

AGENDA
REGULAR COMMITTEE OF THE WHOLE MEETING
SHAW AUDITORIUM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2014-NOV-17, AT 4:30 P.M.

1. **CALL THE REGULAR COMMITTEE OF THE WHOLE MEETING TO ORDER:**

2. **INTRODUCTION OF LATE ITEMS:**

3. **ADOPTION OF AGENDA:**

4. **ADOPTION OF MINUTES:**

- (a) Minutes of the Regular Committee of the Whole Meeting held in the Shaw Auditorium, 80 Commercial Street, on Monday, 2014-NOV-03 at 4:30 p.m.

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5. **PRESENTATIONS:**

NONE

6. **ADMINISTRATION:**

NONE

7. **CORPORATE SERVICES:**

(a) **Loaves & Fishes Grant Request**

Purpose: To provide Council with information related to a request for funding from Nanaimo Loaves & Fishes.

Request for Council Direction: Council direction is sought.

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(b) **Request for Proposal - Animal Control**

Purpose: To obtain Council approval to issue a Request for Proposal for animal control services within the City.

Staff Recommendation: That Council approve issuing a Request for Proposal to select a provider for animal control services in the City.

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8. **COMMUNITY SERVICES:**

(a) **College Park Water Supply Main Capacity Upgrade – Engineering Work**

Purpose: To request approval to proceed with a Request For Proposal for the new water supply main as per the City's Purchasing Policy.

Staff Recommendation: That Council direct Staff to issue a Request For Proposals (RFP) for the engineering design, project management and construction administration of a duplicate water supply main on Dogwood Road from Nanaimo Lakes Road to College Park Reservoirs.

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9. **CORRESPONDENCE (not related to a Report to Council):**

NONE

10. **COUNCIL APPOINTMENTS:**

(a) Appointments to the Design Advisory Panel

At its Special "In Camera" Meeting held 2014-OCT-27, Council appointed the following individuals to the Design Advisory Panel:

- Mr. Gurdeep Minhas, Community-at-Large representative
- Mr. Raymond de Beeld, Architectural Institute of British Columbia representative
- Mr. David Reid, British Columbia Society of Landscape Architects representative

11. **NOTICE OF MOTION:**

12. **OTHER BUSINESS:**

13. **DELEGATIONS (not related to a Report to Council): (10 MINUTES)**

NONE

14. **QUESTION PERIOD: (Agenda Items Only)**

15. **PROCEDURAL MOTION:**

That the meeting be closed to the public in order to deal with agenda items under the *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;
- (n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (2); 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.

16. **ADJOURNMENT:**

ACTING MAYOR: COUNCILLOR MCKAY
2014-OCT-20 to 2014-NOV-30

MINUTES
REGULAR COMMITTEE OF THE WHOLE MEETING
SHAW AUDITORIUM, 80 COMMERCIAL STREET,
MONDAY, 2014-NOV-03 AT 4:30 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor G. Anderson
Councillor W. L. Bestwick
Councillor M. D. Brennan
Councillor G. E. Greves
Councillor D. K. Johnstone
Councillor J. A. Kipp
Councillor W. B. McKay
Councillor J. F. K. Pattje

Staff: E. C. Swabey, City Manager
T. M. Hickey, General Manager of Community Services
B. E. Clemens, Director of Finance
D. Lindsay, Director of Community Development
G. Goodall, Director of Engineering & Public Works
T. P. Seward, Director of Social & Protective Services
C. Davis, Manager of Sanitation, Recycling & Public Works
Administration
G. Ferrero, Director of Information Technology & Legislative Services
K. King, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Regular Committee of the Whole Meeting was called to order at 4:30 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add Agenda Item 8(a) – Colliery Dams Update – Add delegations Mr. Jeff Solomon, Mr. Robert Fuller and Mr. Mike Horn

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Regular Committee of the Whole Meeting held in the Shaw Auditorium, 80 Commercial Street, on Monday, 2014-OCT-06 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

5. COMMUNITY SERVICES:

(a) Colliery Dams Update

Delegations:

1. Mr. Jeff Solomon spoke in favour of further review of the existing spillway capacity and water distribution in an overtopping situation and that it was premature to evaluate the concept of an alternate swale/drainage course to Harewood Creek.
2. Mr. Robert Fuller spoke in opposition to further study of Colliery Dams remediation options and requested that the flood signage be removed.
3. Mr. Mike Horn spoke in favour of further study of remediation options and suggested a one-year moratorium on further work on the Colliery Dams, subject to Dam Safety approval.

