaster Management and Response

• \$151.23 million over five years, starting in 2019–20, and \$9.28 million per year ongoing, to improve emergency management in Canada, including in Indigenous communities.

Zero Emissions Vehicle Charging & Refueling

• Expand the network of zero-emission vehicle charging and refueling stations with \$130 million over five years, starting in 2019–20,

You can find the full federal Budget package on the Government of Canada's dedicated website.

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AGENDA "IN CAMERA" COUNCIL MEETING

Monday, April 29, 2019 4:30 P.M. - 7:00 P.M.

DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE 80 COMMERCIAL STREET, NANAIMO, BC

SCHEDULED RECESS AT 5:30 P.M.

Pages

1. CALL TO ORDER:

2. APPROVAL OF THE AGENDA:

That Council, in accordance with the Community Charter, adopt the agenda as presented (or as amended).

Summary of Agenda Items and Proposed CC Reasons to Close Meeting:

1. Adoption of Agenda

- 6(a). Harbour City Theatre Co-Management Agreement 90(1)(k)
- 6(b). Purchase of a Portion of 85 Strickland Street for Road Purposes 90(1)(e)
- 6(d). Video Recording and Publishing of Public Hearings 90(1)(i)

- 8(b). PAWG Protocol Agreement 90(1)(k)
- 8(c). CAO and Council Matters 90(1)(a)(c)(k)

Section 90(1):

(a) personal information about an identifiable individual who holds or is being

considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

- (c) labour relations or other employee relations;
- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public; and,

Section 90(2):

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

3. ADOPTION OF THE MINUTES:

Minutes
 Minutes of the "In Camera" Council Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Tuesday, 2017-NOV-21 at 11:30 a.m.
 Minutes

Minutes of the "In Camera" Council Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Tuesday, 2017-NOV-21 at 1:00 p.m.

c. Minutes 10 - 11

Minutes of the "In Camera" Council Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Tuesday, 2017-NOV-21 at 4:00 p.m.

	d.	Minutes	12 - 14
		Minutes of the "In Camera" Council Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Monday, 2019-JAN-21 at 5:30 p.m. to be adopted as amended	
	e.	Minutes	15 - 16
		Minutes of the Special "In Camera" Council Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Monday, 2019-MAR-25 at 5:30 p.m.	
	f.	Minutes	17 - 19
		Minutes of the "In Camera" Council Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Monday, 2019-APR-01 at 5:00 p.m.	
	g.	Minutes	20 - 24
		Minutes of the Special "In Camera" Council Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Monday, 2019-APR-08 at 6:17 p.m.	
4.	PRES	ENTATIONS:	
	a.		

5.

CONSENT ITEMS:

6. REPORTS

a.	Harbour	City Theatre Co-Management Agreement	25 - 42
	To be in	troduced by Dale Lindsay, Director, Community Development.	
	Purpose: To seek Council's direction with respect to entering into a new comanagement agreement with the Harbour City Theatre Alliance Society for the continued operation of the Harbour City Theatre at 25 Victoria Road.		
		nendation: That Council support the Harbour City Theatre Alliance s continued operation of the Harbour City Theatre at 25 Victoria Road oving:	
	a.	the creation of a co-management agreement that specifies a ten-year occupancy period (2019-JUL-01 to 2029-JUN-30), with an option to renew this occupancy period for a further ten years at the discretion of the City; and	
	b.	an annual operating grant of \$11,350 for 2019/2020 with an increase to \$12,783 for 2020/2021, and an additional 2% yearly increase thereafter for the remaining period of the co-management agreement (2021-2029).	
b.	Purchas	se of a Portion of 85 Strickland Street for Road Purposes	43 - 46
	To be in	troduced by Dale Lindsay, Director, Community Development.	
	-	e: To obtain Council approval for the acquisition of a portion of 85 and Street for road purposes.	
		nendation: That Council authorize the acquisition of a portion 85 and Street for road purposes	
C.			

 Video Recording and Publishing of Public Hearing 	gs
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49 - 60

To be introduced by Sheila Gurrie, City Clerk.

Purpose: To provide Council with legal advice regarding video recording and publishing of Public Hearings, and to seek direction from Council on how to proceed.

Recommendation: That Council provide direction regarding how to proceed with video recording and publishing of Public Hearings, and that Council announce their decision during the open meeting.

7			IDENCE:
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a.

8. OTHER BUSINESS:

a.

b. PAWG Protocol Agreement

66 - 75

To be introduced by Jake Rudolph, Chief Administrative Officer.

c. CAO and Council Matters

To be introduced by Jake Rudolph, Chief Administrative Officer.

9. ADJOURNMENT OF "IN CAMERA" MEETING:

"IN CAMERA" MINUTES

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
TUESDAY, 2017-NOV-21 AT 11:30 A.M. – 1:00 P.M.

PRESENT: Councillor J. Hong, Chair

Members: Councillor S. D. Armstrong

Councillor W. L. Bestwick Councillor G. W. Fuller Councillor J. A. Kipp Councillor I. W. Thorpe Councillor W. M. Yoachim

Absent: Mayor W. B. McKay

Councillor M. D. Brennan

Staff: V. Mema, Chief Financial Officer

J. Van Horne, Director of Human Resources

S. Gurrie, City Clerk

1. <u>CALL THE "IN CAMERA" MEETING TO ORDER:</u>

The "In Camera" Meeting was called to order at 11:40 a.m.

2. <u>ADOPTION OF AGENDA:</u>

25017 It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as presented. The motion carried unanimously.

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MINUTES -"IN CAMERA" COUNCIL 2017-NOV-21 PAGE 2

4.	ADJOURNMENT:
25117	It was moved and seconded at 12:41 p.m. that the "In Camera" Meeting terminate The motion carried unanimously.
CHA	I R
CERT	IFIED CORRECT:
CORP	PORATE OFFICER

"IN CAMERA" MINUTES

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
TUESDAY, 2017-NOV-21 AT 1:00 P.M. – 4:00 P.M.

PRESENT: Councillor J. Hong, Chair

Members: Councillor S. D. Armstrong

Councillor W. L. Bestwick Councillor G. W. Fuller Councillor J. A. Kipp Councillor I. W. Thorpe Councillor W. M. Yoachim

Absent: Mayor W. B. McKay

Councillor M. D. Brennan

Staff: V. Mema, Chief Financial Officer

J. Van Horne, Director of Human Resources (entered 1:34 p.m.)

S. Gurrie, City Clerk

1. <u>CALL THE "IN CAMERA" MEETING TO ORDER:</u>

The "In Camera" Meeting was called to order at 1:03 p.m.

2. ADOPTION OF AGENDA:

25217 It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as presented. The motion carried unanimously.

Councillor Hong, Chair, read aloud a statement regarding censure hearings.

3. <u>CALL THE CENSURE HEARING TO ORDER:</u>

The Censure Hearing was called to order at 1:05 p.m.

MINUTES -"IN CAMERA" SPECIAL COUNCIL 2017-NOV-21 PAGE 2

4.	ADJOURNMENT	OF	THE	CENSURE	: HEARING:

25417 It was moved and seconded that the Censure Hearing be adjourned at 1:33 p.m. The motion carried unanimously.

J. Van Horne entered the Douglas Rispin Room at 1:34 p.m.

The "In Camera" meeting recessed at 2:27 p.m.

The "In Camera" meeting reconvened at 2:37 p.m.

5.	ADJOURNMENT:

25617 It was moved and seconded at 2:40 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

"IN CAMERA" MINUTES

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
TUESDAY, 2017-NOV-21 AT 4:00 P.M. – 7:00 P.M.

PRESENT: Councillor J. Hong, Chair

Members: Councillor S. D. Armstrong

Councillor W. L. Bestwick

Councillor M. D. Brennan (entered 4:12 p.m., vacated 4:57 p.m.)

Councillor G. W. Fuller Councillor J. A. Kipp Councillor I. W. Thorpe Councillor W. M. Yoachim

Absent: Mayor W. B. McKay

Staff: V. Mema, Chief Financial Officer

S. Gurrie, City Clerk

1. CALL THE "IN CAMERA" MEETING TO ORDER:

The "In Camera" Meeting was called to order at 4:11 p.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as presented. The motion carried unanimously.

Councillor Hong, Chair, read aloud a statement regarding censure hearings.

3. CALL THE CENSURE HEARING TO ORDER:

The Censure Hearing was called to order at 4:12 p.m.

Councillor Brennan entered the Douglas Rispin Room at 4:12 p.m.

Councillor Brennan vacated the Douglas Rispin Room at 4:57 p.m.

MINUTES -"IN CAMERA" SPECIAL COUNCIL 2017-NOV-21 PAGE 2

4.	ADJOURNMENT OF THE CENSURE HEARING:	
25917	It was moved and seconded that the Censure Hearing be adjourned at 4:58 p.m. The motion carried unanimously.	е
5.	ADJOURNMENT:	
J.	ADSOCIATIVILITY.	
26117	It was moved and seconded at $6:10~p.m.$ that the "In Camera" Meeting terminate. The motion carried unanimously.	е
CHA	I R	
CERTI	IFIED CORRECT:	
CORP	ORATE OFFICER	

"IN CAMERA" MINUTES

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2019-JAN-21 AT 5:30 P.M. – 7:00 P.M.

Present: Mayor L. Krog

Councillor S. D. Armstrong Councillor D. Bonner Councillor T. Brown

Councillor T. Brown
Councillor B. Geselbracht
Councillor E. Hemmens
Councillor Z. Maartman
Councillor I. W. Thorpe
Councillor J. Turley

Staff: J. Rudolph, Chief Administrative Officer

J. Van Horne, Director of Human Resources (arrived 6:05 p.m., vacated

6:42 p.m.)

M. Blouin, Manager, Human Resources (arrived 6:05 p.m., vacated 6:42 p.m.)

K. Fry, Fire Chief (arrived 6:43 p.m.)

S. Snelgrove, Deputy Corporate Officer (vacated 6:05 p.m. returned

6:44 p.m.)

J. Vanderhoef, Recording Secretary (vacated 6:05 p.m.)

1. CALL THE "IN CAMERA" MEETING TO ORDER:

The "In Camera" Meeting was called to order at 5:37 p.m.

2. <u>INTRODUCTION OF LATE ITEMS:</u>

- (a) Add Agenda Item 5(a) Protocol Agreement Working Group and reorder Agenda Items.
- (b) Add Agenda Item

3. ADOPTION OF AGENDA:

It was moved and seconded that Council, in accordance with the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Council Meeting held Monday, 2018-DEC-17 at 5:00 p.m. in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, be adopted as circulated. The motion carried unanimously.

MINUTES -"IN CAMERA" COUNCIL 2019-JAN-21 PAGE 2

5.	REPORTS:

(a) Protocol Agreement Working Group

Introduced by Jake Rudolph, Chief Administrative Officer.

It was moved and seconded that Council confirm approval of the Protocol Agreement Working Group agreement, have Mayor Krog sign on behalf of the City and that Council approve funding a Council to Council dinner. The motion carried unanimously.

approve funding a Council to Council dinner. The motion carried unanimously.		
Councillor Armstrong vacated the Douglas Rispin Room at 5:48 p.m.		
(b)		
Introduced by Jake Rudolph, Chief Administrative Officer.		
Councillor Armstrong returned to the Douglas Rispin Room at 5:51 p.m.		
S. Snelgrove and J. Vanderhoef vacated the Douglas Rispin Room at 6:05 p.m. M. Blouin and J. Van Horne entered the Douglas Rispin Room at 6:05 p.m.		
(d)		

MINUTES -"IN CAMERA" COUNCIL 2019-JAN-21 PAGE 3
M. Blouin and J. Van Horne vacated the Douglas Rispin Room at 6:42 p.m.K. Fry entered the Douglas Rispin Room at 6:43 p.m.S. Snelgrove returned to the Douglas Rispin Room at 6:44 p.m.
(e)
6. <u>ADJOURNMENT:</u>
It was moved and seconded at 6:51 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.
CHAIR
CERTIFIED CORRECT:
CORPORATE OFFICER

"IN CAMERA" MINUTES

SPECIAL COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE, 80 COMMERCIAL STREET, NANAIMO, BC MONDAY, 2019-MAR-25 AT 5:30 P.M.

Present: Mayor L. Krog, Chair

Councillor S. D. Armstrong Councillor D. Bonner Councillor T. Brown Councillor B. Geselbracht Councillor E. Hemmens Councillor Z. Maartman

Absent: Councillor I. W. Thorpe

Staff: J. Rudolph, Chief Administrative Officer

Councillor J. Turley

J. Van Horne, Director of Human Resources (vacated 6:08 p.m.) C. Burgmann, Human Resources Assistant (vacated 6:08 p.m.)

S. Gurrie, City Clerk (vacated 5:37 p.m.)

1. CALL THE SPECIAL "IN CAMERA" MEETING TO ORDER:

The Special "In Camera" Meeting was called to order at 5:35 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a) Add Agenda Item 2(b) – Protocol Agreement Working Group (PAWG)

3. ADOPTION OF AGENDA:

It was moved and seconded that Council, in accordance with the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

S. Gurrie vacated the Douglas Rispin Room at 5:37 p.m.

4. REPORTS:

(a) <u>CUPE Bargaining</u>

It was moved and seconded that Council direct Staff to ratify the Memorandum of Agreement between the City of Nanaimo and CUPE Local 401, establishing the 2019 – 2022 Collective Agreement. The motion carried unanimously.

MINUTES – SPECIAL "IN CAMERA" COUNCIL 2019-MAR-25 PAGE 2

It was moved and seconded that Council direct Staff to rise and report only after ratification of collective agreement has been completed and that Council authorize Mr. Van Horne to communicate with CUPE Local 401 representatives. The motion carried unanimously.

- J. Van Horne and C. Burgmann vacated the Douglas Rispin room at 6:08 p.m.
 - (b) Protocol Agreement Working Group (PAWG)

Jake Rudolph, Chief Administrative Officer, provided Council with update regarding the Protocol Agreement Working Group.

5. ADJOURNMENT:

It was moved and seconded at 6:25 p.m. p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

CHAIR	
CERTIFIED CORRECT:	
CORPORATE OFFICER	

"IN CAMERA" MINUTES

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2019-APR-01 AT 5:00 P.M. – 7:00 P.M.

Present: Mayor L. Krog, Chair

Councillor S. D. Armstrong Councillor D. Bonner Councillor T. Brown Councillor B. Geselbracht Councillor E. Hemmens

Councillor I. W. Thorpe Councillor J. Turley

Absent: Councillor Z. Maartman

Staff: J. Rudolph, Chief Administrative Officer

R. J. Harding, Director, Parks and Recreation (vacated 6:33 p.m.)

D. Lindsay, Director, Community Development B. Sims, Director, Engineering and Public Works L. Mercer, Acting Director, Financial Services

S. Gurrie, City Clerk (vacated 6:42 p.m.)

K. Gerard, Recording Secretary (vacated 6:35 p.m.)

1. CALL THE "IN CAMERA" MEETING TO ORDER:

The "In Camera" Meeting was called to order at 5:00 p.m.

2. <u>INTRODUCTION OF LATE ITEMS:</u>

(a) Agenda Item 5(c) – PAWG Update – Add report titled "Updated Protocol Agreement".

3. ADOPTION OF AGENDA:

It was moved and seconded that Council, in accordance with the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

4. ADOPTION OF MINUTES:

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

 Minutes of the Special "In Camera" Committee of the Whole Meeting, held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC on Monday, 2019-FEB-04 at 1:30 p.m.

- Minutes of the "In Camera" Committee of the Whole Meeting held in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC on Monday, 2019-FEB-11 at 4:30 p.m.
- Minutes of the "In Camera" Council Meeting held in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC on Monday, 2019-FEB-20 at 10:00 a.m.
- Minutes of the "In Camera" Council Meeting held in the Douglas Rispin Room, 80 Commercial Street, Nanaimo, BC on Monday, 2019-MAR-18 at 5:30 p.m.

The motion carried unanimously.

5. REPORTS:

(a) Gas Tax Revenue

Laura Mercer, Acting Director, Financial Services, Bill Sims, Director, Engineering and Public Works and Richard Harding, Director, Parks and Recreation, provided Council with background information, amount of funding, eligibility for funding and discussed potential City of Nanaimo projects.

Council discussion took place regarding:

- Existing projects that need to completed or creating a new "legacy" project
- Community involvement in choosing projects
- Focusing on projects that the community and Staff have identified as priorities
- Fiscal responsibility and property taxes

It was moved and seconded that the report titled "Gas Tax Fund Revenue", dated 2019-APR-01, be received for information. The motion carried unanimously.

MINUTES -"IN CAMERA" COUNCIL 2019-APR-01 PAGE 3

(c) <u>Updated Protocol Agreement</u>

Introduced by Jake Rudolph, Chief Administrative Officer.

It was moved and seconded that Council receive the draft, updated Protocol Agreement with Snuneymuxw First Nation, dated 2019-MAR-27. The motion carried unanimously.

- R. Harding vacated the Douglas Rispin Room at 6:33 p.m.
- K. Gerard vacated the Douglas Rispin Room at 6:35
- S. Gurrie vacated the Douglas Rispin Room at 6:52 p.m.

6. ADJOURNMENT:

It was moved and seconded at 6:50 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.

CHAIR		
CERTIFIED CORRECT:		
CORPORATE OFFICER	_	

SPECIAL "IN CAMERA" MINUTES

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2019-APR-08 AT 6:17 P.M.

Present: Mayor L. Krog, Chair

Councillor S. D. Armstrong

Councillor D. Bonner

Councillor T. Brown (vacated 7:15 p.m.)

Councillor B. Geselbracht Councillor E. Hemmens Councillor Z. Maartman

Councillor I. W. Thorpe (arrived 6:19 p.m.)

Councillor J. Turley

Staff: J. Rudolph, Chief Administrative Officer

R. J. Harding, Director, Parks and Recreation (vacated 6:47 p.m.)

D. Lindsay, Director, Community Development B. Sims, Director, Engineering and Public Works Supt. C. Miller, OIC, Nanaimo Detachment RCMP

K. Fry, Fire Chief (vacated 7:06 p.m.)

L. Bhopalsingh, Manager, Community & Cultural Planning

L. Williams, Manager, Recreation Services

S. Gurrie, City Clerk

S. Snelgrove, Recording Secretary

1. CALL THE "IN CAMERA" MEETING TO ORDER:

The "In Camera" Meeting was called to order at 6:17 p.m.

2. <u>INTRODUCTION OF LATE ITEMS:</u>

(a) Move Agenda Item 2(c) - Municipal and Regional District Hotel Room Tax forward on the agenda to follow Adoption of Agenda.

3. <u>ADOPTION OF AGENDA:</u>

It was moved and seconded that Council, in accordance with the *Community Charter*, adopt the agenda as amended to move Agenda Item 2(c) - Municipal and Regional District Hotel Room Tax forward on the agenda. The motion carried unanimously.

Councillor Thorpe entered the Douglas Rispin Room at 6:19 p.m.

4. REPORTS:

(a)	Municipal and Regional District Hotel Room Tax		
	Introduced by Richard Harding, Director, Parks and Recreation.		

It was moved and seconded that Council:

- 1. approve the renewal of the agreement with the Province to continue to collect Municipal and Regional District Tax (MRDT);
- 2. renew a five-year agreement with the Nanaimo Hospitality Association to administer the funds collected once the City of Nanaimo has received and approved a five-year Business Plan; and,
- 3. as per the Nanaimo Hospitality's Association's request, increase the MRDT tax rate to 3% beginning in 2020.

The motion carried unanimously.

- B. Corsan entered the Douglas Rispin Room at 6:47 p.m.
- R. Harding and E. Williams vacated the Douglas Rispin Room at 6:47 p.m.

R. Harding returned to the Douglas Rispin Room at 6:57 p.m.
(b)
K. Fry vacated the Douglas Rispin Room at 7:06 p.m.
Councillor Brown vacated the Douglas Rispin room at 7:15 p.m.
It was moved and seconded that the "In Camera" Special Council meeting recess with the intention to reconvene after the conclusion of the Governance and Priorities Committee Meeting. The motion carried unanimously.
The Special "In Camera" Council meeting reconvened at 7:22 p.m. Supt. C. Miller returned to the Douglas Rispin Room at 7:24 p.m.

MINUTES -SPECIAL "IN CAMERA" COUNCIL 2019-APR-08

MINUTES -SPECIAL "IN CAMERA" COUNCIL 2019-APR-08 PAGE 5

(c) Funding for Overdose Emergency Response Conference

Introduced by Dale Lindsay, Director, Community Development.

It was moved and seconded that Council direct Staff to amend the 2019-2023 Financial Plan to increase the budget for the Community Action Team grant by \$200,000 with funding from the Ministry of Mental Health and Addictions. Funds will be dispensed to the contractor chosen by the Province to host an Overdose Emergency Response Centre Conference. The motion carried unanimously.

4. <u>ADJOURNMENT:</u>

	It was moved	l and second	ed at 8:01	p.m.	that the "	'In Camera"	Meeting terminat	e. The
motion	carried unani	imously.						

CHAIR	
CERTIFIED CORRECT:	
CORPORATE OFFICER	

DATE OF MEETING April 29, 2019

AUTHORED BY CHRIS SHOLBERG, CULTURE & HERITAGE PLANNER

SUBJECT HARBOUR CITY THEATRE CO-MANAGEMENT AGREEMENT

OVERVIEW

Purpose of Report

To seek Council's direction with respect to entering into a new co-management agreement with the Harbour City Theatre Alliance Society for the continued operation of the Harbour City Theatre at 25 Victoria Road.

Reason for "In Camera"

Community Charter Section 90(1):

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Recommendation

That Council support the Harbour City Theatre Alliance Society's continued operation of the Harbour City Theatre at 25 Victoria Road by approving:

- a) the creation of a co-management agreement that specifies a ten-year occupancy period (2019-JUL-01 to 2029-JUN-30), with an option to renew this occupancy period for a further ten years at the discretion of the City; and
- b) an annual operating grant of \$11,350 for 2019/2020 with an increase to \$12,783 for 2020/2021, and an additional 2% yearly increase thereafter for the remaining period of the co-management agreement (2021-2029).

BACKGROUND

At its Regular Committee of the Whole meeting held 2014-JUN-16, Council directed Staff to enter into a three-year license of use agreement (including a two-year renewal option) with the Harbour City Theatre Alliance Society (the "HCTAS") to manage the Harbour City Theatre at the City-owned facility at 25 Victoria Road with the assistance of an \$11,350 per year operating grant.

Starting operation in the summer of 2014, the HCTAS has operated the theatre for the period of the license, which is scheduled to expire on 2019-JUN-30. The HCTAS has formally requested that the City enter into a new co-management agreement.

For Council's reference, a summary of the terms of occupancy for all the City's cultural facilities and associated operating grants is provided as Attachment B – Summary of Cultural Facilities Terms of Occupancy and Operating Grants. This attachment shows the wide range in operating grants for the five City-owned arts and culture facilities that reflect a distinction between professional and non-professional organizations. The HCTAS and Military Museum both have been traditionally non-professional and more volunteer-based entities.

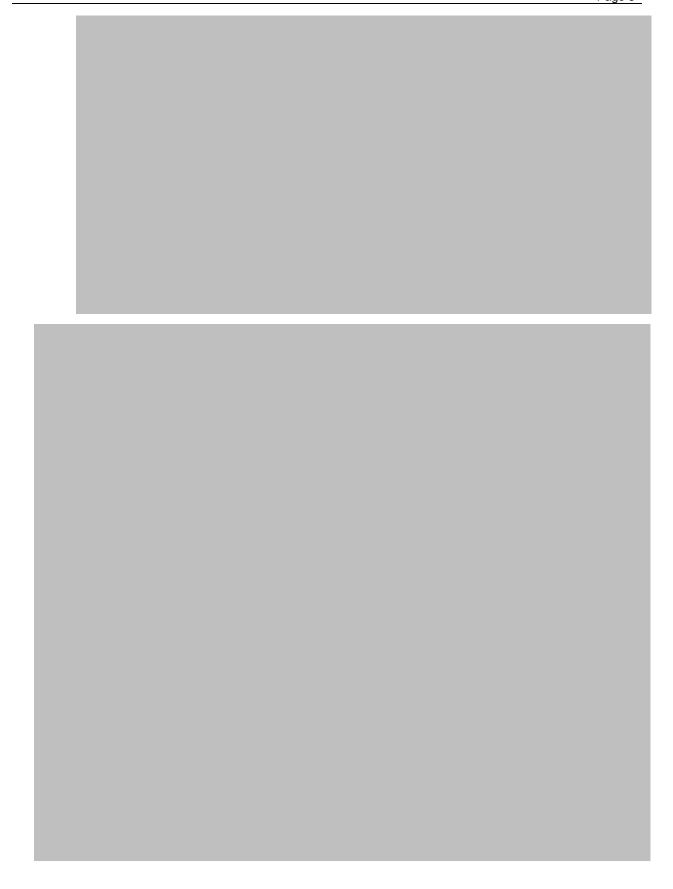
As outlined in the Information Report provided to the Finance and Audit Committee on 2019-MAR-20, the City's investment in the facility to date is \$857,804 (purchase and maintenance), and the estimated capital costs related to upkeep of the Harbour City Theatre building over the next 20 years are anticipated to be approximately \$684,000.

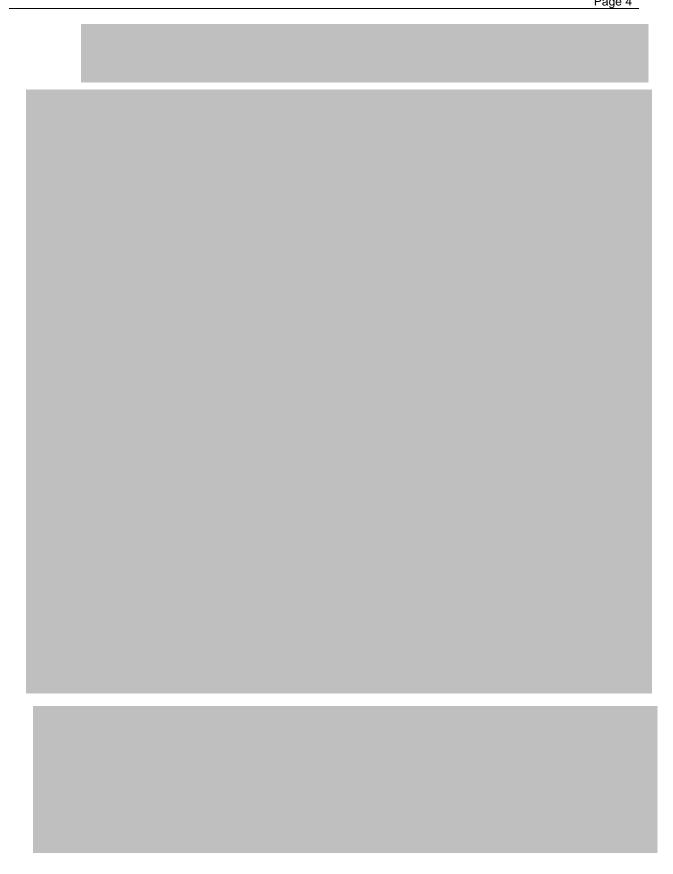
In order for Staff to implement a new co-management agreement, Council direction is sought with respect to a new occupancy term and an increased annual operating grant commitment.

Staff are recommending the annual grant remain at \$11,350 for 2019/2020 and be increased to \$12,783 for 2020/2021 with a 2% annual increase thereafter for the remainder of the co-management agreement (2021-2029). The 2020/2021 grant reflects the amount the annual grant would be had it been adjusted 2% annually since the original annual grant was provided (2014/2015).

OPTIONS

- 1. That Council support the Harbour City Theatre Alliance Society's continued operation of a performing arts centre at 25 Victoria Road by approving:
 - a) the creation of a co-management agreement that specifies a ten-year occupancy period (2019-JUL-01 to 2029-JUN-30), with an option to renew this occupancy period for a further ten years at the discretion of the City.
 - b) an annual operating grant of \$11,350 for 2019/2020, with an increase to \$12,783 for 2020/2021 and an additional 2% yearly increase thereafter for the remaining period of the co-management agreement (2021-2029).





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When the original RFP was advertised to manage the Theatre, it was under the terms of an operating grant of \$11,350.

ATTACHMENTS

ATTACHMENT B: Summary of Cultural Facilities Terms of Occupancy and Operating Grants

Submitted by: Concurrence by:

Lisa Bhopalsingh Manager, Community & Cultural Planning Dale Lindsay Director, Community Development

Laura Mercer Acting Director, Financial Services

INFORMATION RELEASE:

• To be released upon completion of negotiations

In Camera Report for Decision

City of Nanaimo
File Number: LD003684

DATE OF MEETING April 29, 2019

AUTHORED BY NANCY SKEELS, PROPERTY AGENT, REAL ESTATE

SUBJECT PURCHASE OF A PORTION OF 85 STRICKLAND STREET FOR

ROAD PURPOSES

OVERVIEW

Purpose of Report

To obtain Council approval for the acquisition of a portion of 85 Strickland Street for road purposes.

Reason for "In Camera"

Community Charter Section 90(1)

(e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality.

Recommendation

That Council authorize the acquisition of a portion 85 Strickland Street for road purposes for

BACKGROUND

(the "Owner") of 85 Strickland Street (the "Property"), has brought to Staff's attention that a portion of the Property, 24.12 m², is being used by the public for road purposes (Attachment A and B). The Owner has requested that the City purchase this part of the Property to allow the laneway to remain open for the public's use.

Staff have consulted with the City solicitor and have been advised that the City is obligated to compensate the Owner if the City wishes to continue using the "laneway". Engineering and Public Works recommend the lane remain open for public passage. If Council does not wish to pursue this acquisition, the Owner has the right to fence off this area, which will close the laneway.

Using the 2019 BC Assessment land value to determine the market value of the area, the partial taking is estimated ______ The City will also be responsible for the costs associated with legal, survey work, and registration fees at the Land Title Office.

OPTIONS

1.	That Council	authorize the	acquisition	of a portion	n 85 Stricl	kland Stree	et for road	purposes
	for the sum							

•	Budget Implication:	The City will incur estimated le	egal costs	and
	survey costs	The costs will be paid out of	the Real Estate	Section's
	annual budget and the	cost to acquire the property,	will be p	aid out of the

- Property Reserve Fund. This change will be included in a future budget bylaw amendment for the 2019-2023 Financial Plan.
- **Legal Implication:** The City's solicitor will prepare the Purchase and Sale Agreement.
- **Draft Strategic Plan:** *Environmental Responsibility*: Transportation Ensure our transportation systems are designed to encourage multi-modal transportation.
- 2. That Council not approve the property acquisition.
 - Budget Implication: None
 - **Legal Implication:** The City will not have a legal right to use the portion of the laneway.
 - Engagement Implication: The Owner will have the right to fence off this area, which will close the laneway. This may cause an issue with the adjacent neighbours who use the laneway to access their properties.

SUMMARY POINT	S
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- (the "Owner") of 85 Strickland Street (the "Property"), has brought to Staff's attention that a portion of the Property, 24.12 m², is being used by the public for road purposes. The Owner has requested that the City purchase this part of the Property to allow the laneway to remain open for the public's use.
- Engineering & Public Works recommend this lane remain open for public passage.
- If Council does not wish to pursue this acquisition, the Owner has the right to fence off this area, which will close the laneway.
- Using the 2019 BC Assessment land value to determine the market value of the area, the partial taking is estimated plus an additional in legal and surveying costs.

ATTACHMENTS

ATTACHMENT A: Location Plan ATTACHMENT B: Aerial Photo

Submitted by:	Concurrence by:
Bill Corsan Deputy Director, Community Development	Dale Lindsay Director, Community Development
	Laura Mercer Acting Director, Financial Services
	Bill Sims Director, Engineering & Public Works

INFORMATION RELEASE:

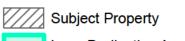
To be released

ATTACHMENT A



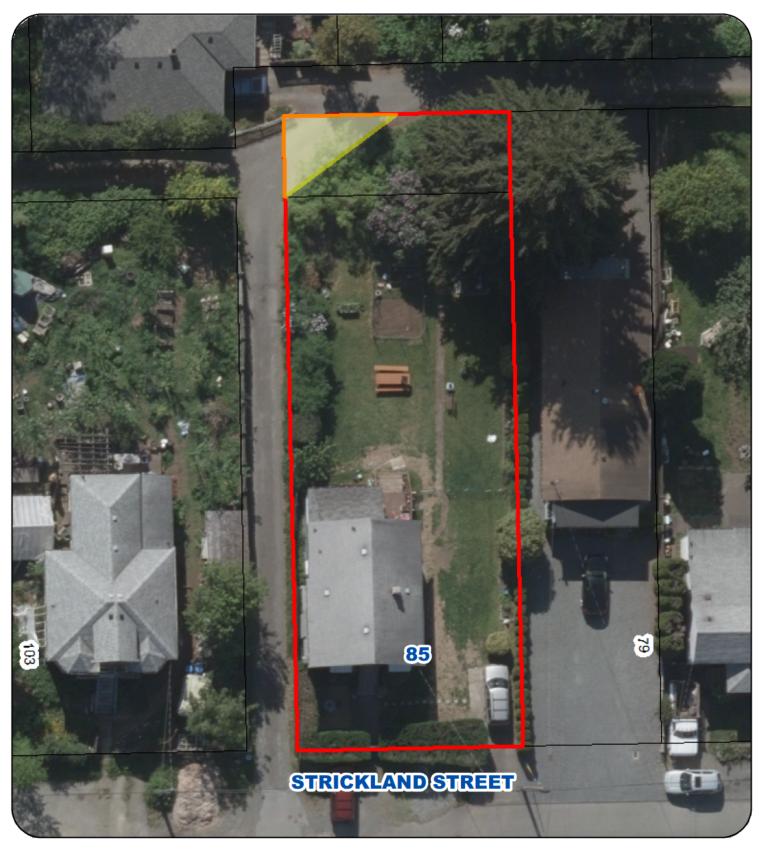
LOCATION PLAN PARTIAL PROPERTY ACQUISITION FOR ROAD

Legend CIVIC: 85 STRICKLAND STREET



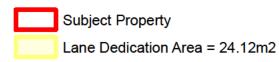


ATTACHMENT B



AERIAL PHOTO PARTIAL PROPERTY ACQUISITION FOR ROAD

Legend CIVIC: 85 STRICKLAND STREET





DATE OF MEETING April 29, 2019

AUTHORED BY MEGAN WAGGONER, RECORDS/INFORMATION & PRIVACY

COORDINATOR

SUBJECT VIDEO RECORDING AND PUBLISHING OF PUBLIC HEARINGS

OVERVIEW

Purpose of Report

To provide Council with legal advice regarding video recording and publishing of Public Hearings, and to seek direction from Council on how to proceed.

Reason for "In Camera"

Community Charter, Section 90(1):

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Recommendation

That Council provide direction regarding how to proceed with video recording and publishing of Public Hearings, and that Council announce their decision during the open meeting.

BACKGROUND

Council requested information regarding the recording and publishing of Public Hearings

In addition to legal consultation, Staff researched the practices of comparable municipalities and learned that many municipalities record Public Hearings and publish the videos on their websites. There are several procedures that would need to be implemented if the decision were made to proceed with recording and publishing of these meetings.

Some examples of practices used by other municipalities:

- Ensure the Mayor reads a disclaimer prior to the commencement of the Public Hearing advising that the information will be published on the City's website and publicly available.
- Update delegation sign-up forms to indicate that information will be posted on the City of Nanaimo website, and that individuals are not permitted to share the personal information of others during their presentation.
- Display collection notices in the meeting room, on the website, on all agendas, and on the speaker podium.

Although it has been the City's practice to record Council, Committee of the Whole, Finance and Audit Committee, and Governance and Priorities Committee meetings, there is no legal requirement for the City to do so. It is important to note that if Council's direction is to commence recording and publishing of Public Hearings, the resulting records will be subject to requests under *FOIPPA*. Additionally, the appropriate consent clauses and disclaimers would need to be implemented to ensure that citizens are aware of how the City is using personal information. Finally, prior to Staff commencing such recordings a Privacy Impact Assessment (PIA) would need to be completed to ensure that all privacy considerations are addressed appropriately.

Consideration of the purpose of a public hearing should be taken into account prior to making a decision regarding recording public hearings. The purpose of a public hearing is to provide an opportunity for the public, including individuals who believe their interest in property may be affected by a proposed bylaw, to speak or submit written comments on the bylaw. It is not a forum in which elected officials should be debating among themselves or with proponents or opponents. This is in contrast to a recorded Council meeting, where Council has gathered to make decisions and debate issues before them. It is common to find that members of the public speaking at public hearings are intimidated by the situation and are uncomfortable with public speaking. Recording public hearings may not add value to the public hearing and may inadvertently dissuade those who were hesitant to speak, from sharing their views.

Council must find a balance between requests for transparency and encouraging public participation in public hearings.

OPTIONS

- 1. Council direct Staff to initiate the appropriate steps to commence the recording and publishing of Public Hearings, subject to a privacy impact assessment, and that Council announce their decision during the open meeting.
 - **Budget Implication:** There would be additional costs associated with recording these meetings at the Shaw Auditorium.
 - Legal Implication: The City has legal obligations under FOIPPA.
 - **Policy Implication:** The City would have to update applicable policies to address the additional collection of personal information.
 - **Engagement Implication:** Recording and publishing Public Hearing meetings would provide citizens with an additional method of viewing these meetings.
 - **Strategic Priorities Implication:** Further engagement with citizens is good governance.
 - Political Implication: Transparency and openness are politically favourable.
- 2. Council direct Staff to maintain the status quo and continue to not record or publish Public Hearings.
 - Budget Implication: No change to current budget.
 - Legal Implication: None.

- Policy Implication: No change to current policy.
- **Engagement Implication:** Opportunities for engagement still exist with participation at these meeting; however, the only record of events would be the minutes document.
- 3. Council provide alternative direction to Staff regarding the recording and publishing of Public Hearings.

SUMMARY POINTS

- Council requested information regarding the recording and publishing of Public Hearings, Staff have obtained two legal opinions regarding this matter.
- Staff obtained information from other municipalities regarding best practices.
- Procedures would have to be implemented and a PIA undertaken before Staff could commence recording and publishing of Public Hearings.

ATT	'ACHI	MENTS
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Submitted by:

Sheila Gurrie, Corporate Officer

INFORMATION RELEASE:

To be released with the exception of attachments and the underlined text.



AGENDA "IN CAMERA" GOVERNANCE AND PRIORITIES COMMITTEE MEETING

Monday, April 29, 2019, 12:00 PM to 1:00 PM Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC

1. APPROVAL OF THE AGENDA:

That the Governance and Priorities Committee, in accordance with Section 90(1) of the Community Charter, adopt the agenda as presented (or as amended).

Summary of Agenda Items and Proposed CC Reasons to Close Meeting:

- 1. Adoption of Agenda
- 2. Council and CAO Matters 90(1)(a)(c)

Section 90(1):

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality:
- (c) labour relations or other employee relations;

2. REPORTS:

a. Council and CAO Matters

To be introduced by Jake Rudolph, Chief Administrative Officer

3. ADJOURNMENT OF "IN CAMERA" MEETING:



AGENDA SPECIAL "IN CAMERA" COUNCIL MEETING

Monday, April 8, 2019
Directly following the Special Council Meeting.

DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC

Pages

1. APPROVAL OF THE AGENDA:

That Council, in accordance with the Community Charter, adopt the agenda as presented (or as amended).

Summary of Agenda Items and Proposed CC Reasons to Close Meeting:

- 1. Adoption of Agenda
- 3(a)
- 3(b) Funding for Overdose Emergency Response Conference 90(2)(b)
- 3(c) Municipal and Regional District Hotel Room Tax 90(1)(k) and 90(2)(b)

Section 90(1):

- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public; and.

Section 90(2):

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

2	REPORTS:
	REPURIS:

a.

b. Funding for Overdose Emergency Response Conference

21 - 23

To be introduced by Dale Lindsay, Director, Community Development.

Purpose: To obtain Council approval to amend the 2019-2023 Financial Plan to increase the budget for the Community Action Team grant by \$200,000 with funding from the Ministry of Mental Health and Addictions. Funds will be dispensed to the contractor chosen by the Province to host an Overdose Emergency Response Centre Conference.

Recommendation: That Council direct Staff to amend the 2019-2023 Financial Plan to increase the budget for the Community Action Team grant by \$200,000 with funding from the Ministry of Mental Health and Addictions. Funds will be dispensed to the contractor chosen by the Province to host an Overdose Emergency Response Centre Conference.

c. Municipal and Regional District Hotel Room Tax

24 - 54

To be introduced by Richard Harding, Director, Parks and Recreation.

Purpose: To provide background regarding the Municipal and Regional District Hotel Room Tax and the existing agreement and regulatory Bylaw.

Recommendation: That Council:

- approve the renewal of the agreement with the Province to continue to collect Municipal and Regional District Tax (MRDT);
- 2. renew a five-year agreement with the Nanaimo Hospitality Association to administer the funds collected once the City of Nanaimo has received and approved a five-year Business Plan; and,
- 3. as per the Nanaimo Hospitality's Association's request, increase the MRDT tax rate to 3% beginning in 2020.

3. ADJOURNMENT OF SPECIAL "IN CAMERA" MEETING:

DATE OF MEETING April 8, 2019

AUTHORED BY JOHN HORN, SOCIAL PLANNER, COMMUNITY AND CULTURAL

PLANNING

SUBJECT FUNDING FOR OVERDOSE EMERGENCY RESPONSE

CONFERENCE

OVERVIEW

Purpose of Report

To obtain Council approval to amend the 2019-2023 Financial Plan to increase the budget for the Community Action Team grant by \$200,000 with funding from the Ministry of Mental Health and Addictions. Funds will be dispensed to the contractor chosen by the Province to host an Overdose Emergency Response Centre Conference.

Reason for "In Camera"

Community Charter Section 90(2):

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

Recommendation

That Council direct Staff to amend the 2019-2023 Financial Plan to increase the budget for the Community Action Team grant by \$200,000 with funding from the Ministry of Mental Health and Addictions. Funds will be dispensed to the contractor chosen by the Province to host an Overdose Emergency Response Centre Conference.

BACKGROUND

British Columbia's Overdose Emergency Response Centre (OERC) operates under the auspices of the Ministry of Mental Health and Addictions (the "Ministry") and has a mandate to escalate the government's response to the opioid crisis. Within the OERC, four focus areas have been identified: saving lives, ending stigma, building a network of addiction and mental health services, and addressing the range of social supports that influence health. The Ministry, through the OERC, resources Community Action Teams (CAT) to address the opioid crisis in BC communities. These teams are empowered and funded to provide focused, action-oriented strategies tailored to local community needs. Nanaimo has a Community Action Team, and the City of Nanaimo has a seat on that CAT and acts as the financial agent for the CAT.

The Ministry wants to hold a provincial CAT conference in 2019. They have requested that the City of Nanaimo hold the funds allocated for that purpose and then disperse those funds to the contractor selected by the ministry to arrange the conference (see Attachment A). It is anticipated that Nanaimo will be the site for that conference.

OPTIONS

- That Council direct Staff to amend the 2019-2023 Financial Plan to increase the budget for the Community Action Team grant by \$200,000 with funding from the Ministry of Mental Health and Addictions. Funds will be dispensed to the contractor chosen by the Province to host an Overdose Emergency Response Centre Conference.
 - **Budget Implication:** There is no impact to the 2019-2023 Financial Plan as this is a flow-through of Provincial funding with the City acting as the financial agent.
 - Strategic Priorities Implication: The proposed conference seeks to enhance the capacity of Nanaimo and other BC communities to address the opioid crisis. This is consistent with the Social Equity value and Community Wellness priority in the 2016-2019 Strategic Plan Update.
- 2. That Council provide alternative direction.

SUMMARY POINTS

- The Provincial Ministry of Mental Health and Addictions, through the Overdose Emergency Response Centre, has resourced a Community Action Team in Nanaimo to address the opioid crisis.
- The Ministry has requested that prior to 2019-DEC-31, the City of Nanaimo receive \$200,000 in funds allocated for a conference convening all the CAT teams in British Columbia, and then subsequently dispense those funds to a contractor selected by the Ministry.
- It is the expectation of all parties that the conference would be held in Nanaimo.

ATTACHMENTS

ATTACHMENT A: Correspondence from the Ministry of Mental Health and Addictions

Submitted by: Concurrence by:

Lisa Bhopalsingh Dale Lindsay

Manager, Community and Cultural Planning Director, Community Development

Laura Mercer

Acting Director, Financial Services

INFORMATION RELEASE:

To be released upon completion of negotiations.

ATTACHMENT A

Correspondence from the Ministry of Mental Health & Addictions

From: West, Jeff MMHA:EX < <u>Jeff.West@gov.bc.ca</u>>

Sent: Thursday, January 10, 2019 11:13 AM **To:** John Horn < John. Horn@nanaimo.ca>

Subject: Request from the Ministry of Mental Health & Addictions

Good morning Mr. Horn,

Thank you for taking the time to speak with me today.

As discussed, the Ministry of Mental Health and Addictions seeks to identify an agency involved with the Community Action Teams who will hold some funding earmarked for a Community Action Team Collaborative until next fiscal year.

Government is unable to hold funds from one fiscal year's budget over to another fiscal year. The Ministry has allocated \$200,000 from fiscal year 2018/2019 for a *Community Action Team Collaborative* project. This funding is allocated from the Overdose Emergency Response Centre's Innovation Fund.

The Ministry seeks to provide this funding to the City of Nanaimo by the end of this fiscal year and requests that the City of Nanaimo holds these funds until next fiscal year when we'll request that you provide them to the project proponent.

The City of Nanaimo is the lead financial agency for the Nanaimo CAT and has been an crucial leader in the local response to the overdose emergency. Given the number of Community Action Teams on Vancouver Island, and Nanaimo's central location, it is likely that Nanaimo would be the location for the collaboration. The project proponent and the location and timing of the CAT Collaborative will be determined early in fiscal year 2019/20.

Please advise ASAP if the City of Nanaimo is able to hold these funds into fiscal 2019/20. I appreciate your consideration of this request.

Kind regards,

Jeff West

Interim Director, Overdose Emergency Response Centre Ministry of Mental Health and Addictions 201-828 W 8th Avenue, Vancouver, BC

Mobile: 778.316.8364

I gratefully acknowledge that I live, work and play on the unceded territory of the Coast Salish peoples, including the territories of the Səlílwəta?/Selilwitulh (Tsleil-Waututh), the xʷməðkwəyəm (Musqueam), and the Skwxwú7mesh (Squamish) Nations.

In Camera Report for Decision

City of Nanaimo

File Number: A4-1-2

DATE OF MEETING April 8, 2019

AUTHORED BY RICHARD HARDING, DIRECTOR, PARKS AND RECREATION

SUBJECT PROVINCIAL GOVERNMENT – MUNICIPAL AND REGIONAL

DISTRICT HOTEL ROOM TAX

OVERVIEW

Purpose of Report

To provide background regarding the Municipal and Regional District Hotel Room Tax and the existing agreement and regulatory Bylaw.

Reason for "In Camera"

Community Charter Section 90(1):

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public; and,

Community Charter Section 90(2):

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

Recommendation

That Council:

- (1) approve the renewal of the agreement with the Province to continue to collect Municipal and Regional District Tax (MRDT);
- (2) renew a five-year agreement with the Nanaimo Hospitality Association to administer the funds collected once the City of Nanaimo has received and approved a five-year Business Plan; and,
- (3) as per the Nanaimo Hospitality's Association's request, increase the MRDT tax rate to 3% beginning in 2020.

BACKGROUND

The Provincial government administers the *Hotel Room Tax Act*, which enables municipalities and regional districts to collect up to 3% of taxes on top of the 8% PST (Provincial Sales Tax) already charged by the Province. The tax applies to accommodation that can include hotels, motels, resorts, lodges, hostels, cottages, cabins and bed and breakfasts in a given geographical area.

The Municipal and Regional District Tax Program (MRDT) is intended to fund tourism marketing, programs and projects and should augment existing funding. It cannot be used to replace any existing funding. The *Designated Accommodation Area Tax Regulation* sets out the authorized purposes for the revenue collected under the MRDT program which focuses on the following principles:

- effective tourism marketing, programs, and projects;
- effective local-level stakeholder support and inter-community collaboration;
- marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics; and,
- fiscal prudence and accountability.

An accommodation tax of 2% was introduced in the City of Nanaimo in 2014 and the subsequent regulatory bylaw, known as "Accommodation Tax Request Bylaw 2014 No. 7189" was adopted on 2014-MAY-12 (Attachment A).

Administration of the funds can be delegated by the municipality but remains fully responsible for compliance with all MRDT program requirements. The City chose to enter into an agreement in 2014 with the Nanaimo Hospitality Association (NHA) to administer the funds. In 2015, NHA entered into an agreement with the Nanaimo Economic Development Corporation (NEDC) for the delivery of the services outlined in the Business Plan provided by the NHA to align with existing tourism goals already in place.

With the dissolution of NEDC, NHA has become responsible for implementing the strategies identified in the business plan.

As of 2018-OCT-01, the MRDT was expanded by the Province to include Online Accommodation Platforms (OAP). Online accommodation providers (i.e. Vacation Rental By Owner, AirBnB, etc.) in Nanaimo are now collecting the 2% tax. At the meeting held 2019-JAN-21, Council passed a motion that all OAP revenue will be directed to the Housing Legacy Reserve for affordable housing initiatives.

General MRDT revenues cannot be used for affordable housing initiatives unless the designated recipient can demonstrate support of tourism stakeholders and accommodations providers.

The projected revenue for the 2019 MRDT at a 2% rate is \$716,000. The projected revenue for the 2019 OAP at 2% is \$70,000 to \$10,000.

The current agreement with the province for the City to receive the MRDT tax funds expires in March 2020. The City is required to renew the MRDT agreement with the Province every five years.

NHA is continuing to administer the distribution of funds and has approached the City for a renewed five-year agreement. NHA has also requested that the City apply to the Province for an increase to the tax rate from 2% to 3%.

Attachment B outlines the previous Business Plan for 2018, which was required for submission to the Province.

Currently, the outstanding items to complete the application process to the Province to permit the increase to the tax are:

- letter to the Regional District of Nanaimo requesting support for the implementation of accommodation tax;
- Creation and approval of a new business plan; and,
- signing of the agreement between the City and the NHA.

Important consideration

Currently, the City is funding tourism through a contract with Tourism Nanaimo under a new five-year operating agreement. By signing the agreement for the MRDT, the City is committing to \$649,245 of funding for tourism through the term of the five-year agreement. Funds from the MRDT program cannot be used to replace existing sources of tourism funding in a community.

The City will continue to be responsible for the submission annually to the Province of the Business Plan and the Financial Plan.

OPTIONS

- 1. That Council:
 - 1) approve the renewal of the agreement with the Province to continue to collect Municipal and Regional District Tax;
 - 2) renew a five-year agreement with the Nanaimo Hospitality Association to administer the funds collected once the City of Nanaimo has received and approved a five-year Business Plan; and,
 - 3) as per the Nanaimo Hospitality's Association's request increase the MRDT tax rate to 3% beginning in 2020.
 - **Budget Implication:** Collected revenues will be required to fund tourism marketing, programs and projects as outlined in the MRDT guidelines. In the new agreement with NHA, the City will be obligated to a tourism budget outlined in the agreement.
 - **Legal Implication:** The City will continue to be responsible for the annual submission to the Province of the business plan and financial plan.
 - Policy Implication: Supports the goals outlined in the Official Community Plan and the 2016-2019 Strategic Plan.
 - **Strategic Priorities Implication:** The 2016-2019 Strategic Plan sets a priority for Recreation, Culture, Sports and Tourism.

2. That Council:

- approve the renewal of the agreement with the Province to continue to collect the Municipal and Regional District Tax at the current 2% rate; and,
- 2) renew a five-year agreement with the Nanaimo Hospitality Association to administer the funds collected once the City of Nanaimo has received and approved a five-year Business Plan.

- **Budget Implication:** Collected revenues will be required to fund tourism marketing, programs and projects as outlined in the MRDT guidelines.
- **Legal Implication:** The City will continue to be responsible for the annual submission to the Province of the business plan and financial plan.
- **Policy Implication:** Supports the goals outlined in the Official Community Plan and the 2016-2019 Strategic Plan.
- **Strategic Priorities Implication:** The 2016-2019 Strategic Plan sets a priority for Recreation, Culture, Sports and Tourism.
- 3. That Council provide alternative direction.

SUMMARY POINTS

- The current Hotel Accommodation Tax rate in Nanaimo is 2% with projected revenues of \$716,000 in 2019.
- The Nanaimo Hospitality Association has been responsible through an agreement since the introduction of the tax in 2014 for the administration of the funds collected.
- The current agreement with the Province expires in March 2020 and the City is required to renew the agreement.
- The Nanaimo Hospitality Association is requesting a renewed agreement for an additional five years and an increase to the tax rate to 3%.
- The "Accommodation Tax Request Bylaw 2014 No. 7189" outlines the current tax rate of 2% and will need to be updated if the rate is increased.

<u>ATTACHMENTS</u>

ATTACHMENT A: "Accommodation Tax Request Bylaw 2014 No. 7189"

ATTACHMENT B: 2018 Business Plan submitted by the Nanaimo Hospitality Association

Submitted by:

Richard Harding Director, Parks and Recreation

INFORMATION RELEASE:

To be released upon completion of negotiations

ATTACHMENT A

CITY OF NANAIMO

BYLAW NO. 7189

A BYLAW TO REQUEST THE IMPOSITION OF A MUNICIPAL ACCOMMODATION TAX

WHEREAS the Council of the City of Nanaimo, wishes to raise revenues for the purpose of increasing overnight visitor stays as measured by improved hotel/motel occupancy rates;

AND WHEREAS the Council may by bylaw request that the Lieutenant Governor in Council make a regulation designating the municipality as the recipient of an accommodation tax not exceeding two percent (2%) on sales of accommodations within the municipality.

THEREFORE the Council of the City of Nanaimo, in open meeting assembled, ENACTS AS FOLLOWS:

- 1. This Bylaw may be cited as "Accommodation Tax Request Bylaw 2014 No. 7189".
- 2. The Lieutenant Governor in Council is requested to make a regulation under Section 240 of the *Provincial Sales Tax Act* designating the area within the boundaries of the municipality as a designated accommodation area under Section 123 of the *Act* and designating the City of Nanaimo as a designated recipient of an additional tax on accommodation purchased in the municipality effective 2014-JUN-01.
- 3. The tax to be imposed under the provisions of the *Act* is requested to be two percent (2%).
- 4. All funds paid to the City of Nanaimo under the provisions of the *Act* shall be applied to funding tourism marketing, programs and projects including the financing and operation of new tourism facilities.

PASSED FIRST READING 2014-APR-28 PASSED SECOND READING 2014-APR-28 PASSED THIRD READING 2014-APR-28 ADOPTED 2014-MAY-12

J. R. RUTTAN
MAYOR
C. JACKSON
CORPORATE OFFICER

ATTACHMENT B

One-Year Tactical Plan Template

Designated Recipient: City of Nanaimo

Designated Accommodation Area: City of Nanaimo

Date Prepared: Prepared Nov 30, 2017 For the Year Ending December 31, 2018

MRDT Repeal Date: April 1, 2020

Five-Year Period: April 1, 2015 – April 1, 2020

Sec	ction 1: Overview and Update to Five-Year Strategic Context
Heading	Description
Strategic Direction	Nanaimo's MRDT spending activities continue to be based on the following community vision and goals for tourism as articulated in both the <i>Nanaimo Tourism Strategic Plan</i> and the <i>MRDT Business Plan</i> :
	Vision: Our vision is that Nanaimo & Region is Vancouver Island's gathering place, the destination of choice for visitors to enjoy a uniquely west coast experience year-round.
	In support of the achievement of the above vision, Nanaimo's overall tourism goals are as follows:
	Goal 1 - Product Development: To support thoughtfully developed visitor services, transportation, attractions and festivals and events.
	Goal 2 - Industry Partnerships: To be the catalyst for collaboration between industry stakeholders and other community organizations to foster new partnerships and leverage investment in the tourism sector.
	Goal 3 - Marketing & Public Relations: To increase awareness of Nanaimo & Region's tourism assets and increase the contribution of tourism to the region's economy.
	Goal 4 - Community Pride: To increase community pride in the region and its tourism assets.
	Goal 5 - Accountability: To monitor key tourism indicators and communicate indicator information to industry stakeholders and the community.
	In support of achieving the goals associated with becoming a destination of choice, the use of MRDT funds in the community continue to be focused on providing visitors with more reasons to come to, and stay in, Nanaimo so as to increase overnight tourism visits and improve hotel/motel occupancy rates. Achieving the goal of increased overnight visitation will also result in increased tourist spending in restaurants, retail outlets and transportation services which, In turn, will contribute to the overall sustainability of Nanaimo's economy by providing more jobs and generating more tax revenue, and will also enhance community pride. MRDT revenues will not be used for capital expenditures.
	A2.2.1 Page

In support of achieving the goal of increased visitation, and consistent with the community's MRDT Business Plan, Nanaimo remains committed to using MRDT revenue to develop and market new or enhanced festivals and events and to augment the community's sport tourism potential. As such, Nanaimo's MRDT spending activities in 2018 will reflect the following specific objectives: Creating new and/or supporting enhanced multi-day festivals and events held in the fall, winter or spring; Supporting specific aspects of Nanaimo's Sports Tourism Plan which is geared toward hosting more sporting events and attracting more event participants and spectators;
community's MRDT Business Plan, Nanaimo remains committed to using MRDT revenue to develop and market new or enhanced festivals and events and to augment the community's sport tourism potential. As such, Nanaimo's MRDT spending activities in 2018 will reflect the following specific objectives: Creating new and/or supporting enhanced multi-day festivals and events held in the fall, winter or spring; Supporting specific aspects of Nanaimo's Sports Tourism Plan which is geared toward hosting more sporting events and attracting more event participants and spectators;
 Supporting specific aspects of Nanaimo's Sports Tourism Plan which is geared toward hosting more sporting events and attracting more event participants and spectators;
toward hosting more sporting events and attracting more event participants and spectators;
Publication Management Asset Bill I I I I I I I I I I I I I I I I I I
 Enhancing Nanaimo's tourism profile through marketing activities including activities that support of new or enhanced multi-day festivals and events and sports tourism; and,
 Supporting other initiatives that will provide visitors with more reasons to come to, and stay in, Nanaimo.
Note that the Snuneymuxw First Nation (SFN) in Nanaimo is working on plans to develop the cultural, educational and tourism potential of Newcastle Island Marine Provincial Park which they manage via an Operating Permit with BC Parks. In particular, the SFN are considering plans to develop an Interpretive and Cultural Centre on Newcastle Island. As of the fall of 2017, a business plan for this facility had been completed and approved by both the Snuneymuxw Chief and Council and the broader Snuneymuxw community. Once the Interpretive and Cultural Centre is developed, the City of Nanaimo and the NHA are in agreement that it will contribute to the destination appeal of the Nanaimo area. As such, we wish to re-iterate what we noted in our original MRDT Business Plan and Application — that once the Centre is under construction an application for an amendment to this Business Plan will likely be submitted requesting approval from the Provincial Government to reallocate a portion of MRDT revenue to support Centre-related marketing activities.
Key Learnings: In last year's report we noted that it had been more difficult to give away Festival & Event and Sport Event grant funds (two pillars of Nanaimo's MRDT program) than expected. To address this issue, we indicated in our 2017 Tactical Plan that we intended to increase the emphasis on marketing and raising awareness of the grant programs with eligible festival & event organizers. As of the end of 2017, it's clear that this approach is working as the increased marketing of the grants program, along with an emphasis on personal reach outs to event organizers, has resulted in an