It was moved and seconded that Council direct Staff to review water distribution in an overtopping situation and how it impacts overtopping flow rate. The motion carried.

Opposed: *Councillors Anderson, Bestwick, Brennan and Greves*

It was moved and seconded that Council direct Staff to review capacity of the existing spillway. The motion carried.

Opposed: *Councillors Anderson, Bestwick, Brennan and Greves*

It was moved and seconded that Council direct Staff to review the concept of an alternate swale/drainage course to Harewood Creek. The motion carried.

Opposed: *Councillors Bestwick, Kipp and McKay*

It was moved and seconded that Council direct Staff to provide a report back to Council with recommended next steps once the following has been completed:

- review water distribution in overtopping situation and how it impacts overtopping flow rate;
- review capacity of existing spillway; and,
- review concept of alternate swale/drainage course to Harewood Creek.

The motion carried unanimously.

(b) Request from APEGBC to Use Retaining Wall Guideline

It was moved and seconded that Council approve the request from the Association of Professional Engineers and Geoscientists of BC to use the City of Nanaimo's Retaining Wall Guideline as part of professional practice guidelines. The motion carried unanimously.

(c) Minutes of the Parks, Recreation and Culture Commission Meeting held 2014-OCT-01.

6. DELEGATIONS (not related to a Report to Council):

- (a) Mr. Mike Horn requested that Council consider hiring staff to clean in the downtown core as a supplement to the existing “green machine” and that some of the funding to the DNBA could be reallocated to fund the staffing.
- (c) Mr. Peter Sinclair requested that the City consider contributing to the cost of renovating a 6000 square foot warehouse on Fry Street for the Loaves and Fishes Food Bank.
- (b) Mr. Ian Gartshore spoke in support of Loaves and Fishes request for funding for the renovation of a warehouse and advised how the food recovery work done by Loaves and Fishes supports zero waste and reduces green house gases.
- (d) Mr. Nick Foglietta and Mr. Rob Anderson spoke in support of the Loaves and Fishes request for funding for the renovation of a warehouse.

It was moved and seconded that Council refer the request from Loaves and Fishes for a contribution of \$275,000 for a warehouse renovation to Staff to provide a report regarding funding options and that this report be included on the next meeting agenda. The motion carried.

Opposed: *Councillor Bestwick*

- (e) Ms. Sabrina Hornfeldt and Ms. Cathy Baart, CatNap Society, requested that City Staff be directed to prepare a report regarding animal control bylaw amendments to include licensing of cats and a mandatory cat spay/neuter program.
- (f) Ms. Mayta Ryn spoke regarding the need for pet identification and the effect of domestic cats on wildlife.

It was moved and seconded that Council direct Staff to prepare a report regarding the feasibility of the licensing and identification of cats and an amendment to the Animal Control Bylaw for a mandatory cat spay/neuter program. The motion carried unanimously.

7. QUESTION PERIOD:

- Mr. Fred Taylor, cat licensing program, Colliery Dams,
- Mr. Gord Fuller, Colliery Dams,

8. PROCEDURAL MOTION:

It was moved and seconded that the meeting be closed to the public in order to deal with agenda items under the *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;
- (g) litigation or potential litigation affecting the municipality;

- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (2); 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.

The motion carried unanimously.

Council moved into "In Camera" at 6:44 p.m.

Council moved out of "In Camera" at 8:36 p.m.