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Heading	Va. Canal	Description Key Conclusions:							
	Key Concil	isions:							
	Although n	nany factors (contribut	te to the pe	erforr	nance of Na	naim	o's to	ourism ind
	our overall	conclusion a	at this st	age of our	MRD	T cycle (i.e.	, 31 ı	mont	hs into ou
		greement), is		_					
		tourism and associated marketing initiatives, is contributing to the achievement the goals of both the MRDT program and Nanaimo's tourism stakeholders as th							
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	relate to increasing tourism visitation, revenue and economic benefits. Tobservation is supported by hotel occupancy data for Nanaimo. For example, to								
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Sec	ction 1: Overview and Update to Five-Year Strategic Context						
Heading	Description						
	Progress to Date for Current Year Activities						
	In 2017, which was Nanaimo's second full year as an MRDT community, MRDT funding was used to support the following festival & event, sports tourism, and marketing initiatives:						
	Festivals & Events Product Development:						
	 Nanaimo Hospitality Festival & Events Grants Initiative: During the period January – November 2017, a total of \$107,166 in grant funding and \$16,834 in marketing funding (totaling \$124,000) was awarded to 14 organizations in support of the following non-sport related multi-day festivals and events (note that decisions related to the December 2017 grant intakes had yet to occur at the time of writing): 						
	Vancouver Island Shakespeare Arts Society – Shakespeare by the Sea Festival						
	o Got Pop Concerts						
	Nanaimo & District Museum Society event						
	Top 20 Under 40 – Industry Tourism Awards event						
	M-CON Events Society Gaming Festival						
	Stevie Smith Legacy Foundation event						
	Nanaimo Arts Council – Vancouver Island Film Fest						
	Nanaimo Ballroom Dance Society – Island Fantasy Ball						
	Barbershop Harmony Festival						
	Pacific Island Entertainment – Party in the Park						
	Nanaimo International Jazz Festival						
	Nanaimo Craft Beer Society – Craft Beer Week						
	Nanaimo Blues Society – Summertime Blues Festival						
	Waterfront Holdings – Nanaimo Boat Show Sports Tourism Development:						
	 Nanaimo Hospitality Sports Initiative Grant: During the period January - November 2017, a total of \$53,300 in grant funding and \$6,000 in marketing funding (totaling \$59,800) was awarded to support 15 multi-day sport tourism 						

Sect	tion 1: Overview and Update to Five-Year Strategic Context				
Heading	Description				
	events including (note that decisions related to the October and December 2017 grant intakes had yet to occur as the time of writing):				
	BC Hockey Pee Wee Provincials				
	Harbour City Football Club event				
	Nanaimo Pickleball Club event				
	Nanaimo Region John Howard Society event				
	Nanaimo Coal Diggers Hockey Club event				
	NMHA Midget Recreational Tournament				
	Nanaimo Islanders Female Hockey Association event				
	Hercules Weightlifting Club event				
	Nanaimo Riptides Swim Team Association event				
	Vancouver Island University event				
	Driven Performance Fitness (Amazing Race) event				
	Vancouver Island University CCAA Men's Soccer National Championships				
	Nanaimo Minor Hockey Tier 1 Provincial Championships				
	Nanaimo Senior B Timbermen Lacrosse National Championships				
	Nanaimo Riptides Swim Team Spring Fling				
	 Sports Tourism Advisory Committee (STAC): In 2017, the NHA continued to support STAC (although no funding was required) which is mandated to increase the number of overnight sporting events coming to Nanaimo. By way of example, STAC was instrumental in attracting the Rogers Hometown Hockey Tour event to Nanaimo which took place February 25-26, 2017. 				
	 Creation of a Sports Tourism and Events Strategy: The use of MRDT funding to support sporting events that draw visitors to Nanaimo has proven to be quite successful. In order to build on this success in an informed and strategic manner, \$30,000 in MRDT funding was allocated in 2017 to retain a consultant to work with the NHA, the City of Nanaimo and Tourism Vancouver Island on the development of a Sport Tourism and Event Strategy. Phase 1 of this strategy has been completed. 				
	 Canadian Sport Tourism Alliance (CTSA): In 2017, \$6,811 in MRDT funding was allocated to the CSTA to fund the following: 				
	Nanaimo's annual membership fee				
	Sport Events Congress fee				

Sec	ction 1: Overview and Update to Five-Year Strategic Context
Heading	Description
	 Fee and expenses for the consultant who developed the Sports Tourism and Events Strategy (as referenced in the previous bullet) to attend the annual Sport Events Congress in Ottawa
	Marketing Activities:
	Support for Nanaimo-focused Marketing Initiatives: In February 2017, Tourism Vancouver Island (TVI) entered into a one-year agreement with the City of Nanaimo/Tourism Nanaimo to provide destination marketing and development services. In order to leverage these marketing activities on behalf of MRDT-funded festivals and sporting events specifically, as well as destination development generally, a total of \$257,775.50 in MRDT funding was used in support of the following marketing initiatives in 2017:
	 What's Your Nanaimo 360 Contest: \$22,000 in MRDT funding was used to support this contest initiative which encouraged locals to enter their idea regarding the ideal 48-hours in the city with an out-of-town friend. The intent of the contest was to generate itinerary ideas and foster civic pride. The contest received a total of 432,484 impressions and resulted in the submission of 93 itinerary concepts.
	 Contributing to the development of a new tourism website: \$20,000 in MRDT funding was allocated to Tourism Nanaimo (Tourism Vancouver Island) to develop a new tourism website (see www.TourismNanaimo.com). Since February 1, 2017 when the website was launched, there have been 5,000 click-throughs to stakeholder websites.
	 Check-In Canada Widget: \$3,500 in MRDT funding was allocated for the annual upkeep/maintenance of this widget which is joint initiative of Hotel Association of Canada and the BC Hotel Association. The widget forms part of a booking feature on the Tourism Nanaimo website referenced above. At the time of writing, a total of 3,774 searches had been done using the widget.
	 Social media advertising: \$5,000 in MRDT funding was allocated to social media advertising which uses paid Facebook and Instagram posts to appeal to the emotions that drive vacation-planning decision-making among Nanaimo's target demographic markets so as to inspire travel to the region. At the time of writing, the number of impressions received to-date totals 230,330.
	 Digital marketing: \$15,000 in MRDT funding was used to support digital marketing activities (display, search marketing, re-targeting) which are focused on targeting the right consumer at the right time – when vacation planning and Vancouver Island are top of mind for those inclined to visit the area. Digital marketing activities also include calls to action aimed at driving users to the Tourism Nanaimo website for trip planning. At the time of writing, a total of

Sec	tion 1:	Overview and Update to Five-Year Strategic Context
Heading		Description
	3,	330,161 impressions had been recorded based on a 0.78% click-through rate.
	ar of m \$2 so er 36 th	anaimo Vacation Planner: This is the official publication of Tourism Nanaimo and is an integral element of their overall marketing program. It uses stories and elements to inspire visitors to travel to Nanaimo and to increase their length stay and total spend. A total of 75,000 copies are distributed through all of BC's ajor visitor information centres and on the major BC Ferries' routes. In 2017, 24,507.50 was used for a co-op marketing initiative aimed at lowering ad costs that smaller City of Nanaimo businesses with a valid business license were tabled to advertise in the Guide. The response to this initiative was fantastic as a smaller businesses participated in the initiative and had their participation in the collateral guide subsidized by an NHA grant. An additional eight stakeholder asinesses participated in the guide but did not qualify for the subsidy as they be located outside the municipal boundaries.
		purism Nanaimo Marketing Plan: \$15,000 in MRDT funding was allocated to purism Nanaimo to support the development of their marketing plan.
	Na ap B.	coadcast TV: \$20,000 in MRDT funding was used to fund video footage targeting anaimo's target demographic markets (to whom this medium is known to speal) and inspiring them to plan a vacation to Nanaimo. The campaign ran in C. and Alberta and by the end of the campaign (March 2018) it is estimated that total reach of 16,104,000 will have been achieved.
	su fo ar Na	estival Seekers Campaign: \$35,000 in MRDT funding was used to continue to pport and build on the success of the Festival Seekers Campaign which is cused on promoting the large number of MRDT-funded festivals and events ad, in turn, increasing ticket sales, awareness of Nanaimo, and Tourism anaimo's overall web presence. The 2017 campaign generated the following sults:
	0	28,743 reads of articles and 2,033 clicks on the Festival Seekers' and influencers' websites;
	0	Referral traffic to the TourismNanaimo.com website totaled 598 sessions;
	0	Social media reach of 489,558, 3,468 clicks (Facebook) and 159,066 impressions (Twitter);
	0	3,363 entries to a contest hosted on FestivalSeekers.com and 872 sign-ups for the Tourism Nanaimo email list; and,
	0	E-newsletters sent to the Festival Seekers email list yielded 8,850 impressions and 188 clicks to articles.
	• M	ountain biking tourism marketing campaign: In support of the growing

Sec	ction 1: Overview and Update to Five-Year Strategic Context				
Heading	Description				
	popularity of mountain biking in the region, \$75,000 in MRDT funding has been allocated to Tourism Nanaimo to support the development of a mountain biking marketing campaign.				
	 Mountain bike tourism marketing consortium (Coastal Circle Route): Linked to the previous initiative, and in support of leveraging the broader mountain biking tourism potential of the region, \$2,250 in MRDT funding was provided to support Tourism Nanaimo's participation in a new 'Ride the Island Mountain Bike Tourism Marketing Consortium'. The consortium includes Nanaimo, Cumberland, Gabriola Island, Campbell River and Mount Washington. At the time of writing, the consortium website and brochure were almost complete. 				
	Upcoming marketing initiatives: At the time of writing, \$24,000 in MRDT funding had been allocated for upcoming marketing initiatives which had not yet been implemented. These initiatives include holiday shopping social media advertisements (\$2,000), familiarization tours (\$2,000) and a campaign planned for February/March 2018 (\$20,000)				
	Other marketing initiatives (not done with Tourism Nanaimo)				
	• Creation of 'On This Spot' App and 'Discover Nanaimo' App: In 2017, \$32,000 in MRDT funding was allocated to develop two apps that help provide information about and generate interest in various aspects of Nanaimo's tourism industry. The 'On This Spot' app was made available in late September 2017 and gives users a glimpse back in time. It allows visitors to use their phone camera to view about 400 historic photographs overlaid onto the current landscape. It also includes directions for a guided walking tour with about 15 stops and information and photos relating to the history of each stop. The 'Tourism App' will be launched in December 2017. It was developed to complement the community's interest in developing its festivals and events sector plus serves as an information hub for people coming to town for festivals and events (i.e., it provides information on, for example, field, venue, hotel and gas station locations plus provides a link to Nanaimo's festivals and events website).				
	 Ad buys in marketing publications: A total of \$97,000 in MRDT funding was used to support ad buys in three publications which have a combined distribution of approximately 500,000 pieces in the Western U.S., Alberta and B.C. Ad buys were open to any City of Nanaimo business with a valid business license. Ad buys were included in one or more of the following publications: 				
	Discover Victoria and Vancouver Island (\$63,000)				

Se	Section 1: Overview and Update to Five-Year Strategic Context		
Heading	Description		
	Discover Vancouver Island (\$27,000)		
	o 101 Things To Do In Nanaimo (\$ 7,000)		
	Visitor Services:		
	 Flat Map Development: In 2017, \$12,000 in MRDT funding was used to update a flat map initially developed in 2016. The updated version of the map incorporated feedback received related to the first iteration of the map aimed at better meeting user needs. The map shows the location of the city's festival, event, sporting and other venues, as well as tourism-related services. Moving forward, the map will continue to be updated and more copies printed as required. 		
	 Hospitality leadership and front-line staff training: Blue Mountain Solutions provided hospitality leadership training and front-line staff training to hospitality operators in Nanaimo throughout 2017 with the aim of improving the experience of and quality of services provided to visitors coming to Nanaimo (including visitors attending festivals and events or participating in sports tourism activities). A total of 85 people participated in the training. 		
	• Nanaimo Tourism Ambassador Program: The NHA partnered with the City of Nanaimo, Tourism Vancouver Island and Harbour Air to fund the preparation of a business plan related to the re-establishment of a Tourism Ambassador Program and to help fund a share of the program's operational costs. The program was initiated in May of 2017 and its first season of operation was considered to be a huge success. The mission and objectives of the Tourism Ambassadors Program are: "To help create an exceptional visitor experience by deploying a pool of friendly and courteous volunteers throughout key tourism areas of Nanaimo who welcome visitors, provide information on Nanaimo's tourism amenities and services, answer questions and generally promote the community. The Program is intended to complement the services provided by the Nanaimo Visitor Centre, to help contribute to Nanaimo's development as a preferred, year-round destination for leisure visitors, and to support the growth of the visitor economy."		
	To date, 85 ambassadors have joined the Nanaimo Tourism Ambassadors Program. Forty-seven (47) ambassadors were recruited and trained in May 2017 and subsequently provided 1,113 volunteer hours supporting six cruise ship days, three local organizations, and 17 events such as the Multicultural Festival, National Aboriginal Day, Bathtub Days Street Fair, Silly Boat Regatta, Gallery Row Art Festival, Canada 150 celebrations, Steve Smith Bike Park Opening, Vancouver Island Exhibition, Jazz Festival, Nanaimo Art Gallery, Tourism Nanaimo visitor		

Section 1: Overview and Update to Five-Year Strategic Context			
Heading	Description		
	centers, Seniors Connect Centre, Kris Kringle Craft Market, Vancouver Island Symphony and the Santa Claus evening parade. In November 2017 another 43 ambassadors received training and are eager for the 2018 season to begin. Each ambassador has agreed to complete 40-50 hours per year at the various events, festivals and Tourism Nanaimo to fulfill the need of professional volunteers to promote the City of Nanaimo.		
Overall Goals and Objectives	Nanaimo's goals, objectives and targets, as outlined in our <i>Five-Year MRDT Business Plan</i> , and re-iterated above as part of the 'Strategic Direction' section, have not changed.		
Strategies	Nanaimo's key strategies, as outlined in our <i>Five-Year MRDT Business Plan</i> , and reiterated above as part of the 'Strategic Direction' section, have not changed.		
Target Markets	Types of visitors: Nanaimo's primary target markets vary depending on the types of festivals and sporting events that apply for and receive MRDT funds. In general, however, the community is targeting visitors who are interested in traveling to participate in a festival, event or sport tourism activity. The demographic and geographic origin of these visitors vary depending on the nature of the festival or event (e.g., a regional youth sporting event would draw youth and their chaperones from the region, while a Music Festival would draw adults from a broader geographic area who enjoy the particular type of music that is the focus of the festival). Desired length of stay: As noted earlier, the key intended outcome of MRDT supported festivals, events and sports tourism initiatives is an increase in hotel/motel		
	occupancy resulting from an increase in the number of overnight visitors. As such, MRDT funds are primarily targeted at supporting events that require at least one night's stay in the community.		

Section 2: One-Year Tactical Plan with Performance Measures

Major Category: Festival & Events Product Development

Activity Title: Festival & Events Grants Initiative

Tactics: Continue to administer the Nanaimo Hospitality Festival and Events Grants Initiative.

Implementation Plan:

In 2018, the key tasks associated with the ongoing implementation of the Nanaimo Hospitality Festival & Events Grants Initiative will continue to include the following (a more detailed breakdown of tasks is available if required):

- Holding four grant application intake periods (February, April, June and August);
- Enhancing the marketing and promotion of the grant program via a range of media (web, social, print, inperson) so as to raise awareness of and interest in the program among eligible event organizers;
- Receiving and evaluating grant applications based on an established grant evaluation checklist;
- Advising applicants of their application outcomes and entering into a funding agreement with successful
 applicants; and,
- Administering grant funds and collecting event report forms from grant recipients which document event outcomes.

In the past, the Nanaimo Hospitality Association has allocated MRDT revenues to help offset some of the organizational, operational and marketing costs associated with establishing a new Festival & Event, expanding an existing Festival & Event, or attracting an existing Event to come to Nanaimo. Funding is used to cover portions of the costs associated with marketing and promotional costs, venue rentals, permitting costs, equipment rentals, etc.

In support of this initiative the applicants who are applying to use MRDT revenues to help finance their new and/or enhanced festivals must demonstrate that their event:

- Aligns with the goals of the Nanaimo & Region Tourism Strategy
- Will have an impact on overnight stays (by season)
- Demonstrates community support, a community champion, and a proven track record
- Will benefit a number of different tourism sectors

The Nanaimo Hospitality Association has provided MRDT funds to assist with establishing numerous Festivals & Events in Nanaimo. As noted earlier, a few of the festivals and events funded in 2017 included the Shakespeare by the Sea Festival, the Vancouver Island Film Fest, and the M-CON Gaming Festival.

MRDT revenue is provided to event's organizers on the condition that it is used only for tourism marketing, programs and projects, which does not include capital expenditures. Event organizers must fund their own capital expenses.

Performance Measures:

Output Measures:

- Number of festival & event grant applications received and approved in 2018.
- Value of festival & event grant funding awarded in 2018.
- Number of multi-day, tourism-oriented festivals & events held in 2018 (supported by grant funds).

Outcome Measures:

- Hotel/motel occupancy in event months (relative to previous years)
- Festival & event attendance (for gated events)

Major Category: Sports Tourism Development

Activity Title: Nanaimo Hospitality Sports Initiative Grant

Tactics: The NHA will continue to administer the Nanaimo Hospitality Sports Initiative Grant

Implementation Plan:

In 2018, the key tasks associated with the ongoing implementation of the Nanaimo Hospitality Sports Initiative Grant will continue to include the following:

Sports Tourism Initiative Grants

- Holding four grant application intake periods (February, April, June and August);
- Enhancing the marketing and promotion of the grant program via a range of media (web, social, print, inperson) so as to raise awareness of and interest in the program among eligible event organizers;
- Receiving and evaluating grant applications based on an established grant evaluation checklist;
- Advising applicants of their application outcomes and entering into a funding agreement with successful
 applicants; and,
- Administering grant funds and collecting event report forms from grant recipients documenting event outcomes.

The sport tourism grant initiative is fully funded by MRDT revenue and is very similar to the Festival & Events funding in that financial assistance is provided to local groups who are working to bring Provincial and Regional Tournaments to Nanaimo. In the past, financial assistance has been provided to groups wanting to either bid or bring events to Nanaimo, or stage an event in Nanaimo. For example, in 2017 MRDT funding was provided in support of the BC Hockey Pee Wee Provincial Tournament, the Nanaimo Minor Hockey Association Midget Recreational Tournament and the Nanaimo Riptides Swim Team Invitational Swim Meet. Each MRDT-funded sport event had a large impact on the different tourism sectors in Nanaimo and the region. Capital costs or expenditures are not an allowed use of MRDT funds under this program.

Performance Measures:

Output Measures:

- Number of Sport Tourism Initiative Grant applications received and approved in 2018.
- Value of Sport Tourism Initiative Grant funding awarded in 2018.
- Number of multi-day sport events held in 2018 (supported by grant funds).

Outcome Measures:

- Increased hotel/motel occupancy in event months (relative to previous years)
- Sporting event attendance participants and spectators (for gated events)

Major Category: Sports Tourism Development

Activity Title: Sports Tourism Strategy (Phase 2)

Tactics: Help fund Phase 2 of the Nanaimo Sports Tourism Strategy

Implementation Plan:

In 2017, MRDT funds were used to fund the development of Phase 1 of a Sports Tourism Strategy for Nanaimo. If Phase 2 of this strategy initiative proceeds as planned in 2018, it will be supported by MRDT funding estimated at \$30,000

Additionally, MRDT funds estimated at \$2,500 will be used to cover the costs associated with having one Nanaimo representative attend the 2018 Canadian Sports Tourism Alliance Annual Congress, which is a large trade show that allows the different Sport Federations to meet with cities interested in placing bids for future championships.

Performance Measures:

Output Measures:

- Completion of Phase 2 of the Sport Tourism Strategy
- Participation in the Canadian Sports Tourism Alliance Annual Congress

Outcome Measures:

Bid success (for sporting events/championships)

Major Category: Sports Tourism Development

Activity Title: Sports Tourism Advisory Committee

Tactics: Continue to support the Sports Tourism Advisory Committee

Implementation Plan:

In 2018, the NHA will continue to seek the advisory services of the Sports Tourism Advisory Committee (STAC) as it relates to enhancing the region's image as a premier destination for overnight sporting events. STAC members represent a range of sport-tourism stakeholders who collectively contribute to the promotion and encouragement of sport hosting throughout the community. The Mission Statement of the Committee is "To help the local community of sport, tourism and business organizations establish Nanaimo and Region as a sport tourism and recreation destination of choice by serving as a catalyst and support for the creation, promotion and delivery of rewarding sport and recreational experiences for visitors, participants, partners and residents".

In 2018, the NHA will continue to seek the advice and support of STAC as it relates to:

- Assisting with sport tourism budget and marketing plan development;
- Acting as ambassadors to build support for Nanaimo's sport tourism vision/mission, strategies and action plans;
- Sharing information and coordinating individual actions in support of sport tourism initiatives;
- Providing expertise as mentors to different event organization committees (including, potentially, sitting on Host Committees); and,
- Serving as a sounding board for people with ideas for new or expanded events.

STAC has allowed for the creation of a meaningful partnership between various sports tourism stakeholders. In 2018, the Committee will continue to meet on a monthly basis. No MRDT funds are required for the future operation of STAC at this time.

Performance Measures:

Output Measures:

- Number and nature of sport tourism ambassador initiatives undertaken by the Committee and/or its individual members in 2018.
- Number of ideas raised and pursued related to new or expanded overnight sporting events in 2018.

Outcome Measures:

 Number of new or expanded overnight sporting events held in Nanaimo in response to SPAC initiatives in 2018.

Activity Title: Check-in Canada Widget

Tactics: Support annual upkeep of Widget as part of the Tourism Nanaimo Website

Implementation Plan:

The Check-in Canada Widget was developed by the Hotel Association of Canada and the BC Hotel Association with MRDT funding support and forms part of a booking feature of the Tourism Nanaimo website. The widget enhances the ease of accommodation booking for all festival and event participants by connecting consumers using TourismNanaimo.com with the booking system of hotel stakeholders.

There is an annual cost associated subscribing to and maintaining the widget. While the Hotel Association of Canada and the BC Hotel Association are responsible for ongoing widget maintenance, an estimated \$5,000 in MRDT funding will be provided in 2018 to help cover subscription costs (for up to 20 hotel listings) and maintenance costs.

Performance Measures:

Output measures:

Number of booking searches that employ the widget (both general and by property).

Outcome measures:

• Number of online bookings made using the widget for the dates on which events are held.

Activity Title: Support for Nanaimo-focused Tourism Vancouver Island Marketing Initiatives

Tactics: Provide funding to TVI in support of destination marketing of Nanaimo

Implementation Plan:

As noted earlier, tourism marketing of the Nanaimo Area was historically done by Tourism Nanaimo, a division of the Nanaimo Economic Development Corporation (NEDC). In 2016, the City disbanded the NEDC and distributed the tourism functions of Tourism Nanaimo among different organizations. In 2017, a tourism organization governance review was undertaken. As the time of writing, a decision on a new tourism organization structure had yet to be made. In the meantime, the Tourism Nanaimo marketing and destination development function is subcontracted to Tourism Vancouver Island - TVI (i.e., until March 31, 2018). Pending a decision on a new tourism organization structure, it is expected that approximately \$265,000 in MRDT funding will be provided to Tourism Nanaimo to support a range of tourism marketing initiatives in fiscal 2018/2019 that will include:

- Mountain Biking Tourism Project: Continuing initiatives aimed at building on the momentum of the Mountain Biking Tourism initiative and drawing more overnight mountain bikers to the region. Key tactics could include adding to the mountain biking microsite or re-printing maps.
- Festival and events advertising and event promotion: Supporting events and festivals in Nanaimo by creating and promoting (through paid social ads) event-focused itineraries and corresponding blog posts, as well as promoting the Nanaimo app through paid social advertisements.
- Community Research Project with Tourism Vancouver Island: Participating in a Vancouver Island-wide market research project aimed at gaining net promoter score information that can be comparative across communities and enabling Tourism Nanaimo to make informed marketing decisions.
- Travel trade and media: Working to earn media and word-of-mouth referrals by inviting individuals who are in a position to refer business to Nanaimo (e.g., journalists, visitor centre staff, hotel concierges, travel and booking agents) to experience Nanaimo.
- Image acquisition: Contracting a photographer to expand Nanaimo's current marketing and media photo
 databases recognizing that engaging photography creates an emotional appeal and is a key influencer of
 consumer behavior.
- Carry-over conversion study: Continuation of a survey of pre and post marketing campaign brand awareness. Part 1 of the study was conducted in fiscal 2017 and its continuation is deemed crucial to providing the data needed to make informed marketing decisions.
- Video production: Creating three 15-second videos for social media that inspire 'viral sharing' of the 'Visit Nanaimo' message.

- Website improvements: Updating the functionality of the TourismNanaimo.com website in response to
 user feedback, upgrading the website's tracking and tagging abilities to enhance its reporting capabilities,
 and developing a Search Engine Optimization strategy.
- Visitor experience survey: Supporting this regularly conducted research project which involves asking
 visitors to complete a post-trip survey regarding visitor and trip characteristics and provides information
 that helps enable Tourism Nanaimo to make informed marketing decisions.
- Influencer marketing: Inviting and hosting individuals with strong social media followings (e.g., Facebook
 and Instagram followers, blog readership) to visit Nanaimo and experience its tourism products. The goal
 of this activity is to tap into the power of word-of-mouth marketing through a paid content generation
 partnership.
- Paid social media: Using paid advertising on social media (including still photography, lead generation advertisements, video, etc.) to increase brand awareness of Nanaimo as a destination and encouraging a direct call-to-action.
- Digital media: Using paid search, re-targeting and display advertisements online to increase brand awareness of Nanaimo as a destination and encouraging a direct call-to-action.
- Content generation: Improving the quality and content of information available to potential visitors, that
 directly influences their decision to come to Nanaimo. Tactics include improving copy on
 TourismNanaimo.com, video content on TourismNanaimo.com (locals share knowledge), Instameets,
 blog content and an Adventure Team video and blog series that is continued from fiscal 2017/18.
- Print advertising co-operative buys: Subsidizing stakeholder advertisements in select print publications
 by creating a Nanaimo section and providing a payment to the print publication to offset the costs to
 stakeholders.
- Printed marketing collateral: Update the 2017/18 Vacation Planner and produce a Recreation Map. The
 map will address known visitor interest in Nanaimo's outdoor recreation potential by promoting trails and
 outdoor activities, and providing visitors with information on complementary activities. Both the Vacation
 Planner and Recreation Map will be distributed on BC Ferries and in Visitor Centres across B.C.
- Broadcast television: Broadcasting 15 and 30-second TV commercials in B.C. and Alberta via a prominent broadcaster so as to build brand awareness of Nanaimo and generate a strong call-to-action for trip planning.

Performance Measures:

Output measures:

Funded marketing initiatives are implemented

Outcome measures:

The exact output measures will vary by marketing initiative with key measures including:

- Website traffic, reach, video views, page reads and time spent on each page, cost per engagement or click, bounce rate, conversion rates and responses to calls to action
- Number of surveys completed
- O Number of publications printed and distributed

Activity Title: Nanaimo Ocean Discovery Centre Feasibility Study

Tactics: Provide funding to support the development of a feasibility study related to the proposed Nanaimo Ocean Discovery Centre

Implementation Plan:

The 'Nanaimo Deep Discovery Association' (NDDA) is working on plans to develop a facility called the 'Nanaimo Ocean Discovery Centre' which would be a new tourism attraction for Nanaimo. This facility is described as "an interactive experience designed to educate people about our oceans, to understand our connection to them, and to shine a light on some the most advanced, world class undersea technology in existence". The NDDA has prepared a business plan for the Centre and is working to secure funding to keep moving the project forward

(see: www.nanaimo.ca/meetings/pdf/Supplemental/C170515SNanaimo Ocean Discovery Centre - Business Plan.pdf).

In 2018, \$25,000 in MRDT funding has been tentatively allocated to the NDDA to help support the next planning step in this initiative. Confirmation of this funding support is contingent on confirmation that a waterfront site and lease have been confirmed. At the time of writing, discussions on this issue were ongoing between the Port of Nanaimo, Snuneymuxw First Nation, the City of Nanaimo and the Nanaimo Deep Discovery Association.

Performance Measures:

Output measures:

Feasibility study completed

Outcome measures:

Waterfront site secured and lease terms agreed upon

Activity Title: Flat Map

Tactics: Update Flat Map

Implementation Plan:

This map was initially created in 2016 and then was updated based on distributer and user feedback in 2017. Demand for the map has been high with 20,000 copies printed and distributed in 2017. Plans are to continue to update and print the map as required and supply copies to hotel/motels and other tourism information distribution points.

The updating and printing of the map will be funded by MRDT funds at an estimated cost of \$12,000 annually.

Performance Measures:

Output measures:

- · Completion of map updating as required
- Number of maps printed
- Number of locations/hospitality operators distributing the updated map.

Outcome measures:

Number of maps taken by visitors/users.

Activity Title: Support the Nanaimo Tourism Ambassadors Program

Tactics: Support the delivery costs related to the Nanaimo Tourism Ambassadors Program

Implementation Plan:

As noted in Section 1 of this Tactical Plan, in 2017, the NHA partnered with the City of Nanaimo, Tourism Vancouver Island and Harbour Air and contributed MRDT funding to support the establishment of a Tourism Ambassadors Program for Nanaimo. This program was initiated in May of 2017 and its first season of operation was considered to be a huge success.

To support the continued delivery of Tourism Ambassador Program services in 2018, \$50,000 in MRDT funding will be provided to help fund program operational costs.

Performance Measures:

Output measures:

- Program fully underway by the start of the 2018 tourism season
- Volunteer ambassadors recruited and activities underway

Outcome measures:

- Number of active Ambassadors in the database
- Total number of hours volunteered by Ambassadors by week and by key locations
- Average number of hours volunteered by Ambassadors by week
- Approximate number of visitors greeted and/or assisted
- (Qualitative) feedback from visitors and tourism/business operators related to the Ambassador Program.

Activity Title: Hospitality Leadership, Front-line Staff and Tourism Ambassador Program Volunteer Training

Tactics: Continue to engage Blue Mountain Solutions to deliver training

Implementation Plan:

During 2018, Blue Mountain Solutions will again be engaged to provide leadership training and front-line staff training to hospitality operators in Nanaimo, as well as to volunteers who participate in the Nanaimo Tourism Ambassadors Program. The aim of this training will be to improve the experience of, and the quality of services provided to, visitors coming to Nanaimo (including visitors attending festivals and events or participating in sports tourism activities). The key tasks involved in this initiative include:

- Raising awareness of the training programs among hospitality operators and their staff and actively
 encouraging operators to use the service;
- Scheduling and hosting training sessions with the hospitality staff and Tourism Ambassador Program volunteers; and,
- Using feedback from operators, staff participants, festival and event organizers and other tourism stakeholders to refine the training on an ongoing basis.

These training sessions are funded by MRDT funds and delivered in partnership with hospitality operators (who allow/encourage their staff to participate in the training and provide feedback on the content of the sessions). For 2018, \$30,000 in funding had been budgeted for front-line and volunteer training services.

Performance Measures:

Output measures:

- Number of leadership training and front-line staff training sessions held.
- Number of volunteers training sessions held.
- Number of participants who attend the training sessions.

Outcome measures:

Changes in levels of visitor satisfaction (qualitatively/anecdotally assessed).

Section 3: MRDT Budget for One-Year Tactical Plan - 2018

Designated recipients must complete the budget table as provided below.

Revenues Carry-forward from previous calendar year S107,1 MRDT (estimate for 2018) Local government contribution Stakeholder contributions Co-op funds received (e.g. CTO; DMO-led projects) Other local stakeholder contributions Grants – Federal Grants – Provincial S18,0 Grants – Federal Grants – Provincial Retail Sales Interest Other (Sport Tourism Grant) S20,0 Total Revenues Budget \$ Marketing Marketing staff – wage and benefits Media advertising and production Website - hosting, development, maintenance Social media S22,0 Consumer Shows, events (Cdn Sports Tourism Alliance Conference) S22,5 Collateral production, and distribution (TN Collateral production; flat map printing) Travel media relations Travel trade Other (please describe) (Check-in Canada Widget costs) Subtotal Destination & Product Experience Management Destination & Product Experience Management Staff – wage and benefits S186,2 Product experience enhancement& training (Sports Tourism Strategy; NDDA Feas. Study) Research and evaluation S187,0 S1
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Other (please describe) (Festival & Event Grants; Sport Event Grants) \$200,0
Subtotal \$828,7
Visitor Services
Visitor Services activities \$153,8
Other (Nanaimo Tourism Ambassador Program including Administrator staff costs) \$50,0
Subtotal \$203,8
Meetings and Conventions
Meetings, conventions, conferences, and events etc.
Subtotal
Administration
Management and staff unrelated to program implementation – wages and benefits
Finance staff – wages and benefits \$1,5
Human Resources staff – wages and benefits
Board of Directors costs
Information technology costs – workstation-related costs (i.e. computers, telephone, \$1,0
Office lease/rent

Expenses		Budget \$
General office expenses		\$10,000
	Subtotal	\$12,500
Other		
All other wages and benefits not included above		
Other activities not included above (please describe)		
	Subtotal	
	Total Expenses:	\$1,313,095
Balance or Carry Forward - 2018		\$5,619



AGENDA SPECIAL "IN CAMERA" COUNCIL MEETING

Tuesday, April 16, 2019
1:00 P.M. - 3:00 P.M.
Board Room, Service and Resource Centre,
411 Dunsmuir Street, Nanaimo, BC

1. APPROVAL OF THE AGENDA:

That Council, in accordance with the Community Charter, adopt the agenda as presented (or as amended).

Summary of Agenda Items and Proposed CC Reasons to Close Meeting:

- 1. Adoption of Agenda
- 4(a). Council Priorities 90(1)(k) and 90(2)(b)

Section 90(1):

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public; and,

Section 90(2):

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

2. ADOPTION OF THE MINUTES:

CONSENT ITEMS:

4. REPORTS:

a. Council Priorities

To be introduced by Mayor Krog.

Purpose: To discuss Council's priorities with local Members of Legislative Assembly and to seek their support on Council initiatives.

5. CORRESPONDENCE:

ADJOURNMENT OF SPECIAL "IN CAMERA" MEETING:

6.



AGENDA "IN CAMERA" COUNCIL MEETING

Monday, May 6, 2019

5:00 p.m. to Proceed "In Camera, Open Meeting to reconvene at 7:00 p.m. DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE 80 COMMERCIAL STREET, NANAIMO, BC

Pages

1. APPROVAL OF THE AGENDA:

That Council, in accordance with the Community Charter, adopt the agenda as presented (or as amended).

Summary of Agenda Items and Proposed CC Reasons to Close Meeting:

- 1. Adoption of Agenda
- 5(a) City of Nanaimo Annual Policing Priorities 90(1)(f)
- 5(b) PAWG Update 90(1)(k)
- 5(c) Vancouver Island University Letter of Intent 90(1)(e)(k)
- 5(d)
- 5(e) Video Recording and Publishing of Public Hearings 90(1)(i)

Section 90(1):

- (c) labour relations or other employee relations;
- (d) the security of property of the municipality:
- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (f) law enforcement, if the Council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and,
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public.

2. ADOPTION OF THE MINUTES:

a. Minutes 4 - 7

Minutes of the Special "In Camera" Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Tuesday, 2019-APR-16 at 1:00 p.m.

3. PRESENTATIONS:

4. CONSENT ITEMS:

5. REPORTS

a. City of Nanaimo Annual Policing Priorities

8 - 13

14 - 17

To be introduced by Supt. Cameron Miller, Officer in Charge, Nanaimo RCMP.

Purpose: The Royal Canadian Mounted Police (RCMP) is mandated to create local Annual Policing Priorities each year and is required to seek concurrence from their respective communities. Once adopted, these become Council's policing priorities for the year.

Recommendation: That Council identify the City of Nanaimo's 2019/2020 policing priorities.

Rise and Report:

Council could rise and report at the next Open Council Meeting.

b. PAWG Update

To be introduced by Mayor Krog.

To be introduced by Dale Lindsay, Director, Community Development.

Purpose: To obtain Council approval to enter into a Letter of Intent with Vancouver Island University for a land exchange of a portion of 900 Fifth Street for a portion of Fifth Street.

Recommendation: That Council:

- 1. direct the Mayor and Corporate Officer to execute the Letter of Intent with Vancouver Island University;
- direct Staff to return to a future Council meeting requesting approval
 of the land exchange of a portion of 900 Fifth Street for a portion of
 Fifth Street once the formal Land Exchange Agreement has been
 prepared; and
- direct Staff to return to a future Council meeting requesting first and second reading of the road closure bylaw for the closure of a portion of Fifth Street.

d.

e. Video Recording and Publishing of Public Hearings

36 - 47

To be introduced by Sheila Gurrie, City Clerk.

Purpose: To provide Council with legal advice regarding video recording and publishing of Public Hearings, and to seek direction from Council on how to proceed.

Recommendation: That Council provide direction regarding how to proceed with video recording and publishing of Public Hearings, and that Council announce their decision during the open meeting.

6. CORRESPONDENCE:

7. ADJOURNMENT OF "IN CAMERA" MEETING:

SPECIAL "IN CAMERA" MINUTES

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS BOARDROOM, SERVICE AND RESOURCE CENTRE, 411 DUNSMUIR STREET, NANAIMO, BC TUESDAY, 2019-APR-16 AT 1:00 P.M.

Present: Mayor L. Krog, Chair

Councillor D. Bonner Councillor B. Geselbracht

Councillor E. Hemmens (arrived 1:18 p.m.) Councillor Z. Maartman (vacated 2:10 p.m.) Councillor I. W. Thorpe (vacated 2:30 p.m.)

Councillor J. Turley

Absent: Councillor S. D. Armstrong

Councillor T. Brown

Staff: R. J. Harding, Director, Parks and Recreation

D. Lindsay, Director, Community Development

L. Mercer, Acting Director, Financial Services (vacated 2:55 p.m.)

F. Farnaz, Manager, Communications

S. Gurrie, City Clerk

J. Vanderhoef, Recording Secretary

1. CALL THE SPECIAL "IN CAMERA" MEETING TO ORDER:

The Special "In Camera" Meeting was called to order at 1:07 p.m.

2. <u>ADOPTION OF AGENDA:</u>

It was moved and seconded that Council, in accordance with the *Community Charter*, adopt the agenda as presented. The motion carried unanimously.

3.	REPO	RTS:	
	(a)		

MINUTES – SP 2019-APR-16 PAGE 2	PECIAL "IN CAMERA" COUNCIL
Councillor Her	mmens entered the Boardroom at 1:18 p.m.
	entered the Boardroom at 1:26 p.m.

2019-APR-16 PAGE 3
Councillor Maartman vacated the Boardroom at 2:10 p.m.
Councillor Thorpe vacated the Boardroom at 2:30 p.m.
vacated the Boardroom at 2:44 p.m.
L. Mercer vacated the Boardroom at 2:55 p.m.

MINUTES - SPECIAL "IN CAMERA" COUNCIL

MINUTES - SPECIAL "IN CAMERA" COUNCIL
2019-APR-16
PAGE 4

4.	ADJOURNMENT:
	It was moved and seconded at 2:58 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.
C H A	ATR
CERT	TIFIED CORRECT:
CORE	PORATE OFFICER

DATE OF MEETING May 6, 2019

AUTHORED BY Supt. Cameron Miller, Officer In Charge Nanaimo RCMP

SUBJECT City of Nanaimo Annual Policing Priorities

OVERVIEW

Purpose of Report

The Royal Canadian Mounted Police (RCMP) is mandated to create local Annual Policing Priorities each year and is required to seek concurrence from their respective communities. Once adopted, these become Council's policing priorities for the year.

Reason for "In Camera"

Community Charter Section 90(1):

(f) law enforcement, if Council considers that the disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.

Recommendation

That Council identify the City of Nanaimo's 2019/2020 policing priorities.

Resolution to Rise and Report

Council could rise and report here at the next Open Council Meeting

BACKGROUND

Within the City of Nanaimo, policing falls under *Social and Protective Services* and specifically Livability / Community Safety. The RCMP is contracted to provide police services to the City of Nanaimo. The Nanaimo RCMP is currently updating their five year strategic plan, which identifies strategic priorities for policing in the greater Nanaimo area while remaining consistent with their contract partners' priorities.

The RCMP Annual Performance Plan (APP) is a standardized planning and performance management tool utilized by the RCMP at detachment and sub-detachment unit levels. This reporting system encourages horizontal and vertical alignment with the RCMP's National, Divisional and District plans and priorities while maintaining consistency with community-based public safety needs. As in 2018, the APP will flow from the Detachment Plan and focus on Crime Reduction and Public Safety as top priorities.

The priorities from last year (2018/19) were the following:

- 1. Violence in Relationships:
 - a. Documented safety plan and creation of a safety plan card/sheet.
 - b. Continue to engage youth on the topic of healthy relationships.

2. Crime Reduction

- a. Targeted enforcement of theft and theft from motor vehicles by enforcement, education and engagement of the media and community groups.
- b. Harm reduction strategy aimed at drug trafficking/abuse.
- c. Targeting of subjects causing disorder in the downtown core and other neighbourhoods.

3. Road Safety

- a. Enhanced enforcement for Impaired Driving,
- b. Educate general duty members on proper protocols in regards to Impaired Driving.
- c. Enhance road safety by removing unsafe vehicles from roadways (personal and commercial).
- d. Develop a working partnership with CVSE through joint traffic enforcement.

4. Youth

a. Develop a strategic and educational approach based around increasing the number of RJ referrals.

5. Community Engagement

- a. Community engagement through community strengthening presentations on frauds/personal safety, block watch, Facebook, twitter.
- b. Increase volunteer engagement through Project 529, and the community policing program.

OPTIONS

Council will identify their preferences for policing priorities for the local detachment to focus on in 2019. Supt. Miller has briefed Council on recent community safety issues in advance of priorities discussions to assist in the selection of priorities. Current pressing policing issues in Nanaimo include:

- 1. Increasing calls for service related to property crimes;
- 2. Homeless issues;
- 3. Community Safety;
- 4. Traffic issues;
- 5. Drug trafficking.

CONSIDERATIONS

The RCMP has meet with the Municipality of Lantzville to seek input regarding their priorities. At this time Lantzville has identified the following issues as their priorities

- 1. Traffic related issues:
- 2. Bylaw type matters (beach fires, ATV's on rural properties, etc);
- 3. Break and Enters.

The Nanaimo RCMP is in discussion with the Snuneymuxw First Nation, who have identified some of their priorities as:

- 1. Impaired Driving
- 2. Domestic Violence
- 3. Drug Trafficking

SUMMARY POINTS

- Council will determine their policing priorities for 2019/2020
- The Nanaimo RCMP will adopt initiatives to address those priority areas

ATTACHMENTS

Attachment A: January – March 2019 Crime Statistics Report.
Attachment B: RCMP Strategic Priorities (Nationally)

Submitted by:

Supt. Cameron Miller
OIC Nanaimo RCMP

ATTACHMENT A:

Nanaimo Detachment
Crime Statistics Report
2018 to 2019 Comparison
January 1 to March 31.



	2018	2019
Total Calls for Service	11,227	11,167
Break and Enters (1)	262	303
Auto Thefts	107	116
Thefts From Auto	507	452
Shoplifting	249	223
Assaults (2)	462	457

⁽¹⁾ All types of B+E including residential and business.

⁽²⁾ All forms of assault including: common, assault causing bodily harm, sexual assault, etc.

The RCMP has five strategic priorities

Serious and organized crime National security Youth Indigenous communities Economic integrity

Serious and organized crime: What is organized crime?

Under the Criminal Code (Section 467.1), organized crime is defined as being composed of three or more persons, having as one of its main purposes a serious offence likely to result in a financial benefit. So, just about any type of illicit activity can be undertaken by organized crime groups, as long as there is money to be made. Identity theft, human trafficking, sex crimes against children, credit card fraud and counterfeit goods, just to name a few, can, and often do have links to organized crime.

Learn more about serious and organized crime:

- Drugs and organized crime
- Proceeds of Crime
- Marihuana Grow Operations
- Witness Protection Program Act Annual Reports
- Criminal Intelligence Service Canada CISC
- <u>United Nations Office on Drugs and Crime UNODC</u>
- Nathanson Centre for the Study of Organized Crime
- Human Trafficking National Coordination Centre
- Department of Justice Canada (DOJ)
 - o Measures to Combat Organized Crime MCOC

National security

Anything that impacts the fabric of Canadian society could be considered a threat to national security. The RCMP will focus its efforts on: espionage or sabotage against Canada; foreign influenced activities detrimental to the interests of Canada; activities directed toward or in support of the threat or use of acts of serious violence against Canadians for political, religious or ideological objectives; and, activities leading to the destruction or overthrow by violence of the government of Canada.

Youth

One of the RCMP's five strategic priorities is to reduce youth involvement in crime, whether as victims or offenders. The current priority issues are bullying and cyberbullying, impaired and distracted driving, substance abuse, and youth violence.

Indigenous communities

Contributing to safer and healthier Indigenous communities is one of the five strategic priorities of the RCMP. Delivering culturally competent police services provides the foundation necessary to build relationships and partnerships with the more than 600 Indigenous communities we serve.

Economic integrity

The types of crimes driven by the motivation for profit are extensive and certainly not victimless. Illegal economic activity either robs or diverts funds away from hard-working Canadians. The confidence of Canadian consumers and investors in their economy can be shaken – their economic security undermined and their trust in institutions put at risk.

In Camera Report for Decision

City of Nanaimo

File Number: LD003675

DATE OF MEETING May 6, 2019

AUTHORED BY NANCY SKEELS, PROPERTY AGENT, REAL ESTATE

SUBJECT VANCOUVER ISLAND UNIVERSITY – LETTER OF INTENT

OVERVIEW

Purpose of Report

To obtain Council approval to enter into a Letter of Intent with Vancouver Island University for a land exchange of a portion of 900 Fifth Street for a portion of Fifth Street.

Reason for "In Camera"

Community Charter, Section 90(1):

- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure might reasonably be expected to harm the interests of the municipality.
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Recommendation

That Council:

- 1. direct the Mayor and Corporate Officer to execute the Letter of Intent with Vancouver Island University;
- 2. direct Staff to return to a future Council meeting requesting approval of the land exchange of a portion of 900 Fifth Street for a portion of Fifth Street once the formal Land Exchange Agreement has been prepared; and
- 3. direct Staff to return to a future Council meeting requesting first and second reading of the road closure bylaw for the closure of a portion of Fifth Street.

BACKGROUND

n August 2017, the City acquired 745 Third Street and 640 Fourth Street (5.94ha [14.8 acres]), from School District 68 (SD68). The lands were acquired specifically for the Rotary Bowl and Serauxmen Stadium to ensure these assets remain public facilities, with the exception of the "triangle" parcel at 640 Fourth Street which could be a future development site.

Since acquiring the properties, Staff have met with Vancouver Island University (VIU) to discuss the historical encroachments surrounding these properties and an encroachment adjacent to VIU's property at 900 Fifth Street.

VIU is interested in rectifying the historical property issues through a land exchange and are willing to have City Staff project-manage this process.

The Letter of Intent (LOI) will establish the basic terms under which the City and VIU are prepared to enter into a land exchange agreement to support rectifying the historical encroachments (Attachment A). There are two areas that are proposed to be exchanged between the City and VIU (Attachments B, C, and D).

The City Road Closure Area (City Land) is 3,160m² (34,014 sq. ft.) and is an existing public road right-of-way known as Fifth Street. The City Land is currently being used by the VIU campus as a parking lot and the City has never formally closed this road. VIU wants to further develop the City Land under their VIU Initiatives Trust Program. In order to accomplish this, the City Land will need to be closed through the formal road closure bylaw process and then be transferred to VIU. The City Land will be consolidated with 900 Fifth Street and the City will be granted a right-of-way for the waterline located within this area.

The VIU Land Exchange Area (VIU Land) is 6,918m² (74,464 sq. ft.) and is part of VIU's land at 900 Fifth Street, and is adjacent to the City-owned property at 745 Third Street. The VIU Land has historical encroachments within this area. It contains the City's Parkway Trail, part of the Serauxmen Stadium, and part of the parking lot currently being used by the public attending the Rotary Bowl and Serauxmen Stadium. The VIU Land contains six statutory rights-of-way (BC Hydro, Telus, Crown in Right of Canada and three City of Nanaimo utilities). The VIU Land will be consolidated with the City's property at 745 Third Street.

Cunningham and Rivard Appraisals Ltd. have prepared an appraisal of the VIU and City Lands. Each area has an estimated market value of \$175,000. As the properties are of the same value, no compensation will be paid to either party for the land exchange. The City and VIU will share the application fees, advertising, surveying and legal costs. The total costs are estimated at \$40,000.

The City and VIU have not worked on land issues before. Although minor, this is a good opportunity to start a new relationship with VIU, which may lead to other projects.

Council is being asked to approve the LOI to allow City Staff and VIU to move forward on the land exchange. The road closure and land exchange will be presented to Council at a future open Council meeting.

OPTIONS

- 1. That Council:
 - direct the Mayor and Corporate Officer to execute the Letter of Intent with Vancouver Island University;
 - 2. direct Staff to return to a future Council meeting requesting approval of the land exchange of a portion of 900 Fifth Street for a portion of Fifth Street once the formal Land Exchange Agreement has been prepared; and
 - 3. direct Staff to return to a future Council meeting requesting first and second reading of the road closure bylaw for the closure of a portion of Fifth Street.
 - Budget Implication: The application fees, legal, surveying, and advertising
 costs are estimated at \$40,000 and will be shared between the City and VIU.
 The City's costs will be paid out of the Real Estate Section's annual cost center
 budget.

- **Legal Implication:** The City solicitor will prepare the Land Exchange Agreement. The proposed property disposition and road closure would require notification in the local newspaper as required under Section 26 and 94 of the *Community Charter*, and requires approval by Council at an open meeting.
- Policy Implication: The acquisition of the VIU Land is consistent with the City's Sports Fields Strategy, and dealing with these encroachments issues will further the public use and enjoyment of these lands. The Parkway Trail is identified in the City's Transportation Master Plan as providing a mobility spine between the north and south. Keeping this part of the Parkway Trail open is essential to promoting cycling.
- Engagement Implication: VIU is interested in rectifying the historical property issues and are willing to have City Staff project-manage this process. The City and VIU have not worked on land issues before. Although minor, this is a good opportunity to start a new relationship with VIU, which may lead to other projects.
- **Draft Strategic Priorities Implication:** *Economic Health:* Strengthen partnerships and collaboration with educational institutions. *Environmental Responsibility:* Transportation Ensure our transportation systems are designed to encourage multi-modal transportation.
- 2. That Council not support the Letter of Intent with Vancouver Island University.
 - Budget Implication: None
 - **Legal Implication:** The City will have to request from VIU an agreement to continue to use the Parkway Trail, allow part of the Serauxmen Stadium to remain, and allow for public parking use within the VIU Land.
 - Engagement Implication: If Council decides not to support the land exchange, Staff will let VIU know. The City will need to request that VIU discontinue using the parking lot area or compensate the City for the use of the area. Not providing approval may impair the ability for the City to work with VIU on future opportunities.
 - **Strategic Priorities Implication:** Not providing approval would be inconsistent with the 2019-2022 draft Strategic Plan.

SUMMARY POINTS

- n August 2017, the City acquired 745 Third Street and 640 Fourth Street
 (5.94ha [14.8 acres]) from School District 68. The lands were acquired specifically for
 the Rotary Bowl and Serauxmen Stadium to ensure these assets remain public
 facilities, with the exception of the "triangle" parcel at 640 Fourth Street, which could
 be a future development site.
- Since acquiring the properties, Staff have met with VIU to discuss the historical encroachments surrounding these properties and the encroachment adjacent to VIU's property at 900 Fifth Street. An LOI has been prepared, establishing the basic terms under which the City and VIU are prepared to enter into a land exchange agreement to mutually support rectifying the historical encroachments.
- There are two areas which are proposed to be exchanged between the City and VIU. The City Lands contain a parking lot currently being used by the VIU campus and the

- VIU Lands contain the Parkway Trail and a parking lot currently used by the public attending the Rotary Bowl and Serauxmen Stadium.
- VIU is interested in rectifying the historical property issues and are willing to have City Staff project-manage this process.
- Council is being asked to approve the LOI to allow Staff and VIU to move forward on the land exchange. The road closure and land exchange will be presented to Council at a future open meeting

<u>ATTACHMENTS</u>

ATTACHMENT A: Letter of Intent ATTACHMENT B: Location Plan ATTACHMENT C: Aerial Plan

ATTACHMENT D: Land Exchange Street View Photo

Submitted by:

Concurrence by:

Bill Corsan Dale Lindsay

Deputy Director, Community Development Director, Community Development

Laura Mercer

Acting Director, Financial Services

Bill Sims

Director, Engineering & Public Works

INFORMATION RELEASE:

To be released upon completion of negotiations

ATTACHMENT A



April 23, 2019

Vancouver Island University 900 Fifth Street Nanaimo, BC V9R 5S5

Attention: Shelley Legin – Chief Financial Officer and Vice-President Administration

Richard Lewis – Director, Facilities Services and Campus Development Brett Gnenz, Associate Vice-President, Facilities & Ancillary Services

Re: Letter of Intent to Enter into Land Exchange Agreement

This Letter of Intent establishes the basic terms under which the City of Nanaimo (the "City") and Vancouver Island University ("VIU") intend to enter into an agreement for the exchange of certain lands in Nanaimo, B.C. (the "Land Exchange Agreement"). The parties intend to trade surplus properties for lands better aligned to meet the goals of their respective strategic plans.

The following outlines the principal terms and conditions of the transaction:

1. **VIU Transfer** – VIU intends to transfer the following lands (together, the "VIU Lands") to the City:

Portion of 900 Fifth Street – VIU Land Exchange Area - Attachment A

PID: 000-359-173

Legal Description: Lot 1, Section 1, Nanaimo District, Plan 35726 except Part in Plan

VIP66138 and Plan VIP66141 Estimated Parcel Size: 6,918 m²

2. **City Transfer** – The City intends to transfer the following lands (together, the "City Lands") to VIU:

Portion of Fifth Street - City Road Closure Area - Attachment A

Legal Description: Part of Fifth Street Road Right-of-Way

Estimated Parcel Size: 3,160 m²

- 3. **Purchase Price** The VIU and City properties each have an appraised value of \$175,000 as determined by Cunningham and Rivard appraisals on March 14, 2019. For the purposes of the Land Exchange Agreement as the properties have the same value the purchase price shall be as follows:
 - a) The purchase price for each legal parcel comprising the VIU Lands will be \$1.00.
 - b) The purchase price for each legal parcel comprising the City Lands will be \$1.00.
- 4. **Commitments from the City** The City will be responsible for:
 - a) Applying for the subdivision application and for paying half of the subdivision application costs for the boundary adjustment of the VIU Lands;
 - b) Paying half of the survey costs for the boundary adjustment plan required for the

VIU Lands:

- c) Applying for the road closure application and for paying half of the road closure application costs for the City Lands;
- d) Paying half of the survey costs for the lot consolidation plan, road closure plan and right of way plan for the City Lands;
- e) Paying half of the advertising costs for the road closure application:
- f) Requesting that City of Nanaimo Council close the road which runs through Fifth Street (the City Lands), and remove its dedication as road;
- g) Making arrangements with the City's solicitor to register the boundary adjustment and the road closure at the Victoria Land Title Office and for paying half of the legal costs incurred to file the boundary adjustment and the road closure;
- h) Paying for the legal costs incurred by the City to review both applications; and
- Retaining receipts for all costs incurred as noted above and for invoicing VIU for the collection of the costs.
- 5. **Commitments from VIU** VIU will be responsible for:
 - a) Paying half of the subdivision application costs for the boundary adjustment of the VIU Lands;
 - b) Paying half of the survey costs for the boundary adjustment plan required for the VIU Lands:
 - c) Paying half of the road closure application costs for the City Lands;
 - d) Paying half of the survey costs for the lot consolidation plan, road closure plan and right of way plan for the City Lands;
 - e) Paying half of the advertising costs for the road closure application;
 - f) Paying half of the legal costs incurred to file the boundary adjustment and the road closure at the Victoria Land Title Office;
 - g) Paying for the legal costs incurred by VIU to review both applications.
- 6. **Timing of Land Exchanges** The parties will complete all land exchanges contemplated herein within 30 days of satisfaction of the last of the conditions precedent in paragraph 7.
- 7. **Conditions Precedent** The following will be conditions precedent to the City's obligation to transfer the City Lands and acquire the VIU Lands, and VIU's obligation to transfer the VIU Lands and acquire the City Lands:
 - a) Both parties must fully disclose all existing leases and licences, environmental and geotechnical reports, site assessments, audits, studies, investigations, permits, approvals, licences and records in possession or control with respect to their respective lands described herein and relating to contaminants, environmental laws and geotechnical soil conditions.
 - b) Each party, to its sole satisfaction, will review all information supplied to it by the other party as listed above.
 - c) The City must receive City of Nanaimo Council approval to proceed with the transfer of the City Lands in exchange for the VIU Lands in accordance with the terms of the Land Exchange Agreement.
 - d) The City of Nanaimo Council must have adopted the required road closure bylaw.
 - e) The City's Approving Officer must have approved the boundary adjustment subdivision plan.
 - f) VIU requires approval/sign-off from its Board of Governors (in the form of a resolution) to proceed with the land exchange.

g) VIU requires approval/sign-off from the Minister of Advanced Education. This process is estimated to take eight weeks after delivery of the final land exchange agreements.

8. Preparation of Land Exchange Document

- a) The City and VIU will jointly prepare a formal Land Exchange Agreement based on the terms and conditions contained in this Letter of Intent.
- b) The Land Exchange Agreement shall be prepared by legal counsel with each party responsible for the legal fees and expenses of their own legal advisor.

9. Closing Date

The intention of both parties is for the parties to use commercial best efforts to:

- a) settle, approve, execute and deliver the Land Exchange Agreement by October 31, 2019;
- b) satisfies all the conditions precedent in Section 7 by October 1, 2019.

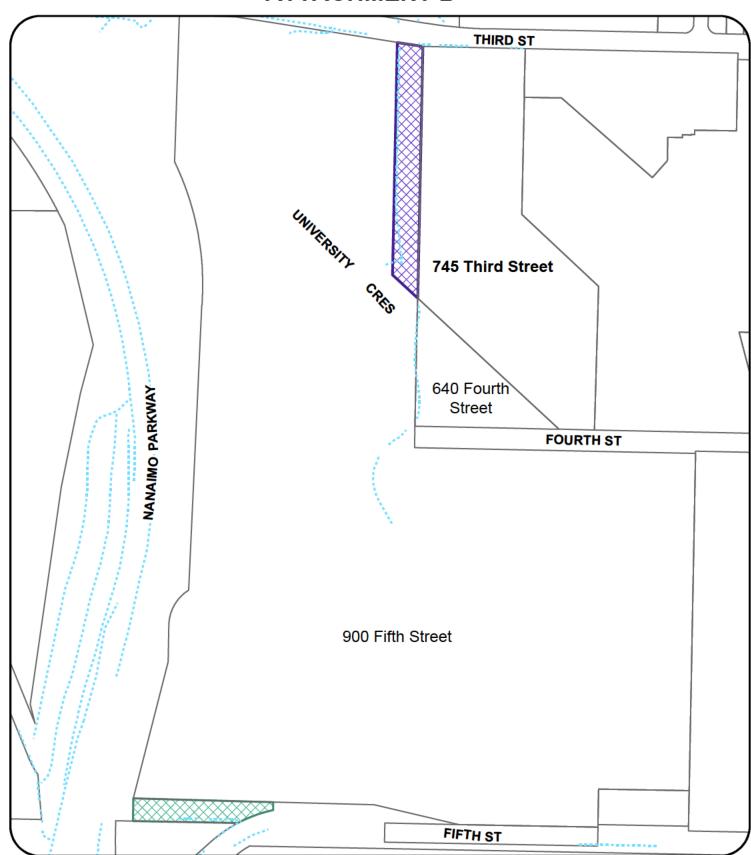
10. Letter of Intent Only

The City and VIU agree that this letter does not constitute an agreement for the exchange of the City Lands and the VIU Lands, nor is it legally binding on either the City or VIU. This letter is not intended to be relied upon by the parties as constituting a binding agreement for such sale and purchase and no legal obligations shall arise between the City and VIU as a result of this letter until negotiations have been concluded and the parties have executed and delivered a formal Land Exchange Agreement or one party delivers to another party notice that it no longer wishes to pursue the land exchanges contemplated herein.