9. ADJOURNMENT:

It was moved and seconded at 8:36 p.m. that the meeting terminate. The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

CORPORATE OFFICER

City of Nanaimo
REPORT TO COUNCIL

DATE OF MEETING: 2014-NOV-17
AUTHORED BY: B. E. CLEMENS, DIRECTOR OF FINANCE
RE: LOAVES & FISHES GRANT REQUEST

STAFF RECOMMENDATION:

Council direction is requested.

PURPOSE:

To provide Council with information related to a request for funding from Nanaimo Loaves & Fishes.

BACKGROUND:

At the Committee of the Whole Meeting held 2014-NOV-03, Council received a presentation from Peter Sinclair, Executive Director for Loaves & Fishes in Nanaimo. The presentation provided background on the organization and the services that they provide the community, focusing on their current project which is to raise funds to purchase and renovate a warehouse. Council passed the following motion:

“It was moved and seconded that Council refer the request from Loaves and Fishes for a contribution of \$275,000 for a warehouse renovation to Staff to provide a report regarding funding options and that this report be included on the next meeting agenda.”

DISCUSSION:

The presentation from Loaves & Fishes requested that Council “invest in the community in one of two ways:”

1. Provide \$275,000 over two years (2015 & 2016) which is equal to half of the budget for acquiring and renovating the warehouse; or,
2. Provide \$4,000 per month (\$48,000 annually) as ongoing operating funding.

There are a number of factors that Council may want to consider when making a decision on this request:

- The City of Nanaimo has a recent history of supporting this organization, including \$60,000 in funding in 2013 to purchase a truck;
- Although Loaves & Fishes does not require the funding until next year, they do need confirmation from Council in 2014 so that they can borrow against Council's commitment;

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- The City does have \$90,000 in the budget each year from casino funds that is allocated to social service organizations. \$60,000 is allocated by Council with recommendations from the Social Planning Advisory Committee (SPAC) based on priorities established each year by SPAC, and the remainder is directed through the social planning budget. Council could divert this funding to the Loaves & Fishes request, but Staff do not recommend that because it would limit Council's ability to address emerging social issues in the future.

If Council chooses to contribute to the capital costs (\$275,000 over two years), then there are two possible options for funding: taxation or reserves. There is currently enough in the General Capital Reserve account to fund this request. Staff do not recommend this approach as unallocated reserves are relatively low and there are some large undetermined capital expenditures in the near future, e.g. Colliery Dam. The tax implication of adding this project in 2015 would be less than 0.2%. During the budget process Council will have the opportunity to cut or defer other projects if Council wishes to maintain the property tax increase at the projected 2.2% (or some other level as established by Council at the time).

If Council chooses instead to contribute to the operating costs (\$48,000 annually), there is no available funding unless Council chooses to reallocate money by reducing an existing service level. Adding \$48,000 annually to the City's operating budget has a relatively small tax impact (less than 0.1%).

When asked by staff, Loaves & Fishes have indicated that their preference would be for Council to provide the \$48,000 annual operating grant. This would allow them to go to the bank and borrow the capital funding against this new income stream.

Option 1:

If Council wishes to provide the capital costs, then staff recommends the following motion:

"That Council direct Staff to provide Loaves & Fishes with a capital grant of \$137,500 in each of 2015 and 2016 to support the purchase and renovation of a warehouse. Staff are directed to amend the 2014-2018 Financial Plan to reflect this decision."

Option 2:

If Council wishes to fund the operating grant instead, then staff recommends the following motion:

"That Council direct staff to provide Loaves & Fishes with an operating grant of \$48,000 per year beginning in 2015 and that Staff are directed to amend the 2014-2018 Financial Plan to reflect this decision."

Amending the existing Financial Plan gives staff the authority to pay over the grant amounts in 2015, as these are not currently included in the 2014 – 2018 Financial Plan. In the case of the capital funding, it may give Loaves & Fishes the certainty that they need in order to borrow against the future grant payment.

Note that the motions have been drafted on the assumption that Council will want to grant the full amount of the request.

Strategic Plan Considerations

Community Building Partnerships – one of the objectives in the 2012 – 2015 Strategic Plan is to build a strong, vital non-profit sector.