This Letter is open for acceptance by you before Noon, May 10, 2019. Please confirm your agreement on the intentions set out herein by signing and returning the enclosed copy of this Letter on or before such time.

	of Intent 23, 2019 a g e
Yours	truly,
CITY	OF NANAIMO
Ву:	
,	Mayor
Ву:	
,	Corporate Officer
The u	ndersigned hereby confirms its agreement to the intentions set out above this day of, 2019.
Yours	truly,
VANC	COUVER ISLAND UNIVERSITY
Ву:	
Ву:	

ATTACHMENT B



Legend

LAND EXCHANGE NO. LD003675

Civic: 900 Fifth Street

Water courses

City Road Closure Area, 3,160 m2

VIU Land Exchange area, 6,918 m2

Legal:LOT 1, SECTION 1, NANAIMO DISTRICT, PLAN 35726 EXCEPT PART IN PLAN VIP66138 AND PLAN VIP66141



ATTACHMENT C



Legend

LAND EXCHANGE NO. LD003675

Water courses

City Road Closure Area, 3,160 m2

VIU Land Exchange area, 6,918 m2

Civic: 900 Fifth Street Legal:LOT 1, SECTION 1, NANAIMO DISTRICT, PLAN 35726 EXCEPT PART IN PLAN VIP66138 AND PLAN VIP66141



ATTACHMENT D





City Road Closure Area Views





VIU Land Exchange Area Views

DATE OF MEETING April 29, 2019

AUTHORED BY MEGAN WAGGONER, RECORDS/INFORMATION & PRIVACY

COORDINATOR

SUBJECT VIDEO RECORDING AND PUBLISHING OF PUBLIC HEARINGS

OVERVIEW

Purpose of Report

To provide Council with legal advice regarding video recording and publishing of Public Hearings, and to seek direction from Council on how to proceed.

Reason for "In Camera"

Community Charter, Section 90(1):

 the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Recommendation

That Council provide direction regarding how to proceed with video recording and publishing of Public Hearings, and that Council announce their decision during the open meeting.

BACKGROUND

Council requested information regarding the recording and publishing of Public Hearings.

In addition to legal consultation, Staff researched the practices of comparable municipalities and learned that many municipalities record Public Hearings and publish the videos on their websites. There are several procedures that would need to be implemented if the decision were made to proceed with recording and publishing of these meetings.

Some examples of practices used by other municipalities:

- Ensure the Mayor reads a disclaimer prior to the commencement of the Public Hearing advising that the information will be published on the City's website and publicly available.
- Update delegation sign-up forms to indicate that information will be posted on the City of Nanaimo website, and that individuals are not permitted to share the personal information of others during their presentation.
- Display collection notices in the meeting room, on the website, on all agendas, and on the speaker podium.

Although it has been the City's practice to record Council, Committee of the Whole, Finance and Audit Committee, and Governance and Priorities Committee meetings, there is no legal requirement for the City to do so. It is important to note that if Council's direction is to commence recording and publishing of Public Hearings, the resulting records will be subject to requests under *FOIPPA*. Additionally, the appropriate consent clauses and disclaimers would need to be implemented to ensure that citizens are aware of how the City is using personal information. Finally, prior to Staff commencing such recordings a Privacy Impact Assessment (PIA) would need to be completed to ensure that all privacy considerations are addressed appropriately.

Consideration of the purpose of a public hearing should be taken into account prior to making a decision regarding recording public hearings. The purpose of a public hearing is to provide an opportunity for the public, including individuals who believe their interest in property may be affected by a proposed bylaw, to speak or submit written comments on the bylaw. It is not a forum in which elected officials should be debating among themselves or with proponents or opponents. This is in contrast to a recorded Council meeting, where Council has gathered to make decisions and debate issues before them. It is common to find that members of the public speaking at public hearings are intimidated by the situation and are uncomfortable with public speaking. Recording public hearings may not add value to the public hearing and may inadvertently dissuade those who were hesitant to speak, from sharing their views.

Council must find a balance between requests for transparency and encouraging public participation in public hearings.

OPTIONS

- 1. Council direct Staff to initiate the appropriate steps to commence the recording and publishing of Public Hearings, subject to a privacy impact assessment, and that Council announce their decision during the open meeting.
 - **Budget Implication:** There would be additional costs associated with recording these meetings at the Shaw Auditorium.
 - Legal Implication: The City has legal obligations under FOIPPA.
 - **Policy Implication:** The City would have to update applicable policies to address the additional collection of personal information.
 - **Engagement Implication:** Recording and publishing Public Hearing meetings would provide citizens with an additional method of viewing these meetings.
 - **Strategic Priorities Implication:** Further engagement with citizens is good governance.
 - Political Implication: Transparency and openness are politically favourable.
- Council direct Staff to maintain the status quo and continue to not record or publish Public Hearings.
 - Budget Implication: No change to current budget.
 - Legal Implication: None.

- Policy Implication: No change to current policy.
- **Engagement Implication:** Opportunities for engagement still exist with participation at these meeting; however, the only record of events would be the minutes document.
- 3. Council provide alternative direction to Staff regarding the recording and publishing of Public Hearings.

SUMMARY POINTS

- Council requested information regarding the recording and publishing of Public Hearings, Staff have obtained two legal opinions regarding this matter.
- Staff obtained information from other municipalities regarding best practices.
- Procedures would have to be implemented and a PIA undertaken before Staff could commence recording and publishing of Public Hearings.

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Submitted by:

Sheila Gurrie, Corporate Officer

INFORMATION RELEASE:

To be released



AGENDA "IN CAMERA" COUNCIL MEETING

Monday, May 27, 2019 5:30 P.M. - 7:00 P.M.

DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE 80 COMMERCIAL STREET, NANAIMO, BC

Pages

1. CALL TO ORDER:

APPROVAL OF THE AGENDA:

That Council, in accordance with the Community Charter, adopt the agenda as presented (or as amended).

Summary of Agenda Items and Proposed CC Reasons to Close Meeting:

Adoption of Agenda

4a.	
6a.	
7a.	
7b.	

Section 90(1):

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under Section 21 of the Freedom of Information and Protection of Privacy Act;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public; and,

Section 90(2):

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal

government or both, or between a provincial government or the federal government or both and a third party.

4 - 6

3.	ADOP1	E THE	: MINI	ITES:
J.	AUVE	/		JILO.

Minutes

a.

		Minutes of the "In Camera" Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2019-MAY-06 at 5:00 p.m.	
	b.	<u>Minutes</u>	7 - 8
		Minutes of the Special "In Camera" Meeting held in the Human Resources Training Room, City Hall, 455 Wallace Street, Nanaimo, BC, on Monday, 2019-MAY-13 at 3:00 pm 5:00 p.m.	
	C.	<u>Minutes</u>	9 - 10
		Minutes of the Special "In Camera" Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Tuesday, 2019-MAY-21, at 11:20 a.m.	
4.	PRES	SENTATIONS:	
	a.		
5.	CONS	SENT ITEMS:	
6.	REPC	DRTS	
	a.		
7.	CORF	RESPONDENCE:	
	a.		_
	b.		

8. ADJOURNMENT OF "IN CAMERA" MEETING:

"IN CAMERA" MINUTES

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2019-MAY-06 AT 5:00 P.M.

Present: Mayor L. Krog, Chair

Councillor S. D. Armstrong

Councillor D. Bonner Councillor T. Brown

Councillor B. Geselbracht (arrived 5:03 p.m.)

Councillor E. Hemmens Councillor Z. Maartman Councillor I. W. Thorpe Councillor J. Turley

Staff: D. Lindsay, Acting Chief Administrative Officer

R. J. Harding, Director, Parks and Recreation B. Sims, Director, Engineering and Public Works

Supt. C. Miller, OIC, Nanaimo Detachment RCMP (vacated 5:55 p.m.)

B. Corsan, Deputy Director, Community Development

D. Thompson, Manager, Construction Projects (arrived 5:54 p.m., vacated

6:16 p.m.)

S. Gurrie, City Clerk

K. Gerard, Recording Secretary (vacated 6:36 p.m.)

1. CALL THE "IN CAMERA" MEETING TO ORDER:

The "In Camera" Meeting was called to order at 5:01 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a) Move Agenda Item 6(d) – to Agenda Item 6(b) and remaining items will be re-ordered accordingly.

3. ADOPTION OF AGENDA:

It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Special "In Camera" Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Tuesday, 2019-APR-16 at 1:00 p.m., be adopted as circulated. The motion carried unanimously.

Councillor Geselbracht entered the Douglas Rispin Room at 5:03 p.m.

5. REPORTS:

(a) City of Nanaimo Annual Policing Priorities

Supt. Cameron Miller provided Council with a presentation regarding Policing Priorities, which included the following information:

- 2.7% increase in calls for service from January to April of 2018 to January to April of 2019
- A Task Force has been created to address the issues in and around the temporary housing structures on Labieux Road and Terminal Avenue
- Traffic fatalities have increased from last year
- RCMP have one officer that acts as a mental health liaison with Island Health
- A major priority remains drug trafficking and drug issues
- RCMP members have met with the District of Lantzville and Snuneymuxw
 First Nation to discuss their top issues and/or priorities
- City of Nanaimo Bylaw Enforcement Officer and RCMP members working together to ensure enforcement of the overnight camping in parks time restrictions
- RCMP and School District 68 are working together to address drug issues and criminal activity in and around the School District owned property at 421 Franklyn Street
- Suggested priorities include:
 - Property Crimes
 - o Homeless issues
 - o Community Safety
 - o Traffic Issues

D. Thompson entered the Douglas Rispin Room at 5:54 p.m.

Drug Trafficking

By unanimous consent, Council directed Staff to return to a future "In Camera" meeting with a report that includes options for the Annual Policing Priorities.

Supt. C	Supt. C. Miller vacated the Douglas Rispin Room at 5:55 p.m.					
((b)					

D. Thompson vacated the Douglas Rispin Room at 6:16 p.m.

MINUT 2019-M PAGE 3	IAY-06	I CAMERA" COUNCIL
K. Ger	ard vac	ated the Douglas Rispin Room at 6:36 p.m.
	(d)	Vancouver Island University – Letter of Intent
		Introduced by Dale Lindsay, Director, Community Development.
		It was moved and seconded that Council:
	1. 2.	direct the Mayor and Corporate Officer to execute the Letter of Intent with Vancouver Island University; direct Staff to return to a future Council meeting requesting approval of the land exchange of a portion of 900 Fifth Street for a portion of Fifth Street once the formal
	3.	Land Exchange Agreement has been prepared; and, direct Staff to return to a future Council meeting requesting first and second reading of the road closure bylaw for the closure of a portion of Fifth Street.
	The m	otion carried unanimously.
	(e)	Video Recording and Publishing of Public Hearings
		Introduced by Sheila Gurrie, City Clerk.
	a repo	animous consent, Council directed Staff to return to a future Open Council meeting with ort stating the video storage requirements and audiovisual costs associated with ing and publishing of Public Hearings.
6.	<u>ADJOI</u>	URNMENT:
	motion	It was moved and seconded at 6:55 p.m. that the "In Camera" Meeting terminate. The carried unanimously. CERTIFIED CORRECT:
C H A	I R	CORPORATE OFFICER

SPECIAL "IN CAMERA" MINUTES

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS HUMAN RESOURCES TRAINING ROOM, CITY HALL, 455 WALLACE STREET, NANAIMO, BC MONDAY, 2019-MAY-13 AT 3:00 P.M. – 5:00 P.M.

Present: Mayor L. Krog, Chair

Councillor S. D. Armstrong Councillor D. Bonner Councillor T. Brown Councillor B. Geselbracht Councillor E. Hemmens Councillor Z. Maartman Councillor I. W. Thorpe

Staff: J. Rudolph, Chief Administrative Officer

Councillor J. Turley

S. Gurrie, City Clerk (vacated 3:10 p.m.)

1. <u>CALL THE "IN CAMERA" MEETING TO ORDER:</u>

The "In Camera" Meeting was called to order at 3:00 p.m.

It was moved and seconded that Council Armstrong take the minutes of the Special "In Camera" Council meeting, 2019-MAY-13. The motion carried unanimously.

S. Gurrie vacated the Training Room at 3:10 p.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that Council, in accordance with the *Community Charter*, adopt the agenda as presented. The motion carried unanimously.

3. REPORTS:

(a)	Organizational and Restructuring Review,
	Introduced by Jake Rudolph, Chief Administrative Office.

provided Council with a verbal presentation regarding organizational restructuring and governance.

MINUTES – SPECIAL "IN CAMERA" COUNCIL 2019-MAY-13 PAGE 2

4.	ADJOURNMENT:						
	It was moved and seconded at 5:14 p.m. that the "In Camera" Meeting terminate. Th motion carried unanimously.						
СН	AIR						
CER	TIFIED CORRECT:						
COR	PORATE OFFICER						

SPECIAL "IN CAMERA" MINUTES

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS BOARDROOM, SERVICE AND RESOURCE CENTRE 411 DUNSMUIR STREET, NANAIMO, BC TUESDAY, 2019-MAY-21 AT 11:20 A.M.

Present: Mayor L. Krog, Chair

Councillor S. D. Armstrong

Councillor D. Bonner

Councillor T. Brown (vacated 12:24 p.m.)

Councillor B. Geselbracht

Councillor E. Hemmens (vacated 12:14 p.m.)

Councillor Z. Maartman Councillor I. W. Thorpe Councillor J. Turley

Staff: J. Rudolph, Chief Administrative Officer

R. J. Harding, Director, Parks and Recreation (arrived 11:35 a.m., vacated

11:57 a.m.)

B. Sims, Director, Engineering and Public Works (vacated 11:57 a.m.)

K. Fry, Fire Chief (vacated 11:57 a.m.)

F. Farrokhi, Manager, Communications (vacated 11:57 a.m.)

S. Gurrie, City Clerk (vacated 11:57 a.m.)

1. <u>CALL THE SPECIAL "IN CAMERA" MEETING TO ORDER:</u>

The Special "In Camera" Meeting was called to order at 11:20 a.m.

Council moved out of "In Camera" at 11:22 a.m.

Council moved "In Camera" at 11:24 a.m.

2. <u>ADOPTION OF AGENDA:</u>

It was moved and seconded that Council, in accordance with the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

3. <u>REPORTS:</u>

(a)

- R. Harding entered the Boardroom at 11:35 a.m.
- F. Farrokhi, K. Fry, S. Gurrie, R. Harding and B. Sims vacated the Boardroom at 11:57 a.m.

MINUTES – SPECIAL "IN CAMERA" COUNCIL
2019-MAY-21
PAGE 2

CORPORATE OFFICER

	(b)	CAO and Council/Personnel Matters
		Introduced by Jake Rudolph, Chief Administrative Officer.
		nmens vacated the Boardroom at 12:14 p.m. wn vacated the Boardroom at 12:24 p.m.
4.	ADJOL	JRNMENT:
	The mo	It was moved and seconded at 12:24 p.m. that the "In Camera" Meeting terminate tion carried unanimously.
СНА	ΙR	
CERT	IFIED C	ORRECT:



MERGED "IN CAMERA" COUNCIL MEETING

Monday, May 27, 2019
5:00 P.M. - 7:00 P.M.
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC

Pages

1.	CALL TO ORDER:
	INTRODUCTION OF LATE ITEMS:
2.	APPROVAL OF THE AGENDA:
	That Council, in accordance with the Community Charter, adopt the agenda as presented (or as amended).
	Summary of Agenda Items and Proposed CC Reasons to Close Meeting:
	Adoption of Agenda
	4a.
	4b.
	6a.
	7b.

Section 90(1):

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality:
- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under Section 21 of the Freedom of Information and Protection of Privacy Act;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public; and, Section 90(2):
- (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

3. ADOPTION OF THE MINUTES:

a. Minutes

Minutes of the "In Camera" Meeting held in the Douglas Rispin Room,

Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2019-MAY-06 at 5:00 p.m.

b. Minutes 7 - 8

Minutes of the Special "In Camera" Meeting held in the Human Resources Training Room, City Hall, 455 Wallace Street, Nanaimo, BC, on Monday, 2019-MAY-13 at 3:00 pm. - 5:00 p.m.

c. Minutes 9 - 10

Minutes of the Special "In Camera" Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Tuesday, 2019-MAY-21, at 11:20 a.m.

4. PRESENTATIONS:

b.

5.	CONSENT ITEMS:	
6.	REPORTS	
7.	CORRESPONDENCE:	
8.	ADJOURNMENT OF "IN CAMERA" MEETING:	

"IN CAMERA" MINUTES

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2019-MAY-06 AT 5:00 P.M.

Present: Mayor L. Krog, Chair

Councillor S. D. Armstrong

Councillor D. Bonner Councillor T. Brown

Councillor B. Geselbracht (arrived 5:03 p.m.)

Councillor E. Hemmens Councillor Z. Maartman Councillor I. W. Thorpe Councillor J. Turley

Staff: D. Lindsay, Acting Chief Administrative Officer

R. J. Harding, Director, Parks and Recreation B. Sims, Director, Engineering and Public Works

Supt. C. Miller, OIC, Nanaimo Detachment RCMP (vacated 5:55 p.m.)

B. Corsan, Deputy Director, Community Development

D. Thompson, Manager, Construction Projects (arrived 5:54 p.m., vacated

6:16 p.m.)

S. Gurrie, City Clerk

K. Gerard, Recording Secretary (vacated 6:36 p.m.)

1. CALL THE "IN CAMERA" MEETING TO ORDER:

The "In Camera" Meeting was called to order at 5:01 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a) Move Agenda Item 6(d) – to Agenda Item 6(b) and remaining items will be re-ordered accordingly.

3. ADOPTION OF AGENDA:

It was moved and seconded that Council, in accordance with Section 90(1)(n) of the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Special "In Camera" Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Tuesday, 2019-APR-16 at 1:00 p.m., be adopted as circulated. The motion carried unanimously.

Councillor Geselbracht entered the Douglas Rispin Room at 5:03 p.m.

5. REPORTS:

(a) <u>City of Nanaimo Annual Policing Priorities</u>

Supt. Cameron Miller provided Council with a presentation regarding Policing Priorities, which included the following information:

- 2.7% increase in calls for service from January to April of 2018 to January to April of 2019
- A Task Force has been created to address the issues in and around the temporary housing structures on Labieux Road and Terminal Avenue
- Traffic fatalities have increased from last year
- RCMP have one officer that acts as a mental health liaison with Island Health
- A major priority remains drug trafficking and drug issues
- RCMP members have met with the District of Lantzville and Snuneymuxw
 First Nation to discuss their top issues and/or priorities
- City of Nanaimo Bylaw Enforcement Officer and RCMP members working together to ensure enforcement of the overnight camping in parks time restrictions
- RCMP and School District 68 are working together to address drug issues and criminal activity in and around the School District owned property at 421 Franklyn Street
- Suggested priorities include:
 - Property Crimes
 - o Homeless issues
 - Community Safety
 - o Traffic Issues

D. Thompson entered the Douglas Rispin Room at 5:54 p.m.

Drug Trafficking

By unanimous consent, Council directed Staff to return to a future "In Camera" meeting with a report that includes options for the Annual Policing Priorities.

upt. C. Miller vacated the Douglas Rispin Room at 5:55 p.m.	
(b)	

D. Thompson vacated the Douglas Rispin Room at 6:16 p.m.

MINUT 2019-M PAGE	1AY-06	I CAMERA" COUNCIL					
	(c)						
K. Ger	ard vac	ated the Douglas Rispin Room at 6:36 p.m.					
	(d)	Vancouver Island University – Letter of Intent					
		Introduced by Dale Lindsay, Director, Community Development.					
		It was moved and seconded that Council:					
	1.	direct the Mayor and Corporate Officer to execute the Letter of Intent with Vancouver					
	2.	Island University; direct Staff to return to a future Council meeting requesting approval of the land exchange of a portion of 900 Fifth Street for a portion of Fifth Street once the formal Land Exchange Agreement has been prepared; and, direct Staff to return to a future Council meeting requesting first and second reading of the road closure bylaw for the closure of a portion of Fifth Street.					
	The m	otion carried unanimously.					
	(e)	Video Recording and Publishing of Public Hearings					
		Introduced by Sheila Gurrie, City Clerk.					
	a repo	nimous consent, Council directed Staff to return to a future Open Council meeting with ort stating the video storage requirements and audiovisual costs associated with ing and publishing of Public Hearings.					
6.	<u>ADJOI</u>	ADJOURNMENT:					
	motion	It was moved and seconded at 6:55 p.m. that the "In Camera" Meeting terminate. The carried unanimously.					

CERTIFIED CORRECT:

CORPORATE OFFICER

CHAIR

SPECIAL "IN CAMERA" MINUTES

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS HUMAN RESOURCES TRAINING ROOM, CITY HALL, 455 WALLACE STREET, NANAIMO, BC MONDAY, 2019-MAY-13 AT 3:00 P.M. – 5:00 P.M.

Present: Mayor L. Krog, Chair

Councillor S. D. Armstrong Councillor D. Bonner Councillor T. Brown Councillor B. Geselbracht Councillor E. Hemmens Councillor Z. Maartman Councillor I. W. Thorpe

Staff: J. Rudolph, Chief Administrative Officer

Councillor J. Turley

S. Gurrie, City Clerk (vacated 3:10 p.m.)

1. <u>CALL THE "IN CAMERA" MEETING TO ORDER:</u>

The "In Camera" Meeting was called to order at 3:00 p.m.

It was moved and seconded that Council Armstrong take the minutes of the Special "In Camera" Council meeting, 2019-MAY-13. The motion carried unanimously.

S. Gurrie vacated the Training Room at 3:10 p.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that Council, in accordance with the *Community Charter*, adopt the agenda as presented. The motion carried unanimously.

3. REPORTS:

(a)	Organizational and Restructuring Review,
	Introduced by Jake Rudolph, Chief Administrative Office.

provided Council with a verbal presentation regarding organizational restructuring and governance.

MINUTES – SPECIAL "IN CAMERA" COUNCIL 2019-MAY-13 PAGE 2

4.	ADJOURNMENT:
	It was moved and seconded at 5:14 p.m. that the "In Camera" Meeting terminate. Th motion carried unanimously.
СН	AIR
CER	TIFIED CORRECT:
COR	PORATE OFFICER

SPECIAL "IN CAMERA" MINUTES

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS BOARDROOM, SERVICE AND RESOURCE CENTRE 411 DUNSMUIR STREET, NANAIMO, BC TUESDAY, 2019-MAY-21 AT 11:20 A.M.

Present: Mayor L. Krog, Chair

Councillor S. D. Armstrong

Councillor D. Bonner

Councillor T. Brown (vacated 12:24 p.m.)

Councillor B. Geselbracht

Councillor E. Hemmens (vacated 12:14 p.m.)

Councillor Z. Maartman Councillor I. W. Thorpe Councillor J. Turley

Staff: J. Rudolph, Chief Administrative Officer

R. J. Harding, Director, Parks and Recreation (arrived 11:35 a.m., vacated

11:57 a.m.)

B. Sims, Director, Engineering and Public Works (vacated 11:57 a.m.)

K. Fry, Fire Chief (vacated 11:57 a.m.)

F. Farrokhi, Manager, Communications (vacated 11:57 a.m.)

S. Gurrie, City Clerk (vacated 11:57 a.m.)

1. <u>CALL THE SPECIAL "IN CAMERA" MEETING TO ORDER:</u>

The Special "In Camera" Meeting was called to order at 11:20 a.m.

Council moved out of "In Camera" at 11:22 a.m.

Council moved "In Camera" at 11:24 a.m.

2. <u>ADOPTION OF AGENDA:</u>

It was moved and seconded that Council, in accordance with the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

3. <u>REPORTS:</u>

(a)

- R. Harding entered the Boardroom at 11:35 a.m.
- F. Farrokhi, K. Fry, S. Gurrie, R. Harding and B. Sims vacated the Boardroom at 11:57 a.m.

MINUTES – SPECIAL "IN CAMERA" COUNCIL
2019-MAY-21
PAGE 2

CORPORATE OFFICER

	(b)	CAO and Council/Personnel Matters
		Introduced by Jake Rudolph, Chief Administrative Officer.
		nmens vacated the Boardroom at 12:14 p.m. wn vacated the Boardroom at 12:24 p.m.
4.	ADJOL	JRNMENT:
	The mo	It was moved and seconded at 12:24 p.m. that the "In Camera" Meeting terminate tion carried unanimously.
СНА	ΙR	
CERT	IFIED C	ORRECT:



AGENDA SPECIAL "IN CAMERA" COUNCIL MEETING

Monday, May 13, 2019, 5:30 P.M. - 7:00 P.M.

DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE

80 COMMERCIAL STREET, NANAIMO, BC

Pages

1. CALL TO ORDER:

2. APPROVAL OF THE AGENDA:

2. Adoption of Agenda

That Council, in accordance with the Community Charter, adopt the agenda as presented (or as amended).

Summary of Agenda Items and Proposed CC Reasons to Close Meeting:

6(a).	
6(b).	

Section 90(1):

- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public; (I) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under Section 98 [annual municipal report]; and, Section 90(2):
- (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

3. ADOPTION OF THE MINUTES:

a. Minutes 3 - 8

Minutes of the "In Camera" Council Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Monday, 2019-APR-29 at 4:30 p.m.

4. PRESENTATIONS:

5.	CONSENT ITEMS:
6.	REPORTS:
	b.
7.	CORRESPONDENCE:
<i>[</i> .	CORRESPONDENCE!

8. ADJOURNMENT OF SPECIAL "IN CAMERA" MEETING:

"IN CAMERA" MINUTES

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2019-APR-29 AT 4:30 P.M. – 7:00 P.M.

Present: Mayor L. Krog, Chair

Councillor S. D. Armstrong Councillor D. Bonner Councillor T. Brown Councillor B. Geselbracht Councillor E. Hemmens Councillor Z. Maartman Councillor I. W. Thorpe

Staff: J. Rudolph, Chief Administrative Officer

Councillor J. Turley

R. J. Harding, Director, Parks and Recreation (arrived 5:25 p.m., vacated

6:37 p.m.)

D. Lindsay, Director, Community Development (vacated 6:37 p.m.)
B. Sims, Director, Engineering and Public Works (vacated 6:37 p.m.)
L. Mercer, Acting Director, Financial Services (vacated 6:37 p.m.)

L. Bhopalsingh, Manager, Community & Cultural Planning (arrived

5:25 p.m., vacated 6:10 p.m.)

F. Farrokhi, Manager of Communications (vacated 6:37 p.m.)

S. Gurrie, City Clerk (vacated 6:37 p.m.)

J. Vanderhoef, Recording Secretary (vacated 6:31 p.m.)

1. CALL THE "IN CAMERA" MEETING TO ORDER:

The "In Camera" Meeting was called to order at 4:30 p.m.

2. <u>INTRODUCTION OF LATE ITEMS:</u>

(a) Add Agenda Item 7(b) –

3. <u>ADOPTION OF AGENDA:</u>

It was moved and seconded that Council, in accordance with the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

4. <u>ADOPTION OF MINUTES:</u>

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

- Minutes of the "In Camera" Council Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Tuesday, 2017-NOV-21 at 11:30 a.m.
- Minutes of the "In Camera" Council Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Tuesday, 2017-NOV-21 at 1:00 p.m.
- Minutes of the "In Camera" Council Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Tuesday, 2017-NOV-21 at 4:00 p.m.

The motion carried unanimously.

It was moved and seconded that the Minutes of the "In Camera" Council Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Monday, 2019-JAN-21 at 5:30 p.m. to be adopted as amended The motion carried unanimously.

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

- Minutes of the Special "In Camera" Council Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Monday, 2019-MAR-25 at 5:30 p.m.
- Minutes of the "In Camera" Council Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Monday, 2019-APR-01 at 5:00 p.m.
- Minutes of the Special "In Camera" Council Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Monday, 2019-APR-08 at 6:17 p.m.

The motion carried unanimously.

5. PRESENTATIONS:

(a)

MINUTES -"IN CAMERA" COUNCIL 2019-APR-29 PAGE 4

R.	Harding	and L.	Bhopalsingh	entered th	e Douglas	Rispin	Room a	ıt 5:25 ı	p.m.

6.	D	D	\cap	D	\mathbf{T}^{\prime}	S:
O.	г	_	U	г		Ο.

6.	REPO	RTS:				
	(a)	Harbour City Theatre Co-Management Agreement				
		Introduced by Dale Lindsay, Director, Community Development.				
B. Sim	s vacat	ed the Douglas Rispin Room at 5:34 p.m.				

B. Sims returned to the Douglas Rispin Room at 5:40 p.m.

It was moved and seconded that Council support the Harbour City Theatre Alliance Society's continued operation of the Harbour City Theatre at 25 Victoria Road by approving:

- the creation of a co-management agreement that specifies a ten-year occupancy a. period (2019-JUL-01 to 2029-JUN-30), with an option to renew this occupancy period for a further ten years at the discretion of the City; and,
- an annual operating grant of \$11,350 for 2019/2020 with an increase to \$12,783 for b. 2020/2021, and an additional 2% yearly increase thereafter for the remaining period of the co-management agreement (2021-2029).

The motion carried unanimously.

The "In Camera" Council Meeting recessed at 5:55 p.m.

The "In Camera" Council Meeting reconvened at 6:10 p.m.

	(D)	Purchase of a Portion of 85 Strickland Street for Road Purposes	
	Introduced by Dale Lindsay, Director, Community Development.		
	85 Stri	It was moved and seconded that Council authorize the acquisition of a portion ckland Street for road purposes The motion carried nously.	
	(c)		
		animous consent Agenda Item 6(d) - Video Recording and Publishing of Public gs was moved to the end of the agenda.	
7.	CORR	ESPONENCE:	
8.	OTHE	R BUSINESS:	

	PR-29	CAMERA" COUNCIL
J. Van	derhoef	vacated the Douglas Rispin Room at 6:31 p.m.
	(b)	PAWG Protocol Agreement
		Introduced by Jake Rudolph, Chief Administrative Officer.
	2019-N	It was moved and seconded that Council accept the Revised Protocol Agreement as ted and proceed with the signing ceremony/dinner tentatively scheduled for MAY-27, and that the City agrees to fund half of the expenses for this ceremony/dinner. otion carried unanimously.
	ns, D. Li at 6:37	ndsay, F. Farrokhi, L. Mercer, R. Harding, and S. Gurrie vacated the Douglas Rispin p.m.
	(c)	CAO and Council Matters
		Introduced by Jake Rudolph, Chief Administrative Officer.
	(d)	Video Recording and Publishing of Public Hearings
		Due to time constraints this item was deferred to the 2019-MAY-06 "In Camera" Council Meeting.
9.	ADJOL	JRNMENT:
	motion	It was moved and seconded at 6:56 p.m. that the "In Camera" Meeting terminate. The carried unanimously.
		CERTIFIED CORRECT:

CORPORATE OFFICER

CHAIR



AGENDA SPECIAL "IN CAMERA" COUNCIL MEETING

Monday, May 13, 2019 3:00 P.M. - 5:00 P.M. Training Room, 2nd Floor 455 Wallace Street, Nanaimo, BC V9R 5J6

SCHEDULED RECESS 4:45 P.M.

1. CALL TO ORDER:

2. APPROVAL OF THE AGENDA:

That Council, in accordance with the Community Charter, adopt the agenda as presented (or as amended).

Summary of Agenda Items and Proposed CC Reasons to Close Meeting:

- 1. Adoption of Agenda
- 3(a) Organizational and Restructuring Review, George B. Cuff, FCMC 90(1)(a)(c)

Section 90(1):

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and,
- (c) labour relations or other employee relations.

REPORTS:

a. Organizational and Restructuring Review, George B. Cuff, FCMC

To be introduced by Jake Rudolph, Chief Administrative Officer.

4. ADJOURNMENT OF SPECIAL "IN CAMERA" MEETING:



AGENDA SPECIAL "IN CAMERA" COUNCIL MEETING

Tuesday, May 21, 2019, 10:00 a.m. or immediately following the adjournment of the Governance and Priorities Committee Meeting

Board Room, Service and Resource Centre,

411 Dunsmuir Street, Nanaimo, BC

Pa	a	e	s
1 6	ıч	v	J

1.	CALL TO ORDER:
2.	APPROVAL OF THE AGENDA:
	That Council, in accordance with the Community Charter, adopt the agenda as presented (or as amended).
	Summary of Agenda Items and Proposed CC Reasons to Close Meeting:
	Adoption of Agenda
	3(a)
	Section 90(1):
	(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and,(c) labour relations or other employee relations.
3.	REPORTS:
	a.
	To be introduced by Jake Rudolph, Chief Administrative Officer.

ADJOURNMENT OF SPECIAL "IN CAMERA" MEETING:

4.



AGENDA "IN CAMERA" COUNCIL MEETING

Monday, June 17, 2019

5:00 p.m. to proceed "In Camera", Open Meeting to reconvene at 7:00 p.m. DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE 80 COMMERCIAL STREET, NANAIMO, BC

Pages

1. CALL TO ORDER:

2. APPROVAL OF THE AGENDA:

That Council, in accordance with Section 90(1)(n) of the Community Charter, adopt the agenda as presented (or as amended).

Summary of Agenda Items and Proposed CC Reasons to Close Meeting:

Adoption of Agenda

- 6(a) Deputy Financial Officer Appointments 90(1)(a)
- 6(b) Deputy Corporate Officer Appointments 90(1)(a)
- 6(c) Proposed Land Acquisition 933 Park Avenue 90(1)(e)
- 6(d)
- 6(e) Feasibility Study for the Canadian Centre for Ocean Exploration 90(1)(j)
- 6(f)
- 6(g)

Section 90(1):

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality; and,
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under Section 21 of the Freedom of Information and Protection of Privacy Act;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public; and,

Community Charter Section 90(2):

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

- 3. ADOPTION OF THE MINUTES:
- 4. PRESENTATIONS:
- 5. CONSENT ITEMS:
- 6. REPORTS
 - a. Deputy Financial Officer Appointments

4 - 5

To be introduced by Laura Mercer, Acting Director, Financial Services.

Purpose: To obtain Council approval to update Deputy Financial Officer appointments for the City of Nanaimo.

Recommendation: That Council:

- rescind the appointment of Ms. Jamie Slater as Deputy Financial Officer;
- renew the appointment of Ms. Wendy Fulla, Manager, Business, Asset and Financial Planning, as the Deputy Financial Officer for a term ending 2020-JUN-30;
- 3. appoint Ms. Barbara Wardill, Acting Manager, Revenue Services, as a Deputy Financial Officer for a term ending 2020-JUN-30;
- 4. establish the order in which the Deputy Financial Officers perform the duties in absence of the Financial Officer as follows:
 - a. Wendy Fulla, Manager, Business, Asset and Financial Planning;
 - b. Barbara Wardill, Acting Manager, Revenue Services.
- b. Deputy Corporate Officer Appointments

6 - 7

To be introduced by Sheila Gurrie, City Clerk.

Purpose: To obtain Council approval to renew Deputy Corporate Officer appointments for the City of Nanaimo.

Recommendation: That Council:

 renew the appointments of Ms. Sky Snelgrove, Steno Coordinator, and Ms. Laura Mercer, Acting Director, Financial Services, as Deputy Corporate Officers until 2020-JUN-30 to fulfill the duties as set out in Section 148 of the *Community Charter*.

	a. Ms. Sky Snelgrove, Steno Coordinatorb. Ms. Laura Mercer, Acting Director, Financial Services.	
C.	Proposed Land Acquisition - 933 Park Avenue	8 - 37
	To be introduced by Dale Lindsay, Director, Community Development.	
	Purpose: To provide Council with an update on discussions Staff have had with Nanaimo Foodshare regarding the proposed acquisition of 2.02ha (5 acres) of land at 933 Park Avenue.	
	Recommendation: That Council direct Staff to enter into property acquisition negotiations with the owners of 933 Park Avenue, and return to Council for approval upon completion of the negotiations.	
d.		
e.	Feasibility Study for the Canadian Centre for Ocean Exploration	42 - 70
	Report from MNP, dated May 2019, regarding a feasibility study for the Canadian Centre for Ocean Exploration.	
f.		
g.		
CORF	RESPONDENCE:	

establish the order in which the Deputy Corporate Officers perform the

duties in the absence of the Corporate Officer as follows:

ADJOURNMENT OF "IN CAMERA" MEETING:

7.

8.

In Camera Report for Decision

City of Nanaimo
File Number: 0530-01

DATE OF MEETING June 17, 2019

AUTHORED BY SKY SNELGROVE, STENO COORDINATOR, LEGISLATIVE

SERVICES

SUBJECT DEPUTY FINANCIAL OFFICERS

OVERVIEW

Purpose of Report

To obtain Council approval to update Deputy Financial Officer appointments for the City of Nanaimo.

Reason for "In Camera"

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

Recommendation

That Council:

- 1. rescind the appointment of Ms. Jamie Slater as Deputy Financial Officer;
- 2. renew the appointment of Ms. Wendy Fulla, Manager, Business, Asset and Financial Planning, as the Deputy Financial Officer for a term ending 2020-JUN-30;
- 3. appoint Ms. Barbara Wardill, Acting Manager, Revenue Services, as a Deputy Financial Officer for a term ending 2020-JUN-30;
- 4. establish the order in which the Deputy Financial Officers perform the duties in absence of the Financial Officer as follows:
 - a. Wendy Fulla, Manager, Business, Asset and Financial Planning;
 - b. Barbara Wardill, Acting Manager, Revenue Services.

BACKGROUND

Deputy Financial Officers (DFO) appointments carry out the essential duties outlined in the section 149 of the *Community Charter* when the Financial Officer is absent. These duties include:

- (a) receiving all money paid to the municipality;
- (b) ensuring the keeping of all funds and securities of the municipality;
- (c) investing municipal funds, until required, in authorized investments;
- (d) expending municipal money in the manner authorized by the council;
- (e) ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe;
- (f) exercising control and supervision over all other financial affairs of the municipality.

The appointment does not come with any additional pay and each appointment would have to be renewed by Council on or before 2020-JUN-30, if required. In June 2018 Ms. Wendy Fulla

was appointed as a Deputy Financial Officer and Council is requested to renew her appointment. Ms. Jamie Slater, former Manager of Revenue Services, is no longer employed with the City and her appointment is requested to be rescinded. Ms. Barbara Wardill, Acting Manager of Revenue Services is requested to be appointed for a term ending 2020-JUN-30.

OPTIONS

- 1. That Council:
 - 1. rescind the appointment of Ms. Jamie Slater as Deputy Financial Officer;
 - 2. renew the appointment of Ms. Wendy Fulla, Manager, Business, Asset and Financial Planning, as the Deputy Financial Officer for a term ending 2020-JUN-30;
 - 3. appoint Ms. Barbara Wardill, Acting Manager, Revenue Services, as a Deputy Financial Officer for a term ending 2020-JUN-30; and,
 - 4. establish the order in which the Deputy Financial Officers perform the duties in absence of the Financial Officer as follows:
 - a. Wendy Fulla, Manager, Business, Asset and Financial Planning;
 - b. Barbara Wardill, Acting Manager, Revenue Services.
- 2. That Council provide alternate direction regarding Deputy Financial Officer appointments.

SUMMARY POINTS

- Deputy Financial Officer appointments are for a one year term ending 2020-JUN-30.
- Deputy Financial Officers perform the duties of the Financial Officer in their absence.

Submitted by: Concurrence by:

Sky Snelgrove Sheila Gurrie
Steno Coordinator City Clerk and Corporate Officer

Laura Mercer Acting Director, Financial Services

INFORMATION RELEASE:

To be released upon appointment of staff.

In Camera Report for Decision

City of Nanaimo
File Number: 0530-01

DATE OF MEETING June 17, 2019

AUTHORED BY SHEILA GURRIE, CITY CLERK AND CORPORATE OFFICER

SUBJECT DEPUTY CORPORATE OFFICER APPOINTMENTS

OVERVIEW

Purpose of Report

To obtain Council approval to renew Deputy Corporate Officer appointments for the City of Nanaimo.

Reason for "In Camera"

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

Recommendation

That Council:

- 1. renew the appointments of Ms. Sky Snelgrove, Steno Coordinator, and Ms. Laura Mercer, Acting Director, Financial Services, as Deputy Corporate Officers until 2020-JUN-30 to fulfill the duties as set out in Section 148 of the *Community Charter*.
- 2. establish the order in which the Deputy Corporate Officers perform the duties in the absence of the Corporate Officer as follows:
 - a. Ms. Sky Snelgrove, Steno Coordinator
 - b. Ms. Laura Mercer, Acting Director, Financial Services.

BACKGROUND

In June 2017 and again in June 2018, Ms. Sky Snelgrove was appointed as a Deputy Corporate Officer for a one-year term, with the current term ending 2019-JUN-30. Ms. Laura Mercer was appointed in June 2018 with a term ending 2019-JUN-30. It is requested that Council renew their appointments.

The Deputy Corporate Officer carries out any essential duties outlined in the *Community Charter* when the City Clerk (Corporate Officer) is absent, including signing and witnessing official documents that have immediate deadlines (e.g. certified bylaws and resolutions, notices, being served court papers), and others that provide routine customer service (e.g. pensions, contracts, easements). The Steno Coordinator in the role of Deputy Corporate Officer attends meetings on behalf of the Clerk to provide coverage for the Clerk when she is absent. The Deputy Corporate Officer appointments will be renewed by Council annually, on or before June 30.

The Legislatives Services Steno Coordinator is a union position and would be compensated (top-up of \$2.60/hour) for only those times when the Corporate Officer function is worked. Historically the top up has not exceeded \$500 per fiscal year, and is within current budget allocations.

OPTIONS

- 1. That Council:
 - 1. renew the appointments of Ms. Sky Snelgrove, Steno Coordinator and Ms. Laura Mercer, Acting Director, Financial Services, as Deputy Corporate Officers until 2020-JUN-30 to fulfill the duties as set out in Section 148 of the *Community Charter*.
 - 2. establish the order in which the Deputy Corporate Officers perform the duties in the absence of the Corporate Officer as follows:
 - a. Ms. Sky Snelgrove, Steno Coordinator
 - b. Ms. Laura Mercer, Acting Director, Financial Services.
 - **Budget Implication:** Unionized staff will be compensation \$2.60/hour when Corporate Officer duties are performed.
- 2. That Council provide alternate direction regarding officer appointments.

SUMMARY POINTS

- Deputy Corporate Officer appointments are for a one year term ending 2020-JUN-30.
- Deputy Corporate Officers perform the duties of the Corporate Officer in their absence.

Submitted by:

Sheila Gurrie, City Clerk and Corporate Officer

INFORMATION RELEASE:

To be released upon appointment of staff.

In Camera Report for Decision

City of Nanaimo
File Number: LD003214

DATE OF MEETING June 17, 2019

AUTHORED BY BILL CORSAN, DEPUTY DIRECTOR, COMMUNITY DEVELOPMENT

SUBJECT PROPOSED LAND ACQUISITION – 933 PARK AVENUE

OVERVIEW

Purpose of Report

To provide Council with an update on discussions Staff have had with Nanaimo Foodshare regarding the proposed acquisition of 2.02ha (5 acres) of land at 933 Park Avenue.

Reason for "In Camera"

Community Charter Section 90(1)

(e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality.

Recommendation

That Council direct Staff to enter into property acquisition negotiations with the owners of 933 Park Avenue, and return to Council for approval upon completion of the negotiations.

BACKGROUND

At the 2019-FEB-04 Special 'In Camera' meeting, Council received a delegation from Nanaimo Foodshare (NFS) regarding their interest in working with the City to acquire 2.02ha (5 acres) of land located at 933 Park Avenue (the "Property", Attachments A & B). The Property is one of the last remaining 5-acre parcels in the Harewood Neighbourhood. The property, zoned R1- Single Family Residential, has an existing single family house, and a portion of the property is used by *Growing Opportunities* to produce fruit and vegetables, while around a third of the property has a natural wetland that is informally part of the City's drainage infrastructure.

Following the presentation from the delegation, Council passed the following motion:

"It was moved and seconded that Council direct Staff to work with Nanaimo Foodshare and report back to Council on opportunities for uses of the land at 933 Park Avenue as well as potential funding and partnering in the acquisition of the land."

Following the meeting, Staff contacted (the "Owners") and requested permission to prepare an appraisal of the property and to undertake a field survey to demarcate the wetland area and the appropriate development setbacks. Permission was granted by the Owners.

The field work was provided to an independent appraiser who was asked to value the property based on the highest and best use, recognizing the existing natural features. The appraisal for the property identified a value of
Staff met with NFS on 2019-MAY-10 to review funding and partnering opportunities and to discuss possible uses of the land.

The NFS board met on 2019-MAY-23 and endorsed Option 1, the outright purchase of the property by the City and for NFS to enter into a partnership agreement with the understanding that NFS will use the property for agricultural purposes.

NFS and City Staff have identified a number of potential uses for the property. These are outlined in Attachment C and include food production, farmers market, wetland restoration, public nature park, and affordable housing (0.27 ha (.67 acres)). All of these uses would be further investigated through a public planning process should Council wish to acquire the property.

Should Council wish to proceed with non-park uses on a portion of the property, funding cannot be used from the Parks DCC fund for that portion of the acquisition.

OPTIONS

- 1. That Council direct Staff to enter into property acquisition negotiations with the owners of 933 Park Avenue, and return to Council for approval upon completion of the negotiations.
 - Budget Implication: The Property has an estimated market value of acquisition can be funded using the following sources, with balances as of 2019-MAY-31: the Property Acquisition General Fund has a balance of the Parkland Dedication Fund has a balance of the Property Sales Reserve Fund has a balance of for unallocated acquisitions and the Parks DCC Fund has a balance of the Parks DC
 - Legal Implication: If Council wishes to proceed with the Property acquisition, the City's solicitor will prepare the Purchase and Sale agreement.
 - **Policy Implication:** The acquisition aligns with the OCP, and the Harewood Neighbourhood Plan designates the Property as Neighbourhood.
 - **Engagement Implication:** Should negotiations go successfully with the Owners, the City's Communication Department will prepare a news release and coordinate a media event.
 - Strategic Priorities Implication: The acquisition aligns with Council priorities
 identified in the 2019-2022 Strategic Plan under Environmental Responsibility, as this
 parcel of land would be considered a natural asset. In addition, the goal of Livability
 could be addressed through a portion of the City being used for affordable housing.

- **Political Implication:** Purchasing the property alone enables the City to keep negotiations moving in a timely manner and lets the City decide how best to manage the property, which may include working with other partners in the community.
- 2. That Council deny the property acquisition of 933 Park Avenue until such time as the Property Management Strategy is updated to identify Council's priority acquisitions.
 - Budget Implication: Council has a limited budget for land acquisitions and may wish
 to prioritize this land acquisition amongst other key acquisition targets. If this property
 is a top acquisition, funding can be drawn from the Property Acquisition General Fund,
 which has a balance of the Parkland Dedication Fund, which has a balance
 of the Property Sales Reserve Fund, which has a balance of
 for unallocated acquisitions; and the Parks DCC Fund, which has a balance of
 - **Engagement Implication:** Staff will advise NFS and the Owners that Council does not wish to pursue the Property acquisition at this point in time.
 - **Policy Implication:** The acquisition aligns with the goals of the Harewood Neighbourhood Plan and the Official Community Plan.
 - Strategic Priorities Implication: The acquisition aligns with Council priorities identified in the 2019-2022 Strategic Plan under *Environmental Responsibility*, as this parcel of land would be considered a natural asset. In addition, the goal of *Livability* could be addressed through a portion of the City being used for affordable housing
 - Political Implication: Council will likely continue to be pressured into preserving the Property. Postponing a decision on the acquisition may not be well received by NFS.
- 3. That Council deny this acquisition.
 - Budget Implication: Council has a limited budget for land acquisitions and may wish
 to prioritize this land acquisition amongst other key acquisition targets. Funding that
 would have gone to this acquisition can be used for other Council priorities as they arise
 during the term.
 - **Engagement Implication:** Staff will advise NFS and the Owners that Council does not wish to pursue the Property acquisition.
 - **Policy Implication:** The acquisition aligns with the goals of the Harewood Neighbourhood Plan and the Official Community Plan. The policy of creating a park in this area of the City could be achieved through the rezoning and subdivision processes if the owner wishes to redevelop the property.
 - Strategic Priorities Implication: The acquisition aligns with Council priorities identified in the 2019-2022 Strategic Plan under *Environmental Responsibility*, as this parcel of land would be considered a natural asset. In addition, the goal of *Livability* could be addressed through a portion of the City being used for affordable housing
 - **Political Implication:** Council will likely continue to be pressured into preserving the Property. Postponing a decision on the acquisition may not be well received by NFS.

SUMMARY POINTS

Nanaimo Foodshare Society has contacted Staff with the request that the City acquire
 933 Park Ave in partnership with Nanaimo Foodshare Society.

- 933 Park Avenue is a 2.02ha (5 acres) in size, located in Harewood, is zoned R1 Single Family Residential, and is owned by
- The Official Community Plan and Harewood Neighbourhood Plan designate the Property as *Neighbourhood* and identify a park as a desirable feature in this area of the City.
- The Property has an estimated market value The acquisition can be funded using the following sources, with balances as of 2019-MAY-31: the Property Acquisition General Fund has a balance of the Property Sales Reserve Fund has a balance of for unallocated acquisitions and the Parks DCC Fund has a balance of
- Staff have worked with Nanaimo Foodshare to explore five acquisition options for the property (Attachment C). The preferred option is for the City to acquire the land outright with a lease back to Nanaimo Foodshare for a portion of the property.
- Staff are seeking Council approval to enter into property acquisition negotiations with the Owners of the Property.

ATTACHMENTS

ATTACHMENT A: Location Photo ATTACHMENT B: Aerial Photo

Submitted by:

Concurrence by:

Bill Corsan

Deputy Director, Community Development

Dale Lindsay

Director, Community Development

Richard Harding

Director, Parks & Recreation

Laura Mercer

Acting Director, Financial Services

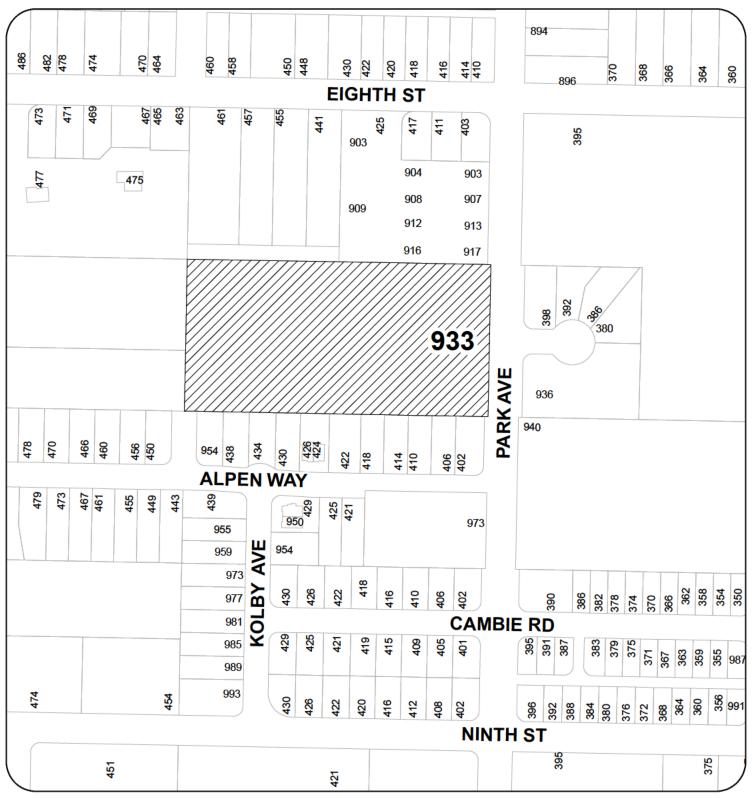
Bill Sims

Director, Engineering & Public Works

INFORMATION RELEASE:

- To be released upon completion of negotiations
- To be released

ATTACHMENT A



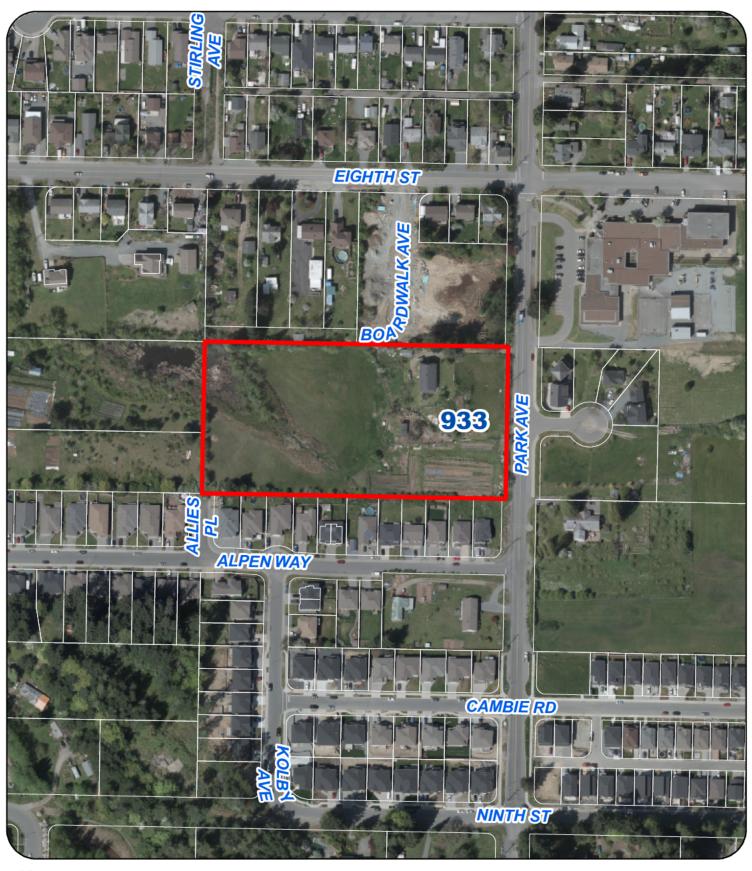
PROPERTY ACQUISITION NO. CIL00398 LOCATION PLAN



CIVIC: 933 PARK AVENUE LEGAL: SECTION 11, RANGE 10, SECTION 1 NANAIMO DISTRICT, PLAN 630



ATTACHMENT B





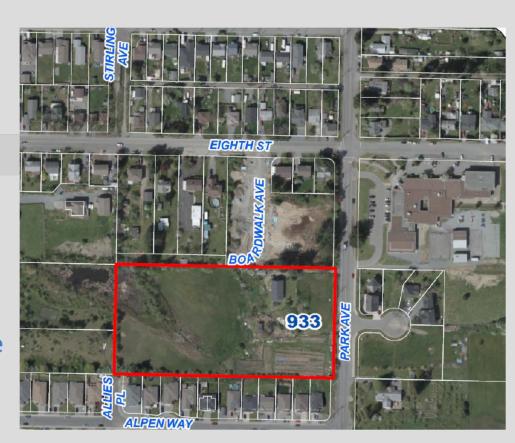
PROPERTY ACQUISITION NO. CIL00398

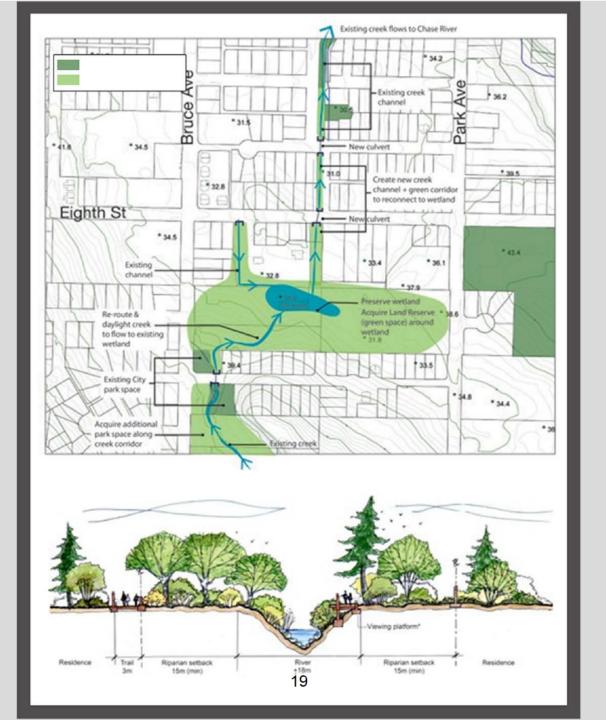




933 Park Avenue - Property Background

- Size: 5 acres (2.02 hectares)
- Zoning: R1
- Wetland
- The OCP and Harewood
 Neighbourhood Plan designate
 the Property as Neighbourhood
 and identify a park as a desirable
 feature in this area of the City.







Council Motion

At the 2019-FEB-04 "In Camera" Council meeting, it was moved and seconded that Council directed Staff to work with Nanaimo Foodshare and report back to Council on opportunities for uses of the land at 933 Park Avenue as well as potential funding and partnering in the acquisition of the land.

By unanimous consent Council requested that the report regarding 933 Park Avenue include information about other uses, opportunities, and organizations for the land at 933 Park Avenue.



Work Completed to Date

- 1. City Staff mapped out riparian area
- 2. Appraisal Completed

- 4. Met with Property Owners
- 5. Foodshare passed the following motion on 2019-MAY-23: to support the initiative for the City of Nanaimo to purchase the 5 acre farm property outright and for Nanaimo Foodshare to enter into a Partnership Agreement with the City of Nanaimo with the understanding that Foodshare will use the property for agricultural purposes and to promote local sustainability.



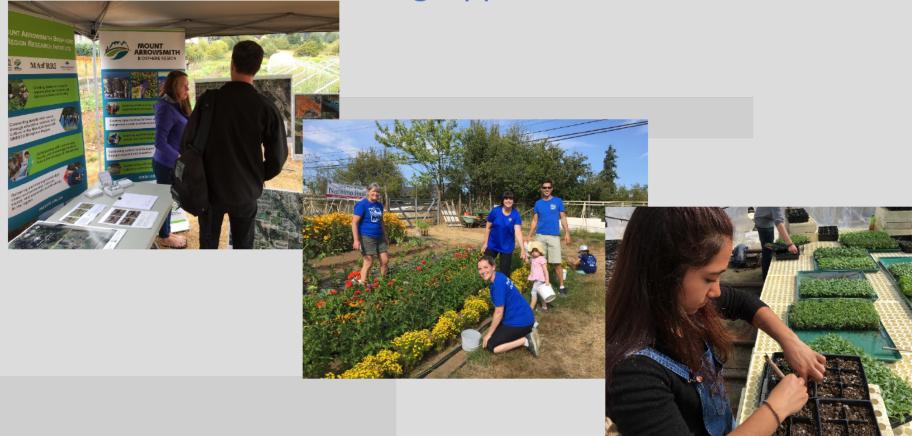
Community Engagement







Learning Opportunities





Neighbourhood Focal Point







General Food Production











Farmer's Market







Protected/Rehabilitated Wetland



Affordable Housing (Small Scale)





Five Acres Farm: Potential Use





Staff Recommendation

That Council direct Staff to enter into property acquisition negotiations with

the owners of 933 Park
Avenue; and return to
Council for approval upon
completion of the
negotiations.