Respectfully submitted,



B. E. Clemens
DIRECTOR
FINANCE

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2014-NOV-05
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City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2014-NOV-17

AUTHORED BY: ROD DAVIDSON, PARKING MANAGER
ASSISTANT MANAGER, BYLAW, REGULATION & SECURITY
SOCIAL AND PROTECTIVE SERVICES

RE: REQUEST FOR PROPOSAL – ANIMAL CONTROL

STAFF RECOMMENDATION:

That Council approve issuing a Request for Proposal to select a provider for animal control services in the City.

PURPOSE:

To seek Council approval to issue a Request for Proposal (RFP) for animal control services within the City.

DISCUSSION:

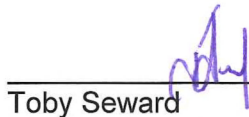
The contract for animal control services with Coastal Animal Control Services of BC will expire on 2014-Dec-31. A Notice of Intent to direct award the contract to Coastal Animal Control was published in local newspapers and a response to the notice was received from a qualified company. As there are now two qualified companies interested in supplying animal control services, an RFP is required.

Respectfully submitted,



Rod Davidson, Parking Manager
Assistant Manager, Bylaw, Regulation & Security
Social and Protective Services

Concurrence by:



Toby Seward
Acting General Manager
Community Development & Protective Services

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2014-Nov-06
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City of Nanaimo
REPORT TO COUNCIL

DATE OF MEETING: 2014-NOV-17

AUTHORED BY: Bill Sims, Manager, Water Resources

RE: College Park Water Supply Main Capacity Upgrade – Engineering Work

STAFF RECOMMENDATION:

That Council direct staff to issue a Request For Proposals (RFP) for the engineering design, project management and construction administration of a water supply main on Dogwood Road from Nanaimo Lakes Road to College Park Reservoirs.

PURPOSE:

The purpose of this report is to request approval to proceed with an RFP for the new water supply main as per the City's Purchasing Policy.

BACKGROUND:

The majority of the City's water supply mains are twinned to provide capacity and redundancy, sufficient fire flow when required and adequate alternative feeds to accommodate maintenance and pipeline shutdowns. The existing section of water supply main from Dogwood Road to College Park reservoirs is one section of the water supply network where only a single pipeline exists.

The water for 70% of the City passes through College Park reservoirs before being fed to the north end of Nanaimo. DCC Project WS41 will increase capacity to the reservoirs at College Park, by twinning the existing supply main which is reaching the its limit.

This project is included in the water supply long term plan and incorporated in DCC Bylaw since 2008.

In the draft 2015-2019 Capital Plan, the new twin supply main is scheduled to commence construction in the fall of 2016 and complete by spring 2017. Construction is planned over the wetter winter months when water demand and consumption is at its lowest.

DISCUSSION:

Development Cost Charge Project WS41 twins the existing supply main from Nanaimo Lakes Road to College Park Reservoirs. The new pipeline is now required since the existing main is at the point of reaching its capacity. The new main will provide additional capacity to permit growth to continue in the area served by the College Park reservoir (approximately 70% of the City).

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Staff propose to publicly issue an RFP to seek a qualified engineering consultant to undertake a detailed design, assist in the procurement and manage construction of the proposed new pipeline.

In the 5 year plan, funding is allocated under P-9260 as follows;


- 2014 \$220,000
- 2015 \$540,000
- 2016 \$1,800,000
- 2017 \$1,800,000

Detailed design is proposed to occur through 2015, with material procurement to follow, and construction planned to start in the fall of 2016.

STRATEGIC PLAN CONSIDERATIONS:

This project supports the Council's Corporate Strategic Plan pillars for Water and Asset Management.