Next Steps

- Proceed with the acquisition process
- Finalize a partnership agreement with Foodshare
- Obtain community feedback around potential uses of the property





Feasibility Study for the Canadian Centre for Ocean Exploration

Prepared for the Nanaimo Deep Discovery Association

May 2019

TABLE OF CONTENTS

Exe	ecutive	Summary	1
1	Intro	duction	3
	1.1	Background and Study Purpose	3
	1.2	Scope	3
	1.3	Approach	3
	1.4	Structure of the Report	3
	1.5	Study Limitations	4
2	Over	view of the OceanEXP Centre	5
3	Sum	mary of Visitor Markets	6
	3.1	Resident Market	7
	3.2	Visitor Market	10
4	Atter	ndance Projections	13
	4.1	Comparator Attractions	13
	4.2	Attendance Projections	14
5	Surp	lus/Deficit Projections	16
	5.1	Annual Revenue Projections	16
	5.2	Annual Expenditure Projections	17
	5.3	Surplus and Deficit Projections	18
6	Sum	mary	19
App	endix	A – Summary of Panel Research	20
App	endix	B – Approach to Estimating Visitor Market Sizes	24
App	endix	C – Summary of Comparator Attractions	25
Apr	endix	D – About MNP	27

EXECUTIVE SUMMARY

The Nanaimo Deep Discovery Association ("NDDA") is investigating the feasibility of an attraction in Nanaimo called the Canadian Centre for Ocean Exploration ("OceanEXP"). MNP LLP ("MNP") was engaged to undertake a feasibility study for the OceanEXP, focusing on developing attendance projections and associated surplus/deficit projections.

The OceanEXP would feature interactive experiences, collections of deep-sea exploration technology, and marine ecology exhibits allowing visitors to experience the diversity of ocean environments and gain a deeper understanding of our impact on the world's oceans. The facility would be unique and is expected to appeal to a range of visitors, including both adults and children.

Panel research and interviews with tourism industry representatives suggest that the facility will not draw a significant number of new visitors to Vancouver Island; however, it would increase the number of attractions available thereby increasing the attractiveness of Vancouver Island as a destination.

Based on the experience of comparator facilities and data on tourism published by Destination BC and Tourism Nanaimo MNP developed attendance projections for three scenarios (Table A). The majority of visitors to the OceanEXP would be expected to be from Vancouver Island. Between 40 percent and 50 percent of visitors to the facility were projected to reside within a 60 minute drive of Nanaimo, and an additional 20 percent to 25 percent were projected to come from other parts of Vancouver Island.

Table A. Total Projected Attendance

Market Segment	Attendance			
Market Segment	Low	Medium	High	
Residents of Vancouver Island	16,600	38,200	61,700	
Visitors to Vancouver Island	8,500	16,700	24,200	
Total Attendance	25,100	54,900	85,900	

Table B shows the projected annual revenues for each of the attendance scenarios.

Table B. Projected Annual Revenues under High, Medium and Low Attendance Scenarios

Revenue Category	Low Attendance Scenario	Medium Attendance Scenario	High Attendance Scenario
Individual Admissions	\$471,880	\$1,032,120	\$1,614,920
Theatre Admissions	\$42,670	\$93,330	\$146,030
Business Operations	\$102,700	\$184,800	\$279,800
Donations and Special Projects	\$65,600	\$139,200	\$216,800
Grants and Other Revenue	\$150,000	\$175,000	\$250,000
Total Projected Revenue	\$832,850	\$1,624,450	\$2,507,550

Data were not available on the operating costs for the OceanEXP. To develop estimates of the operating costs we used the operating cost per square at comparator attractions. Table C shows the surplus and deficit projections for the scenarios considered. Our analysis suggests that suggest that a 15,000 to 20,000 square foot facility would be able to cover its operating costs. As the size of the facility increases its ability cover its operating costs becomes more dependent on revenues from business operations, donations and sponsorships.

Table C. Surplus and Deficit Projections under the Low, Medium, and High Scenarios

Expenditures	Revenues			
(Operating Costs)	Low	Medium	High	
15,000 Square Foot Faci	lity			
Low (\$70/ sq. ft)	\$(217,150)	\$574,450	\$1,457,550	
Medium (\$80/ sq. ft)	\$(367,150)	\$424,450	\$1,307,550	
High (\$90/ sq. ft)	\$(517,150)	\$274,450	\$1,157,550	
20,000 Square Foot Facility				
Low (\$70/ sq. ft)	\$(567,150)	\$224,450	\$1,107,550	
Medium (\$80/ sq. ft)	\$(767,150)	\$24,450	\$907,550	
High (\$90/ sq. ft)	\$(967,150)	\$(175,550)	\$707,550	

1 INTRODUCTION

1.1 Background and Study Purpose

The Nanaimo Deep Discovery Association ("NDDA") is investigating the feasibility of an attraction in Nanaimo called the Canadian Centre for Ocean Exploration ("OceanEXP"). The OceanEXP would feature interactive experiences, collections of deep-sea exploration technology, and marine ecology exhibits allowing visitors to experience the diversity of ocean environments and gain a deeper understanding of our impact on the world's oceans.

MNP LLP ("MNP") was engaged to undertake a feasibility study for the OceanEXP, focusing on developing attendance projections and associated surplus/deficit projections.

1.2 Scope

The scope of the study encompassed:

- Development of attendance projections for the local market and visitor markets.
- · Development of surplus/deficit projections.

1.3 Approach

In preparing this report, MNP carried out the following activities:

- Identified comparator attractions.
- Identified potential visitor markets.
- Conducted primary research assessing visitors' travel intentions and interest in the concept.
- Gathered relevant data and information from secondary sources.
- Interviewed key stakeholders.
- Developed attendance projections and surplus/deficit projections based on the information gathered.

1.4 Structure of the Report

The remainder of the report is organized as follows:

- Section 2 provides an overview of the OceanEXP.
- Section 3 provides an overview of visitor markets.
- Section 4 provides attendance projections.
- Section 5 presents the surplus/deficit projections.
- Section 6 provides a summary of the findings of the feasibility study.

1.5 Study Limitations

This presentation is not intended for general circulation, nor is it to be published in whole or in part without the prior written consent of MNP.

The presentation is provided for information purposes and is intended for general guidance only. We have relied upon the completeness, accuracy and fair presentation of all information and data obtained from public sources, believed to be reliable. The accuracy and reliability of the findings and opinions expressed in the presentation are conditional upon the completeness, accuracy and fair presentation of the information underlying them. As a result, we caution readers not to rely upon any findings or opinions expressed as accurate or complete and disclaim any liability to any party who relies upon them as such.

Additionally, the findings and opinions expressed in the presentation constitute judgments as of the date of the presentation, and are subject to change without notice. MNP is under no obligation to advise you of any change brought to its attention which would alter those findings or opinions.

Finally, the reader must understand that our analysis is based upon projections, founded on past events giving an expectation of certain future events. Future events are not guaranteed to follow past patterns and results may vary, even significantly. Accordingly, we express no assurance as to whether the projections underlying the economic and financial analysis will be achieved.

2 OVERVIEW OF THE OCEANEXP CENTRE

OceanEXP is envisioned to foster an appreciation of the vulnerable ocean realm and provide an opportunity for people of all ages to learn and explore the world's oceans. The facility will use modern display technology and virtual reality to allow visitors to feel immersed beneath the surface of the ocean and interact with it. The interactive experience will be further enhanced by the historical collections of deep-sea exploration technology and imagery projected through a variety of mediums. The sustainable, west-coast designed facility will feature:

- A Deep Sea Underwater Marine Display.
- First Nation's Marine Culture Centre.
- Interactive Marine Ecology Display.
- Theatre

The changing content of super high definition cinematography will be selected and produced by the facility's Director of Cinematography and Imagery who will work closely with the world's leading underwater explorers, videographers and photographers to storyboard exciting and factual imagery. The Centre has partnered with leading animation and VR programmers to produce a seamless and realistic experience.

Location

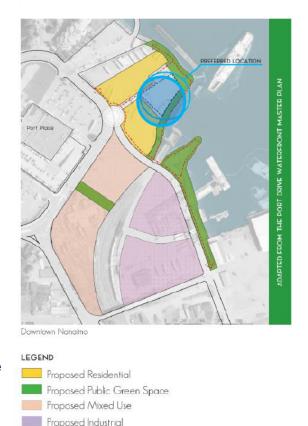
On January 8, 2018 the City of Nanaimo Council unanimously passed a motion to support the development of the OceanEXP including the allocation of up to two acres of Waterfront Master Plan property at 1 Port Drive. The Port Drive Waterfront Master Plan covers a total area of 9.9 hectares (24.4 acres) and is located at the waterfront edge of Downtown Nanaimo, next to the Gabriola ferry terminal and across from Port Place Mall.¹ Figure 1 illustrates the proposed location of the OceanEXP facility.

The site is located on the traditional territory of the Coast Salish peoples and was once a permanent settlement of a longhouse village of the Salaxal group of the Snuneymuxw First Nation. OceanEXP will recognize the First Nations' heritage within the area through public art, architectural design, and interpretative signage.

Nanaimo Deep Discovery Association

The NDDA was formed by a group of Nanaimo citizens, joined by a number of BC philanthropists, architects, engineers, investors and successful entrepreneurs, with a view towards the establishment of the OceanEXP. By April 2016 NDDA was formally registered under the Societies Act of BC and

Figure 1. Proposed Location of the OceanEXP



48

Feasibility Study for the Canadian Centre for Ocean Exploration

5

Proposed Pedestrian Network

¹ City of Nanaimo, Port Drive Waterfront Master Plan, accessed on April 11, 2019. Source: https://www.nanaimo.ca/your-government/projects/projects-detail/port-drive-waterfront-master-plan

commenced its efforts to establish a planning model to support the establishment of the OceanEXP in Nanaimo.

3 SUMMARY OF VISITOR MARKETS

To estimate the number of visitors that would come to the OceanEXP we used a combination of primary and secondary research:

- Primary research. We conducted interviews with representatives from six comparator facilities and
 two tourism industry representatives to gather information on visitation and factors that influence
 attendance. In addition, we conducted a survey using a panel methodology in key visitor markets to
 gauge interest in the facility.
- Secondary research. We gathered information from publicly available sources on population, tourism on Vancouver Island, and comparator facilities.

Summary of Research Findings

The OceanEXP's visitors are expected to be drawn from the following categories:

- Resident Market comprises residents of Vancouver Island and is divided into the Primary, Secondary and Tertiary markets.
- Visitor Market comprises travellers to Vancouver Island from the Lower Mainland, other parts of BC, other Canadian provinces, the United States, and other countries.

The vision for the facility suggests that it will appeal to families with children and those with an interest in the marine environment. Based on the experience of other facilities the primary visitor groups from the Resident Market are expected to be² ³:

- Families with children.
- School groups and International students.

The facility is also expected to appeal to segments of the local adult population with an interest in ecology and the marine environment.

According to interviews with tourism industry representatives attractions such as the OceanEXP which increase the options available for visitors make a region more attractive. However, single attractions do not typically draw significant numbers of incremental visitors on their own. For cruise lines, decisions on ports of call are based on the range of options available to visitors on shore. This suggests that the OceanEXP would increase the appeal of Vancouver Island as a destination, and could encourage visitors to extend their stay in the region.

The panel survey results indicated that people who already visit Vancouver Island were more likely to say that they would make a trip to visit the OceanEXP in Nanaimo. Those who indicated they would make a special trip also had visited Vancouver Island more frequently than respondents who indicated that they would not make a

² Supported by the interviews with the comparator facilities and secondary research from the Association of Zoos and Aquariums.

³ Association of Zoos and Aquariums website, accessed on April 29, 2019. Source: https://www.aza.org/partnerships-visitor-demographics

special trip to visit the OceanEXP. This suggests that the visitor market will primarily comprise people who already visit Vancouver Island.

The main visitor groups from the visitor market are expected to be leisure travellers, while business travellers are expected to be a relatively small component of the visitor market.

Important factors in attracting visitors identified through interviews with representatives of comparator attractions were:

- Providing programming that is unique and complements other attractions in the region.
- Rotating and refreshing exhibits to encourage repeat visitation.
- Effective and sustained marketing.

3.1 Resident Market

The resident market for the OceanEXP was segmented as follows:

- Primary market residents living within 30 minutes travel time from the OceanEXP. The primary market comprises Parksville, Nanaimo, and Ladysmith.
- Secondary market residents living between 30 and 60 minutes of travel time from the OceanEXP.
 The secondary market comprises Qualicum Beach, Gabriola Island, North Cowichan (Chemainus),
 Lake Cowichan, Duncan, and Cowichan Bay.
- Tertiary market residents living over 60 minutes away from the OceanEXP. The tertiary market comprises the remainder of Vancouver Island.

Figure 2 Illustrates the geographic scope of the Resident Market:

Port Hardy
Port Alice
Sayward

Zeballos
Tahsis
Campbell River

Courtenay

Qualicum Beach
Port Alberni
Port Alberni
Ucluelet
North Cowichan (Chemajnus)
Ladvamith
Lake Covichan Duncan
Cowichan Bay

Primary Market
Secondary Market
Sooke
Victoria

Figure 2. Resident Market

Source: Vancouver Island Economic Alliance

The total population of Vancouver Island segmented by the primary, secondary and tertiary market is provided in Table 1. In 2016 Vancouver Island's population was approximately 799,400. The primary market accounts for approximately 16 percent of Vancouver Island's population, while the secondary market accounts for approximately 6 percent of Vancouver Island's population.

Table 1. Resident Market Population, by Segment

	Population Center	Population 2011	Population 2016	Growth
	Ladysmith	8,841	10,637	20%
Primary Market	Nanaimo	88,799	92,004	4%
	Parksville	24,326	23,574	-3%
	Chemainus	3,035	3,021	0%
	Cowichan Bay	1,401	2,394	71%
Secondary Market	Duncan	24,479	23,278	-5%
Secondary Market	Gabriola Island	4,045	4,033	0%
	Lake Cowichan	3,159	3,013	-5%
	Qualicum Beach	8,687	8,943	3%
Total Primary and Secondary		166,772	170,897	2%
Tertiary Market		592,594	628,503	6%
Total Vancouver Island		759,366	799,400	5%

Source: Statistics Canada, Census 2016 and 2011

Between 2011 and 2016 the population of Vancouver Island grew by approximately five percent, while the population of the primary and secondary market grew by approximately 2.4 percent. Between 2016 and 2018 the population on Vancouver Island grew by approximately 1.3 percent annually, while the population in the primary and secondary market grew by approximately 1.5 percent.⁴ Over the same period, the population on Vancouver Island aged 65 and over grew by approximately 4.5 percent annually.⁵

A key demographic for the OceanEXP is expected to be families with children. Table 2 provides population data for children 5 to 14 years old between 2011 and 2016. Children 5 to 14 years old comprise approximately nine percent of the population both in the primary and secondary market, and on Vancouver Island as a whole. Between 2011 and 2016 the population aged 5 to 14 grew by approximately four percent.

51

Feasibility Study for the Canadian Centre for Ocean Exploration

⁴ BC Stats, Population by the Development Region, Vancouver Island/Coast, accessed on April 26, 2019. Source: https://www.bcstats.gov.bc.ca/apps/PopulationEstimates.aspx
⁵ Ibid.

Table 2. Primary and Secondary Market population, Aged 5 to 14 years

	Denulation Contar	Population :	ages 5 to 14	Growth
	Population Center	2011	2016	Growin
	Ladysmith	835	995	19%
Primary Market	Nanaimo	8,575	9,070	6%
	Parksville	1,585	1,405	-11%
	Chemainus	185	170	-8%
	Cowichan Bay	165	260	58%
Secondary Market	Duncan	2,825	2,665	-6%
Secondary Market	Gabriola Island	285	220	-23%
	Lake Cowichan	345	275	-20%
	Qualicum Beach	430	400	-7%
Total Primary and Secondary		15,230	15,460	2%
Tertiary Market		55,855	58,550	5%
Total		71,085	74,010	4%

Source: Statistics Canada, Census 2011 and 2016

School Districts and Students

School groups are expected to be an important component of the visitors to the OceanEXP. Vancouver Island has 12 K-12 public school districts, with two school districts located in the Ocean EXP's primary and secondary market (Table 3). School enrollment projections indicate that the school-aged headcount in the primary and secondary market is expected to grow by between one percent and two percent annually between 2016 and 2027 suggesting that the number of families with children in these regions is expected to continue to increase.⁶

Table 3. K-12 School and Student Counts in the Primary and Secondary Markets, by School District

School District	Number of Elementary Schools	Number of Secondary Schools	Number of Alternate Schools	Number of Students
SD68 – Nanaimo Ladysmith School District ⁷	27	7	1	14,400
SD69 – Qualicum School District ⁸	8	2	1	4,000
Total:				18,400

Socioeconomic Factors

Visitors to attractions such as the OceanEXP tend to be relatively well educated and come from higher income groups. In 2015, the median total income of Vancouver Island households was \$65,402, while the percentage of children living in private households identified as being low income was approximately 19 percent, and the

⁶ BC Ministry of Education, Projection Report for Public School Headcount Enrolments, 2017/18

⁷ https://www.sd68.bc.ca/about/

⁸ http://www.sd69.bc.ca/About/Pages/default.aspx

⁹ Richards, Greg. (2002). "Tourism Attraction Systems: Exploring Cultural Behaviour". Annals of Tourism Research (29), pp. 1048-1064.

percentage of adults aged 18 to 64 living in low income private households was approximately 15 percent. ¹⁰ In the primary and secondary market the percentage of children living in low income private households was between 21 and 22 percent, while the percentage of adults aged 18 to 64 was between 15 and 16 percent. ¹¹

Summary of Implications

The primary and secondary components of the resident market are relatively small. While the population is growing, much of this growth is in the 65 and over age group. Projections for school enrollment suggest growth in younger age groups is expected to be modest.

Information on income levels suggests that incomes in the region are moderate, and there is a relatively higher percentage of children living in low income households. Consequently, demand for the OceanEXP within the resident market is expected to be sensitive to price levels.

3.2 Visitor Market

Tourism is an important industry on Vancouver Island. In 2014, the latest period for which data were available, there were 10.3 million visitors to Vancouver Island, of which 4.4 million were overnight visitors. Since 2014, BC Ferries passenger volumes, hotel occupancy, revenue per available room, and passenger traffic at the regional airports have all increased suggesting that the number of visitors to Vancouver Island has grown (Table 4).¹²

Table 4. Tourism Indicators on Vancouver Island

Tourism Indicator	Growth 2014 to 2018	Annual Growth Rate
Ferry Traffic: Passenger Volumes	11.4%	2.7%
Ferry Traffic: Vehicle Traffic	13.0%	4.2%
Hotel Occupancy Rate	9 percentage points	2.0 percentage points
Average Daily Room Rate	16% to 26%	4% to 6%
Passengers at Regional Airport	18.6%	4.4%

Source: Destination BC, Tourism Indicators Year in Review 2014 and 2017

Vancouver Island Visitor Profile Snapshot

The profile of visitors to Vancouver Island published by Destination BC indicates that: 13

- Leisure is the main purpose of travel to Vancouver Island. The most common reason for a trip to Vancouver Island reported by visitors was leisure (51 percent), followed by visiting friends and relatives (38 percent), business (5 percent), and other (6 percent).
- The majority of visitors are from BC. In 2014 BC residents accounted for the majority of overnight visitors (62 percent). Washington State had the next largest share (7 percent), followed by Alberta (6 percent), Australia (2 percent) and Ontario (2 percent).
- Nanaimo Regional District and Cowichan Regional District have the longest average length of stay among regions on Vancouver Island. On average, BC travellers stayed 2.7 nights and spent

¹⁰ Statistics Canada, Census 2016

¹¹ Ibid

¹² MNP, Vancouver Island Economic Alliance, State of the Island Economic Report 2018.

¹³ Destination BC, Regional Tourism Profile: Vancouver Island, May 2017.

Source: https://www.destinationbc.ca/content/uploads/2018/05/Vancouver-Island-Regional-Tourism-Profile_2017.pdf

- \$95 per night during their trip to Vancouver Island, while parties from the United States stayed 3.0 nights and spent \$157 per night. Visitors to the Nanaimo Regional District stayed longer than average (5.4 nights), as did visitors to the Cowichan Regional District (4.7 nights).¹⁴
- Museum or art gallery visits are among the most popular trip activities for out-of-province and
 international visitors. Overnight visitors to Vancouver Island tend to take part in a number of outdoor
 and cultural activities. Among BC residents the top five activities were outdoor activities (e.g., beach,
 hiking/backpacking, camping, national/provincial or nature park, and boating,) while for out-of-province
 and international visitors the top five activities included some cultural activities, (e.g., visiting historic
 sites and museums/art galleries).

Nanaimo and Region Tourism Snapshot

Nanaimo is a major transportation gateway for travellers going to and from Vancouver Island. Approximately 45 percent of passengers travelling by ferry and 13 percent of passenger travelling by plane transit through Nanaimo.¹⁵

A visitor profile for Nanaimo based on a survey of visitors in summer of 2017 showed:

- The majority of visitors reported Nanaimo as their main destination. The average visitor spent 9 nights away, with 55 percent of respondents reporting that Nanaimo was their main destination. An additional 38 percent of visitors reported that Nanaimo was one of several stops on their trip, but it was not their main destination. For 27 percent of respondents it was their first time in Nanaimo, while 73 percent were repeat visitors.
- Group size and average spending. The average group size was 3.5 people and the majority of
 people were travelling with a spouse or partner (approximately 48 percent). Many were travelling with
 children under 19 years of age (25 percent). The average total spending per day per group was \$477,
 \$68 of which was spent on entertainment.
- Leisure was the most common reason for the trip. Most travellers visited for leisure (58 percent), followed by visiting friends and relatives (33 percent), with the balance being a combination of business and pleasure or purely work related. The top five activities travellers reported participating in were beach activities, shopping, self-guided sightseeing, hiking, and boating/sailing.
- The majority of out-of-province visitors come from Alberta, Ontario, and Saskatchewan.
 Approximately 49 percent of visitors were BC residents, while 41 percent of visitors were from other provinces and 10 percent were international (Figure 3).

Feasibility Study for the Canadian Centre for Ocean Exploration

11

¹⁴ Tourism Nanaimo, Visitor Profile: Summer 2017. Source: https://www.tourismnanaimo.com/wp-content/uploads/2017/12/Nanaimo-2017-VES-Visitor-Profile-FINAL_Oct31.pdf

¹⁵ Destination BC. Tourism Indicators, Year in Review 2018 and BC Ferries Traffic Statistics December 2018

Vancouver, Coast and Mountains

Thompson Okanagan

Northern BC

Kootenay Rockies

Alberta

Ontario

Saskatchewan

Ontario

United States

Other International

Figure 3. Origin of Visitors to Nanaimo

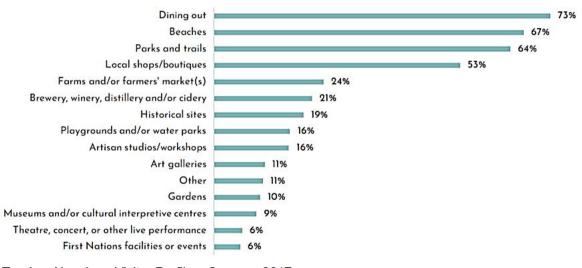
Source: Tourism Nanaimo, Visitor Profile - Summer 2017

Dining out and outdoor activities were the most popular activities. The top three attractions
reported by visitors were dining out, beaches, parks and trails (Figure 4) The top five activities visitors
reported participating in were beach activities, shopping, self-guided sightseeing, hiking, and
boating/sailing.

Percentage of Visitors to Nanaimo

25%





Source: Tourism Nanaimo, Visitor Profile - Summer 2017

Summary of Implications

There are a significant number of visitors to Vancouver Island and many of them arrive through Nanaimo. Outdoor activities and activities involving nature are popular among visitors, which suggests that the OceanEXP will appeal to visitors that come to the region.

4 ATTENDANCE PROJECTIONS

To develop estimates of attendance at the OceanEXP, we used data from Statistics Canada, Destination BC, the experiences of comparator attractions and panel research conducted with residents of BC, Alberta, Ontario and Washington State. Figure 5 below outlines the approach used to develop the projections.

Figure 5. Approach Used to Develop Projections

Step 1: Estimate Market Size

- Estimate the size of the Resident Market based on the total population of the primary, secondary and tertiary segments.
- Estimate the size of the Visitor Market by estimating the number of leisure visitors to Nanaimo and the number of potential incremental visitors.

Step 2: Estimate and Apply Penetration Rate

- Calculate the penetration rate for low, medium, and high scenarios based on the visitor information provided by the comparator facilities and the information collected through the panel research.
- Apply the relevant penetration rate to the Resident and Visitor markets.

4.1 Comparator Attractions

The comparator attractions used in the analysis were selected in consultation with the NDDA. To be included the attraction had to provide a dynamic and interactive learning experience or showcase exhibits of the underwater realm. The comparator attractions used were:

- Heritage Park, Calgary, AB.¹⁶ Heritage Park Historical Village is the biggest historical park in Canada. The core of its mission is to connect people with the settlement of Western Canada and preserve Canadian culture and heritage. The Park now has over 180 exhibits and service structures, various interpretation and education programs, and special events. It is used as a location by the film industry and hosts corporate and private events.
- Fly Over Canada, Vancouver, BC.¹⁷ Fly Over Canada is an eight minute journey across Canada that gives its audience a feeling of flight. Flying suspended before a 20-metre spherical screen, the audience can not only enjoy the film but also various special effects, including wind, mist and scents.
- MacMillan Space Center, Vancouver, BC.¹⁸ The Space Centre is a space science attraction that
 inspires its visitors with shows and exhibits. Established in 1968, the Space Centre evolved into a
 community resource that provides equipment and knowledge resources about the universe, the planet
 and space exploration.

13

¹⁶ Heritage Park, About Us webpage, accessed on April 26, 2019. Source: https://www.heritagepark.ca/park-information/park-history.html

¹⁷ Fly Over Canada website, accessed on February 27, 2019. Source: https://www.flyovercanada.com/

¹⁸ MacMillan Space Center website, accessed on April 26, 2019. Source: https://www.spacecentre.ca/about-us

- Maritime Museum of Atlantic, Halifax, NS.¹⁹ Established in 1948, the museum is the oldest and largest maritime museum in Canada with a collection of over 30,000 artifacts including 70 small craft and a steamship.
- Science North, Sudbury, Ontario.²⁰ Science North is an interactive science museum, located in Sudbury, Ontario. Apart from the museum, Science North has a planetarium, an escape room, and an IMAX theatre. It also oversees a Large Format Film production unit and an Exhibit Sales and Service unit, which develops custom and ready-made exhibits for sale or lease to science centres, museums, and other cultural institutions all over the world.
- Shaw Center for the Salish Sea, Sydney, BC.²¹ The Shaw Centre for the Salish Sea is a not-for-profit aquarium and cultural learning centre dedicated to the ecosystem of the Salish Sea. Apart from the live aquarium habitats, the Center has marine mammal artifact displays, Coast Salish art collection and public and school learning programs.
- Ucluelet Aquarium, Ucluelet, BC.²² Ucluelet Aquarium is a small local aquarium that focuses on local species only, interactivity, and open display of infrastructure, and a "catch-and-release" model, where species are released each autumn.

4.2 Attendance Projections

Attendance projections were calculated based on penetration rates. Penetration rates measure the percentage of people in a market that visit an attraction. The low scenario was based on average penetration rates at the comparator attractions, the medium penetration rate was based on the average penetration rates for attractions not located in the Vancouver area and the high penetration rate was the maximum penetration rate among the comparator facilities.

Attendance projections for the resident market are provided in Table 5. The OceanEXP was projected to achieve a penetration rate of between two percent and eight percent in the resident market. The primary market was projected to be the largest source of visitors, followed by the tertiary market and then the secondary market.

Table 5. Projected Resident Attendance

Market Cogmont	Market Cine		Penetration Rate		Attendance		
Market Segment	Market Size	Low	Medium	High	Low	Medium	High
Primary (0 to 30 minutes)	126,200	0.06	0.15	0.25	7,600	18,900	31,600
Secondary (30 to 60 minutes)	44,700	0.06	0.15	0.25	2,700	6,700	11,200
Tertiary (60 to 120 minutes)	628,500	0.01	0.02	0.03	6,300	12,600	18,900
Total Resident Market	799,400	_			16,600	38,200	61,700

14

¹⁹ Maritime Museum of Atlantic website, accessed on April 26, 2019. Source: https://maritimemuseum.novascotia.ca/about

²⁰ Science North Website, accessed on February 27, 2019. Source: http://sciencenorth.ca/index.aspx

²¹ Shaw Centre for the Salish Sea website, accessed on February 27, 2019. Source: https://www.salishseacentre.org/centre

²² Ucluelet Aquarium website, accessed on February 27, 2019. Source: https://uclueletaquarium.org/about/

Attendance projections for the visitor market were developed by segmenting the visitor market into the following groups:

- Leisure visitors to Nanaimo this segment comprises day trip and overnight visitors who are visiting Nanaimo for pleasure and for whom Nanaimo is the primary destination.
- Visitors to the North and Central Island this segment comprises overnight visitors to other areas
 of the North and Central Island regions.
- Incremental Visitors this group comprises visitors who will come to Vancouver Island specifically to visit the OceanEXP.

For the leisure visitors to Nanaimo and visitors to the North and Central Island segments market sizes were estimated based on visitor data published by Destination BC and Tourism Nanaimo. The number of incremental visitors was estimated based on the results of the panel survey, interviews with tourism industry representatives and visitor origin data from Destination BC. A description of the approach to estimating market sizes is provided in Appendix B.

Table 6 shows the projected attendance from the visitor market. The potential visitor market size for the OceanEXP is approximately 1.5 million people, 94 percent of which would be those already visiting Vancouver Island. The OceanEXP was projected to achieve a penetration rate of between 0.6 percent and 1.6 percent in the visitor market.