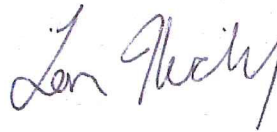
Respectfully submitted,



Bill Sims
Manager, Water Resources
Engineering & Public Works



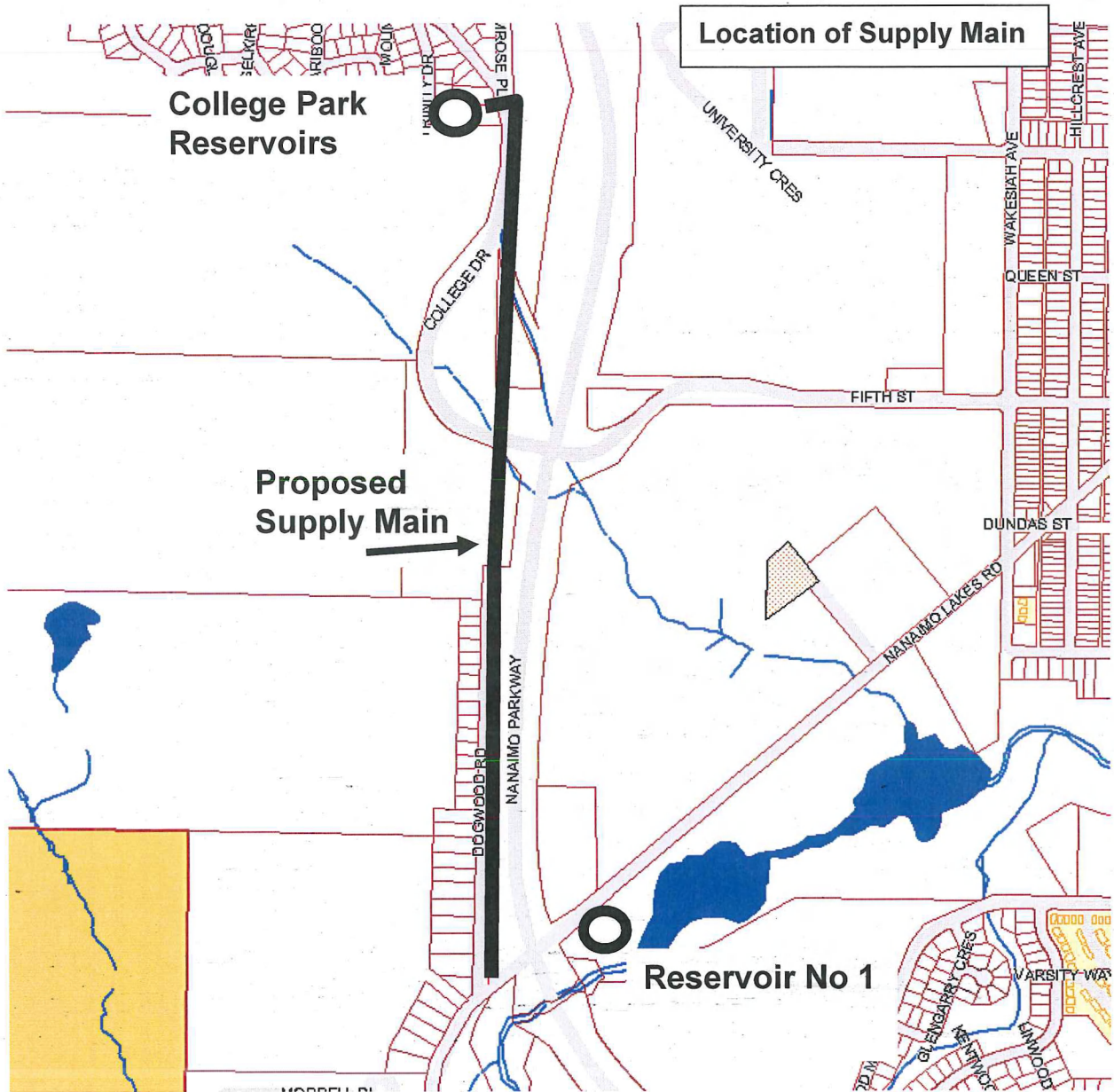
Geoff Goodall, PEng.,
Director
Engineering & Public Works



Tom Hickey,
General Manager
Community Services

CITY MANAGER COMMENT:

I concur with the staff recommendation.



DCC WS41 Water Supply Capacity Upgrade RFP 17NOV2014