Table 6. Projected Visitor Attendance

Market Segment	Market Penetration Rate		ate	te Attendance			
Market Segment	Size	Low	Medium	High	Low	Medium	High
Leisure Visitors to Nanaimo	149,800	0.04	0.07	0.10	6,000	10,500	15,000
Visitors to the North and Central Island	1,284,700	0.0018	0.00215	0.0025	2,300	2,800	3,200
Incremental Visitors	85,000	0.0025	0.04	0.07	200	3,400	6,000
Total	1,519,500				8,500	16,700	24,200

The total projected attendance at the OceanEXP is provided in Table 7. Attendance projections range from a low of 25,100 to a high of 85,900. Between 65 percent and 75 percent of attendees were projected to come from the resident market.

Table 7. Total Projected Attendance

Market Segment	Attendance				
Market Segment	Low	Medium	High		
Resident Market Subtotal	16,600	38,200	61,700		
Visitor Market Subtotal	8,500	16,700	24,200		
Total Attendance	25,100	54,900	85,900		

5 SURPLUS/DEFICIT PROJECTIONS

This section presents an analysis of operating revenues and costs for the OceanEXP, based on three alternative attendance and cost scenarios.

5.1 Annual Revenue Projections

The OceanEXP's operating revenues would comprise:

- Admissions revenue generated from admission fees paid by visitors to the facility.
- Business Operations revenue generated from merchandise sales, space rentals, workshops and events.
- Other sources of revenue revenue from grants, donations, sponsorships and special projects.

Estimates for admissions revenue were developed based on information on expected admission fees gathered through the panel survey, and the composition of visitors to comparator attractions. The assumptions used to estimate revenues were:

- Admission Price the price for an adult ticket was \$20.00 and the price for a child ticket was \$12.00.²³
- Theatre Admission the price for ticket to the theatre was \$8.50 and was assumed to be in addition
 to the price of admission to the facility. Theatre attendance was assumed to be 20 percent of total
 visitors.
- Composition of visitors adult visitors comprised 85 percent of total visitors and children, including school groups, comprised 15 percent of total visitors.

Estimates of business operations revenues and other revenues were developed based on information on the composition of revenue by source at comparator facilities and data provided by NDDA. Business operations revenue accounted for between eight percent and eleven percent of total revenues at comparator attractions on Vancouver Island. Donations and special projects accounted for between seven and ten percent of revenues at comparator facilities, while the value of grants received ranged from \$50,000 to over \$11 million. Smaller facilities received grants in the range of \$50,000 to \$600,000.

For the OceanEXP business operations revenue was estimated as follows:

- Merchandise sales were calculated based on an average spend of \$2 per visitor.
- Lease revenue was calculated based on annual lease costs of between \$15 per square foot in the low revenue scenario and \$24 per square foot in the high revenue scenario. The space leased was 1,500 square feet for a restaurant.
- Space rentals were calculated based on an average rental fee of \$3,000. The number of annual rentals ranged from 10 in the low revenue scenario to 24 in the high revenue scenario.

Donations and special projects was estimated to account for between eight percent and nine percent of total revenue. Grants were assumed to be between \$50,000 and \$100,000, which is consistent with funding levels

Feasibility Study for the Canadian Centre for Ocean Exploration

16

²³ The average expected admission price for adults from the panel research was between \$22 and \$25 and for children was \$14 to \$19. The admission price for adults at comparator facilities on Vancouver Island was \$12 to \$18. To account for the expected price sensitivity in the resident market we used \$20 for adult admissions and \$12 for children's admissions.

from these sources for other facilities on Vancouver Island and other revenue was based on corporate sponsorship estimates of \$100,000 provided by NDDA.

Table 8 shows the projected annual revenues for the OceanEXP for the low, medium and high attendance scenarios. Admissions revenues were projected to be between approximately \$470,000 and \$1.6 million and total revenues were projected to be between approximately \$0.8 million and \$2.5 million.

Table 8. Projected Annual Revenues under High, Medium and Low Attendance Scenarios

Revenue Category	Low Attendance Scenario	Medium Attendance Scenario	High Attendance Scenario
Individual Admissions	\$471,880	\$1,032,120	\$1,614,920
Theatre Admissions	\$42,670	\$93,330	\$146,030
Business Operations			
Merchandise Sales	\$50,200	\$109,800	\$171,800
Space Rentals	\$30,000	\$45,000	\$72,000
Lease Revenue	\$22,500	\$30,000	\$36,000
Donations and Special Projects	\$65,600	\$139,200	\$216,800
Grants and Other Revenue	\$150,000	\$175,000	\$250,000
Total Projected Revenue	\$832,850	\$1,624,450	\$2,507,550

5.2 Annual Expenditure Projections

Annual expenditure projections were developed for operating costs. The projections presented here do not include capital costs or any associated debt service costs.

Data were not available on the operating expenditures for the OceanEXP. To estimate operating expenditures we used estimates of the operating costs per square foot for comparator facilities. Operating costs per square foot at comparator facilities ranged from \$4 per square foot to over \$400 per square foot. The operating costs per square foot at comparator facilities decreased with the size of the facility.

Facilities on Vancouver Island ranged in size from 5,000 square feet to 10,000 square feet, and reported operating costs of between \$100 and \$120 per square foot. For our analysis we used a low of \$70 per square foot and a high of \$90 per square foot to reflect the relatively larger size of OceanEXP when compared with comparator facilities on Vancouver Island. Please note that the cost estimates presented here are approximations only and the operating costs for the OceanEXP may differ significantly.

Table 9 shows the annual expenditure projections based on a low, medium and high cost scenario for a 15,000 square foot facility and a 20,000 square foot facility.

Table 9. Expenditure Projections

Expenditure Projections	Low	Medium	High
Expenditure Assumptions (per square foot)	\$70	\$80	\$90
Expenditures			
15,000 square foot facility	\$1,050,000	\$1,200,000	\$1,350,000
20,000 square foot facility	\$1,400,000	\$1,600,000	\$1,800,000

5.3 Surplus and Deficit Projections

The low, medium and high scenarios for revenue and expenditure projections were combined to estimate the surplus (deficit) at the OceanEXP for each of the attendance and cost scenarios. The analysis in Table 10 suggests that a 15,000 square foot facility could generate sufficient revenue to cover operating costs in the range of \$70 to \$90 per square foot.

Table 10. Surplus and Deficit Projections under the Low, Medium, and High Scenarios, 15,000 Square Foot Facility

Expenditures	Revenues			
(Operating Costs)	Low	Medium	High	
Low (\$70/ sq. ft)	\$(217,150)	\$574,450	\$1,457,550	
Medium (\$80/ sq. ft)	\$(367,150)	\$424,450	\$1,307,550	
High (\$90/ sq. ft)	\$(517,150)	\$274,450	\$1,157,550	

The analysis in Table 11 suggests that a 20,000 square foot facility would be able to generate sufficient revenue to cover operating costs in the range of \$70 to \$90 square feet. It is important to note that as the facility size increases its ability cover its operating costs becomes more dependent on revenues from business operations, donations and sponsorships.

Table 11. Surplus and Deficit Projections under the Low, Medium, and High Scenarios, 20,000 Square Foot Facility

Expenditures	Revenues		
(Operating Costs)	Low	Medium	High
Low (\$70/ sq. ft)	\$(567,150)	\$224,450	\$1,107,550
Medium (\$80/ sq. ft)	\$(767,150)	\$24,450	\$907,550
High (\$90/ sq. ft)	\$(967,150)	\$(175,550)	\$707,550

6 SUMMARY

The vision for the OceanEXP is for the facility to foster an appreciation for the ocean through an immersive experience. The facility will be unique and is expected to appeal to a range of visitors, including both adults and children. The panel research and interviews with tourism industry representatives suggest that the facility would not draw a significant number of new visitors to Vancouver Island; however, it would increase the number of attractions available thereby increasing the attractiveness of Vancouver Island as a destination.

Our analysis suggests that:

- The majority of visitors to the OceanEXP would be from Vancouver Island. Between 40 percent
 and 50 percent of visitors to the facility were projected to reside within a 60 minute drive of Nanaimo,
 and an additional 20 percent to 25 percent were projected to come from other parts of Vancouver
 Island.
- The OceanEXP would generate sufficient revenues to cover operating costs in the range of \$70 to \$90 per square foot. Revenue projections suggest that a 15,000 to 20,000 square foot facility would be able to cover its operating costs. As the size of the facility increases its ability cover its operating costs becomes more dependent on revenues from business operations, donations and sponsorships.

APPENDIX A - SUMMARY OF PANEL RESEARCH

To gather information on the interest in the facility in key visitor markets we conducted a panel survey. The visitor markets were selected by NDDA and comprised Metro Vancouver, other parts of BC, Seattle, Edmonton, Calgary and Toronto.

The panel was conducted between March 13, 2019 and March 27, 2019. Respondents were asked whether or not they had visited Vancouver Island in the previous five years and to assess their interest in visiting the OceanEXP based on a short video. Table 12 shows the distribution of respondents by market and the results of the research are presented in the charts that follow.

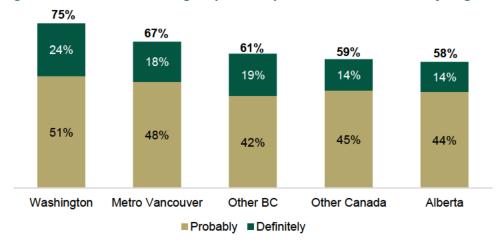
Table 12. Distribution of Panel Respondents

	Unweighted	Weighted
Total Number of Responses		
Distribution of Responses		
Metro Vancouver	207	151
Other BC	207	134
Greater Seattle	227	205
Edmonton	107	79
Calgary	103	78
Toronto	208	354
	1,059	1,001

Figure 6: Distribution of Respondents by Region and Whether or Not they have Visited Vancouver Island

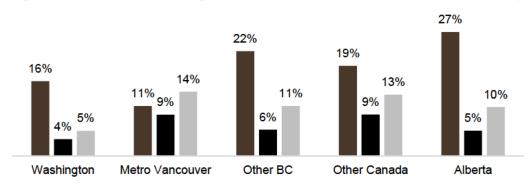


Figure 7: Likelihood of Taking a Special Trip to Visit the Attraction, by Region



N=635

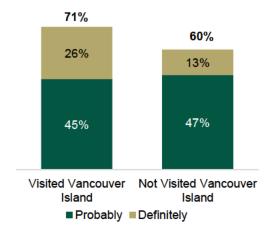
Figure 8: Likelihood of Visiting the Attraction for Those that Would Not Take a Special Trip, by Region



■ Take a trip if visiting Vancouver Island ■ Take a trip if visiting Nanaimo ■ Not take a trip

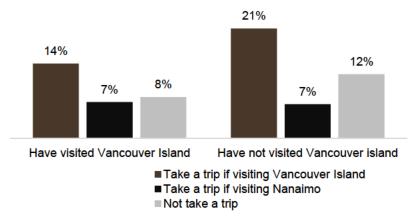
N=365

Figure 9: Likelihood of Taking a Special Trip to Visit the Attraction, by Past Travel to Vancouver Island



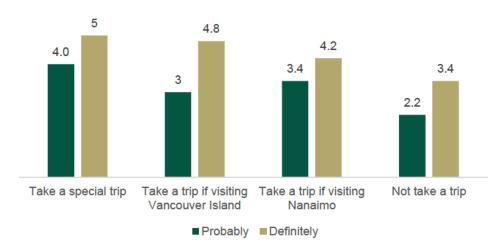
N = 635

Figure 10: Likelihood of Visiting the Attraction for Respondents Who Would Not Take a Special Trip, by Past Travel to Vancouver Island



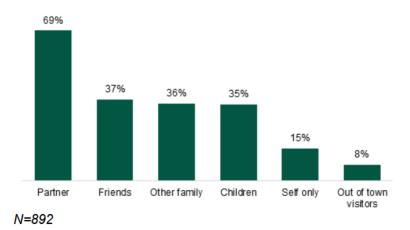
N = 365

Figure 11: Average Number of Trips Taken by Respondents who have Visited Vancouver Island



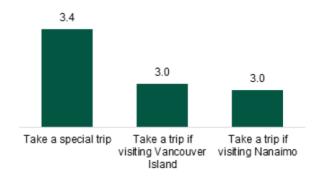
N = 381

Figure 12: People with whom the Respondents would Visit



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Figure 13: Average Number of People in the Party



N=892

Figure 14: Average Price Willing to Pay

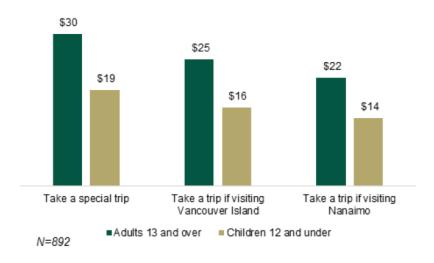
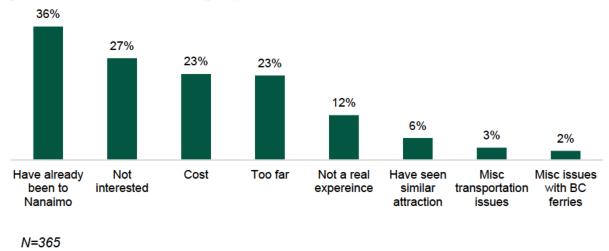


Figure 15: Reasons for not Taking a Special Trip to Visit the Attraction



66

Feasibility Study for the Canadian Centre for Ocean Exploration

APPENDIX B - APPROACH TO ESTIMATING VISITOR MARKET SIZES

To develop estimates of the market size for visitor markets we followed the steps outlined below:

Step 1: Estimate the number of overnight visitors to Vancouver Island that come to Nanaimo using information on the number of hotel rooms, occupancy rates, average party size, average length of stay and percentage of overnight visitors that reported staying in a hotel, motel or resort published by BC Stats, Destination BC and Tourism Nanaimo.

Step 2: Estimate the number of day trip visitors to Nanaimo based on share of overnight visitors reported in the Nanaimo 2017 Tourism Profile.

Step 3: Calculate Leisure Visitors to Nanaimo as the sum of estimated overnight visitors and estimated day trip visitors.

Step 4: Estimate the number of overnight visitors to North and Central Vancouver Island based on the percentage of hotel room nights in the region. Adjust the estimate to account for overnight visitors to Nanaimo

Step 5: Estimate the size of the Incremental Visitor Market based on the origin of visitors to Vancouver Island and information on travel intentions and interest in the facility from the panel research by region.

APPENDIX C - SUMMARY OF COMPARATOR ATTRACTIONS

Table 13 provides information on attendance at comparator attractions.

Table 13. Comparator Attractions Attendance Characteristics

Facility	Attendance	Cost of Admission (adult)	Local Visitors	Out-of-town Visitors	School Programs ²⁵	Overnight Visitors to Region ²⁶ (2014)
Heritage Park ²⁷ , Calgary, AB	600,000	\$26.50	60%	40%	10%	3.6 mlllion
MacMillan Space Center ²⁸ , Vancouver, BC	125,000	\$19.50	85%	15%	15%	9.3 million
Science North ²⁹ , Sudbury, ON	288,039	\$27.00	N/A	N/A	16%	Not available
Shaw Center for the Salish Sea ³⁰ , Sidney, BC	75,000	\$17.50	The majority of visitors were reported to be out-of-town, especially during the summer months.		13%	4.4 million (Vancouver Island)
Vancouver Maritime Museum, Vancouver, BC	65,058	\$13.50	60%	40 %	10%	9.3 million
Ucluelet Aquarium, Ucluelet, BC	35,000	\$15			N/A	4.4 million (Vancouver Island)

²⁵ Attendance at School Programs includes school-age students. Some facilities include teachers and students' parents in calculation.

parents in calculation.

²⁶ Visitor numbers were taken from Desination BC's Regional Comparisons and Tourism Alberta's Visitor Characteristics report. Both sources use data from Statistics Canada's 2014 Travel Survey of Residents of Canada and International Travel Survey.

²⁷ Heritage Park 2017 Annual Report, adjusted for 2018 based on information provided in an interview. Source: http://s3-ca-central-1.amazonaws.com/community-knowledge-center/wp-content/uploads/2017/11/25210754/HP-Annual-Report-2017.pdf

²⁸ MacMillan Space Center 2017 Annual Report. Source: https://www.spacecentre.ca/sites/default/files/2017-hrmsc-annual-report.pdf

²⁹ Science North 2016-2017 Annual Report. Source: http://sciencenorth.ca/about/corporate/annual-report/SCN%202016-17%20Annual%20Report print%20format.pdf

The New Marine Centre Society, Financial Statements Year Ended September 30, 2017. Source: https://static1.squarespace.com/static/576845438419c29d0408a504/t/5a319b8024a694086ed8faab/151320051336 0/2017+NMCS+Financial+Statements+%281%29.pdf

Table 14 provides information on the size and financials of comparator facilities. Please note that financial information for the Vancouver Maritime Museum was not available.

Table 14. Comparator Attractions Financial Information

Facility	Size (Square Feet)	Revenue (Millions)	Expenditures (Millions)	Net Income (Loss)
Heritage Park ³¹ , Calgary, AB	5,532,120	\$20	\$20	\$0
MacMillan Space Center ³² , Vancouver, BC	4,000	\$1.81	\$1.77	\$0.04
Science North ³³ , Sudbury, ON	61,500	\$21.92	\$22.02	(\$0.1)
Shaw Center for the Salish Sea ³⁴ , Sidney, BC	10,000	\$0.85	\$1.05	(\$0.2)
Ucluelet Aquarium, Ucluelet, BC	5,000	\$0.5	Not publicly available	Not publicly available

 ³¹ Heritage Park 2017 Annual Report, adjusted for 2018 based on information provided in an interview. Source: http://s3-ca-central-1.amazonaws.com/community-knowledge-center/wp-content/uploads/2017/11/25210754/HP-Annual-Report-2017.pdf
 ³² MacMillan Space Center 2017 Annual Report. Source: https://www.spacecentre.ca/sites/default/files/2017-hrmsc-annual-report.pdf

MacMillan Space Center 2017 Annual Report. Source: https://www.spacecentre.ca/sites/default/files/2017-hrmsc-annual-report.pdf
 Science North 2016-2017 Annual Report. Source: http://sciencenorth.ca/about/corporate/annual-report/SCN%202016-17%20Annual%20Report_print%20format.pdf

³⁴ The New Marine Centre Society, Financial Statements Year Ended September 30, 2017. Source: https://static1.squarespace.com/static/576845438419c29d0408a504/t/5a319b8024a694086ed8faab/1513200513360/2017+NMCS+Financial+Statements+%281%29.pdf

APPENDIX D - ABOUT MNP

MNP is the fastest growing major chartered accountancy and business advisory firm in Canada. Founded in 1958, MNP has grown to more than 70 offices and 4,000 team members across Canada. In British Columbia, MNP has more than 800 staff located in 19 offices throughout the province. The map below shows our office locations.

MNP provides a wide range of accounting, finance and business advisory services to clients. These include:

- Assurance
- Taxation
- Corporate Finance
- · Mergers and Acquisitions
- Enterprise Risk Services
- Forensic Accounting
- Consulting
- Insolvency and Corporate Recovery
- Succession
- Valuations and Litigation Support



About MNP's Economics and Research Practice

Economic and industry studies are carried out by MNP's Economics and Research practice. Based in Vancouver, the Economics and Research practice consists of a team of professionals that has a successful track record of assisting clients with a wide variety of financial and economic impact studies. Our work has encompassed a wide range of programs, industries, company operations and policy initiatives, and has helped clients with decision-making, communication of economic and financial contributions, documentation of the value of initiatives and activities, and development of public policy.

70 27



ADDENDUM "IN CAMERA" COUNCIL MEETING

Monday, June 17, 2019

5:00 p.m. to proceed "In Camera", Open Meeting to reconvene at 7:00 p.m. DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE 80 COMMERCIAL STREET, NANAIMO, BC

		Pages
6.	REPORTS	
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AGENDA SPECIAL "IN CAMERA" COUNCIL MEETING

Monday, June 10, 2019, 5:30 P.M. - 7:00 P.M.

DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE

80 COMMERCIAL STREET, NANAIMO, BC

Pages

CALL TO ORDER:

2. APPROVAL OF THE AGENDA:

That Council, in accordance with Section 90(1)(n) of the Community Charter, adopt the agenda as presented (or as amended).

Summary of Agenda Items and Proposed CC Reasons to Close Meeting:

Adoption of Agenda - 90(1)(n)

- 5(a). Appointment of City Collector 90(1)(a)
- 5(b). CAO and Council Matters 90(1)(a)(c)

6(a).

Section 90(1):

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations; and,

Section 90(2):

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

3. ADOPTION OF THE MINUTES:

a. Minutes 3 - 5

Minutes from the Special "In Camera" Meeting held the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2019-MAY-13, at 5:30 p.m.

b. Minutes 6 - 9

Minutes of the "In Camera" Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2019-MAY-27, at 5:00 p.m.

4. CONSENT ITEMS:

5. REPORTS:

a. Appointment of City Collector

10 - 11

To be introduced by Laura Mercer, Acting Director, Financial Services.

Purpose: To assign the duties and responsibilities of the City Collector for the City of Nanaimo.

Recommendation: That Council:

- 1. rescind the appointment of Ms. Jamie Slater as Collector; and,
- 2. assign the duties and responsibilities of Collector for the City of Nanaimo to Ms. Barbara D. Wardill, Acting Manager, Revenue Services.
- b. CAO and Council Matters

To be introduced by Jake Rudolph, Chief Administrative Officer.

6. CORRESPONDENCE:

a.

7. ADJOURNMENT OF SPECIAL "IN CAMERA" MEETING:

SPECIAL "IN CAMERA" MINUTES

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2019-MAY-13 AT 5:30 P.M. – 7:00 P.M.

Present: Mayor L. Krog, Chair

Councillor S. D. Armstrong Councillor D. Bonner Councillor T. Brown Councillor B. Geselbracht Councillor E. Hemmens Councillor Z. Maartman Councillor I. W. Thorpe

Councillor J. Turley

Staff: J. Rudolph, Chief Administrative Officer (arrived 5:43 p.m.)

D. Lindsay, Director, Community Development B. Sims, Director, Engineering and Public Works L. Mercer, Acting Director, Financial Services B. Corsan, Manager of Real Estate (vacated 6:10 p.m.)

F. Farrokhi, Manager of Communications

S. Gurrie, City Clerk

S. Snelgrove, Recording Secretary

1. CALL THE SPECIAL "IN CAMERA" MEETING TO ORDER:

The Special "In Camera" Meeting was called to order at 5:31 p.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that Council, in accordance with the *Community Charter*, adopt the agenda as presented. The motion carried unanimously.

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the "In Camera" Council Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Monday, 2019-APR-29 at 4:30 p.m., be adopted as circulated. The motion carried unanimously.

MINUTES – SPECIAL "IN CAMERA" COUNCIL 2019-MAY-13 PAGE 2

4. <u>REP</u>	ORTS:
(a)	
J. Rudolph	entered the Douglas Rispin Room at 5:43 p.m.
B. Corsan v	acated the Douglas Rispin Room at 6:10 p.m.
(b)	

MINUTES - SPECIAL "IN CAMERA" COUNCIL
2019-MAY-13
PAGE 3

5.	AD.IOI	JRNMEN	JΤ·
J.	$\Delta D \cup C \cup$	ノーハーリット・	ч

	moved and seconded at 6:32 p.m. that the "In Camera" Meeting terminate. d unanimously.	The
CHAIR		
CERTIFIED CORRE	CCT:	
CORPORATE OFFICE	 CER	

"IN CAMERA" MINUTES

COUNCIL MEETING TO DISCUSS CONFIDENTIAL MATTERS
DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2019-MAY-27 AT 5:00 P.M. – 7:00 P.M.

		Present:	Mayor L. Krog, Chair
			Councillor S. D. Armstrong Councillor D. Bonner Councillor T. Brown Councillor B. Geselbracht Councillor E. Hemmens Councillor Z. Maartman Councillor I. W. Thorpe Councillor J. Turley
		Staff:	B. Sims, Director, Engineering and Public Works R. J. Harding, Director, Parks and Recreation D. Lindsay, Director, Community Development K. Fry, Fire Chief L. Mercer, Acting Director, Financial Services F. Farrokhi, Manager, Communications S. Gurrie, City Clerk K. Gerard, Recording Secretary
1.	CALL	THE "IN CA	MERA" MEETING TO ORDER:
	The "I	n Camera" N	Meeting was called to order at 5:04 p.m.
2.	INTRO	DDUCTION	OF LATE ITEMS:
	(a)		

MINUTES -"IN C.	AMERA" COUNCIL
2019-MAY-27	
PAGE 2	

(b)

3. <u>ADOPTION OF AGENDA:</u>

It was moved and seconded that Council, in accordance with the *Community Charter*, adopt the agenda as amended. The motion carried unanimously.

4. <u>ADOPTION OF MINUTES:</u>

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

- Minutes of the "In Camera" Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2019-MAY-06 at 5:00 p.m.
- Minutes of the Special "In Camera" Meeting held in the Human Resources Training Room, City Hall, 455 Wallace Street, Nanaimo, BC, on Monday, 2019-MAY-13 at 3:00 pm.
- Minutes of the Special "In Camera" Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Tuesday, 2019-MAY-21, at 11:20 a.m.

The motion carried unanimously.

PRESENTATIONS:

5.

(a)	

MINUTES -"IN CAMERA" COUNCIL 2019-MAY-27 PAGE 3

	(b)	
Coun	cillor Turley vacated the Douglas Rispin Room at 6:21 p.m.	
Coun	cillor Turley returned to the Douglas Rispin Room at 6:29 p.m.	
6.	REPORTS:	
	(a)	
7.	CORRESPONENCE:	
	(a)	

MINUTES -"IN CAMERA" COUNCIL 2019-MAY-27 PAGE 4

8.	ADJOURNMENT:					
	It was moved and seconded at 6:56 p.m. that the "In Camera" Meeting terminate. The motion carried unanimously.					
C H A	I R					
CERT	IFIED CORRECT:					
CORF	PORATE OFFICER					

In Camera Report for Decision

City of Nanaimo
File Number: 0530-01

DATE OF MEETING June 10, 2019

AUTHORED BY LAURA MERCER, ACTING DIRECTOR, FINANCIAL SERVICES

SUBJECT APPOINTMENT OF CITY COLLECTOR

OVERVIEW

Purpose of Report

To assign the duties and responsibilities of the City Collector for the City of Nanaimo.

Reason for "In Camera"

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

Recommendation

That Council:

- 1. rescind the appointment of Ms. Jamie Slater as Collector; and,
- 2. assign the duties and responsibilities of Collector for the City of Nanaimo to Ms. Barbara D. Wardill, Acting Manager, Revenue Services.

BACKGROUND

The position of Collector has specific authority and responsibilities under the *Local Government Act* and *Community Charter*. These are related to collection of property taxes and the conduct of the annual tax sale.

The previous incumbent, Ms. Jamie Slater, is no longer employed with the City. Ms. Barbara D. Wardill has been appointed as the new Acting Manager of Revenue Services. The role of Collector is part of her job description and Staff recommend that Council formally appoint her as Collector.

To allow for coverage in the event of vacations or other absences, Ms. Laura Mercer will retain the duties of Deputy Collector.

OPTIONS

- 1. That Council:
 - 1. rescind the appointment of Ms. Jamie Slater as Collector; and,
 - 2. assign the duties and responsibilities of Collector for the City of Nanaimo to Ms. D. Barbara Wardill, Acting Manager, Revenue Services.

- **Legal Implication:** Section 5 of the *Community Charter* defines the collector as the municipal officer assigned responsibility as collector of taxes for the municipality.
- 2. That Council appoint another staff member as Collector for the City of Nanaimo.

SUMMARY POINTS

- The City needs to appoint a staff member as City Collector.
- Section 5 of the *Community Charter* defines the Collector as the Municipal Officer assigned the responsibility as collector of taxes for the municipality.
- The previous collector no longer works for the City of Nanaimo.

Submitted by:

Laura Mercer Acting Director, Financial Services

INFORMATION RELEASE:

To be released upon appointment of staff.



AGENDA SPECIAL "IN CAMERA" COUNCIL MEETING

Wednesday, June 19, 2019, 9:00 A.M. - 11:00 A.M. Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC

Pages

1.	CALL TO ORDER:				
2.	APPROVAL OF THE AGENDA:				
	That Council, in accordance with the Community Charter, adopt the agenda as presented (or as amended).				
	Summary of Agenda Items and Proposed CC Reasons to Close Meeting:				
	1. Adoption of Agenda 3(a)				
	Section 90(1):				
	(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and,(c) labour relations or other employee relations.				
3.	REPORTS:				
	a.				

4. ADJOURNMENT OF SPECIAL "IN CAMERA" MEETING:



ADDENDUM SPECIAL "IN CAMERA" COUNCIL MEETING"

Wednesday, June 19, 2019, 9:00 A.M. - 11:00 A.M. Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC

Pages

2. APPROVAL OF THE AGENDA:

- a. Add Community Charter Section 90(2):
 - (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

^	REPORTS:
3.	

b.



AGENDA SPECIAL "IN CAMERA" COUNCIL MEETING

Monday, June 24, 2019, 1:00 P.M. - 3:00 P.M.

DOUGLAS RISPIN ROOM, VANCOUVER ISLAND CONFERENCE CENTRE

80 COMMERCIAL STREET, NANAIMO, BC

Pages

1.	CALL TO ORDER:	TO ORDER:				
2.	APPROVAL OF THE AGENDA:					
	nat Council, in accordance with the Community Charter, adopt the agenda as presented r as amended).					
	Summary of Agenda Items and Proposed CC Reasons to Close Meeting:					
	2. Adoption of Agenda					
	3(a)					
	3(b)					
	3(c)					
	Section 90(1):					
	(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and,					
	(c) labour relations or other employee relations.					
3.	REPORTS:					
	a.					
	b.					

C.			

4. ADJOURNMENT OF SPECIAL "IN CAMERA" MEETING: