

AGENDA FOR THE REGULAR COMMITTEE OF THE WHOLE MEETING  
TO BE HELD IN THE SHAW AUDITORIUM, 80 COMMERCIAL STREET, NANAIMO, BC  
ON MONDAY, 2012-JUL-23, COMMENCING AT 4:30 P.M.

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CHAIR: MAYOR RUTTAN

ACTING MAYOR: COUNCILLOR GREVES (2012-JUN-11 TO 2012-JUL-29)

1. **CALL THE REGULAR COMMITTEE OF THE WHOLE MEETING TO ORDER:**
2. **INTRODUCTION OF LATE ITEMS:**
3. **ADOPTION OF AGENDA: (Greves/Brennan)**
4. **ADOPTION OF MINUTES: (Greves/Brennan)**
  - (a) Minutes of the Regular Committee of the Whole Meeting held in the Shaw Auditorium, 80 Commercial Street, on Monday, 2012-JUN-18 at 4:30 p.m. *Pg. 5-10*
5. **PRESENTATIONS:**

NONE
6. **ADMINISTRATION:**

NONE
7. **COMMUNITY SAFETY AND DEVELOPMENT:**
  - (a) **Development Permit No. DP796 – 6535 Metral Drive**

Staff Recommendation: That Council issue Development Permit No. DP796 at 6535 Metral Drive with a variance to reduce the required side yard from 3 m to 0 m. *Pg. 11-16*
  - (b) **UBCM Call Answer Levy Resolution**

Staff Recommendation: That Council request an emergency resolution from UBCM for a Provincial call answer levy on telephone service providers. *Pg. 17-19*

8. **CORPORATE SERVICES:**

(a) **Ipsos Reid 2012 Citizen Satisfaction Survey**

Presentations:

1. Ms. Catherine Knaus, Associate Vice President, Ipsos Reid – Public Affairs, to provide a presentation regarding the results of the 2012 Citizen Satisfaction Survey.

Staff Recommendation: That Council receive the report regarding the Ipsos Reid 2012 Citizen Satisfaction Survey. *Pg. 20-21*

(b) **Long-Term Federal Infrastructure Funding**

Staff Recommendation: That Council endorse the resolution attached to the report to request that the federal government ensure that new long-term funding for municipal infrastructure is in place when the existing programs expire in 2014. *Pg. 22-24*

(c) **Memorandum of Agreement for Regional Emission Reductions**

Staff Recommendation: That Council endorse the Regional Emission Reductions for Carbon Neutral Operations with the Regional District of Nanaimo, the City of Nanaimo, the District Municipality of Lantzville, the City of Parksville and the Town of Qualicum Beach. *Pg. 25-41*

(d) **Quarterly Direct Award Purchases**

Staff Recommendation: That Council receive the report regarding quarterly direct award purchases. *Pg. 42-44*

(e) **Quarterly Single Submission Purchases**

Staff Recommendation: That Council receive the report regarding quarterly single submission purchases. *Pg. 45-46*

(f) **City Telephone Services Update**

Staff Recommendation: That Council receive the report regarding an update on City telephone services. *Pg. 47-51*

9. **COMMUNITY SERVICES:**

(a) **Green Lake Sanitary Sewer**

Staff Recommendation: That Council receive the report regarding the Green Lake sanitary sewer. *Pg. 52-53*

(b) **Modular Furniture for the Service and Resource Center Request for Proposal**

Staff Recommendation: That Council receive the report regarding a Request for Proposals for modular furniture for the Service and Resource Centre.

*Pg. 54*

(c) **Grant Application Under the Community Infrastructure Improvement Fund (CIIF)**

Staff Recommendation: That Council endorse a Departure Bay Waterfront Improvement Project for application under the Community Infrastructure Improvement Fund ("CIIF").

*Pg. 55-58*

(d) **Landscaping Level Medians and Boulevards**

To be introduced by Mr. R. J. Harding, Director of Parks, Recreation and Culture.

Staff Recommendation: That Council receive the report regarding landscaping service levels for medians and boulevards.

*Pg. 59-66*

(e) **2012 Sport Tournament Grant Request – Final Intake**

To be introduced by PRCC Chair, Councillor Johnstone.

Commission Recommendation: That Council award the Nanaimo District Lacrosse Association \$2000 from the Sport Tournament Fund for the 2012 Female Box Lacrosse Provincial Championships.

*Pg. 67-68*

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

(a) Mr. Darryl Walker, President, BC Government and Service Employee's Union (BCGEU), requesting that Council consider adopting a resolution (attached) to put a moratorium on the privatization of the Liquor Distribution Branch distribution system.

*Pg. 69-73*

(b) Mr. John Roberts, 945 Inskip Street, Esquimalt, advising of two locomotives, "Duchess" and "Duke" that were used in the Nanaimo coal mining era and requesting that Council consider purchasing "Duchess" or replicating "Duke" for display in Nanaimo.

*Pg. 74-76*

(c) Ms. Grace Elliott-Nielsen, Executive Director, and Ms. Rene Robinson, President, Board of Directors, Tillicum Lelum Aboriginal Friendship Centre, requesting a letter of support from Council for the release of a freeze on funding from the Federal Government for the support programs funded through the Cultural Connections for Aboriginal Youth Initiative (CCAY).

*Pg. 77-78*

11. **NOTICE OF MOTION:**

12. **OTHER BUSINESS:**

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

- (a) Ms. Joanne Sales, Director of Broombusters, Ms. Judy Borserio and seven other Nanaimo residents, regarding Scotch broom in the City of Nanaimo and the growing concern of Nanaimo residents. Pg. 79
- (b) Mr. Danny Heiduk, #304 – 931 Crace Street, Nanaimo, regarding a vision statement (attached) for the City of Nanaimo. Pg. 80-85
- (c) Mr. Richard Easthom, 1344 Ivy Lane, Nanaimo, regarding the Development Permit issue at 635 Railway Avenue and the storm drain system which runs through 635 Railway Avenue. Pg. 86-88

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

15. **PROCEDURAL MOTION:**

That the following meeting be closed in order to deal with the following matters under the *Community Charter* Section 90(1):

- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (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; 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*.

16. **ADJOURNMENT:**

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING  
HELD IN THE SHAW AUDITORIUM, 80 COMMERCIAL STREET, NANAIMO, BC  
ON MONDAY, 2012-JUN-18 COMMENCING AT 4:30 P.M.

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PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor G. Anderson (Arrived at 4:34 p.m.)  
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 (Vacated at 6:14 p.m.)

Staff: A. C. Kenning, City Manager  
D. W. Holmes, Assistant City Manager and General Manager of  
Corporate Services  
E. C. Swabey, General Manager of Community Safety and Development  
T. M. Hickey, General Manager of Community Services  
T. L. Hartley, Director of Human Resources and Organizational Planning  
B. E. Clemens, Director of Finance  
T. P. Seward, Director of Development  
A. J. Tucker, Director of Planning  
P. Kristensen, Director of Information Technology  
L. Coates, Manager of Accounting Services  
J. E. Harrison, Manager of Legislative Services  
T. Wilkinson, 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 7 (e) 1 – Delegation – Mr. Ron Bolin regarding Video Recording Capability in the Annex Replacement Meeting Room.
- (b) Add Agenda Item 7 (e) 2 – Delegation – Mr. Gord Fuller regarding Video Recording Capability in the Annex Replacement Meeting Room.
- (c) Added to Procedural Motion – subsection 90(1): (c).

It was moved and seconded that the Delegations (not related to a Report to Council) be brought forward to follow Adoption of Minutes. The motion carried unanimously.

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 Finance / Policy Committee of the Whole Meeting held in the Shaw Auditorium, 80 Commercial Street, on Monday, 2012-APR-23 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

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

- (a) Ms. Joyce MacMillan, 4005 Departure Bay Road, Nanaimo, presented Council with a petition regarding the pedestrian walk at Uplands Drive and Departure Bay Road, and expressed her concerns regarding safety at the crosswalk and surrounding area.
- (b) Ms. Christel Martin, 641 Stirling Avenue, Nanaimo, expressed concerns that Wi-Fi is hazardous to humans in public places and would like it dismantled and banned in the City of Nanaimo facilities.
- (c) Ms. Ruth Christmas, 5309 Hammond Bay Road, Nanaimo, representing the Canadian Breast Cancer Foundation CIBC Run for the Cure, presented the 2012 Run video.
- (d) Mr. Lawrence Johnson, Chair of Branch 600, B.C. Government Retirees' Association, Ms. Marilyn Mattson and Ms. JoAnne Dundas, co-chairs of the subcommittee responsible for the local campaign to have MSP premiums eliminated, requested that Council raise the issue again to end MSP premium payments for seniors in the fall session of the Union of British Columbia Municipalities (UBCM).

It was moved and seconded that Council direct Staff to prepare a motion for submission to the UBCM Annual General Meeting on the issue of eliminating the MSP premiums for seniors and to replace those funds through the income tax system. The motion carried unanimously.

- (e) Mr. Laurie Gourlay, 2689 Cedar Road, Nanaimo, provided a PowerPoint presentation on the Nanaimo River estuary and coastal waters around Gabriola Island, and their potential for recognition as a northern boundary of the Southern Strait of Georgia National Marine Conservation Area (NMCA).

It was moved and seconded that Council direct Staff to review the Southern Strait of Georgia National Marine Conservation Area (NMCA) reserve and bring a report back to Council that includes UBCM and AVICC information, and a separate report regarding the following three requests made by Mr. Gourlay:

1. post information and links on the City's website to encourage consideration of our waterfront and the potential for a NMCA designation for the Nanaimo Estuary;
2. host a public meeting with other organizations, perhaps approaching Vancouver Island University, and extending an invitation to the Minister or his representatives to schedule public and private meetings here; and,
3. consider obtaining public approval for a NMCA designation by means of the Alternative Approval Process with a September deadline for World Rivers Day.

The motion carried unanimously.

6. COMMUNITY SAFETY AND DEVELOPMENT:

(a) Social Planning Advisory Committee – 2012 Community Service Grants

It was moved and seconded that Council approve the allocation of the first round of Community Service Grants as noted below:

Applicant	Funds to be Used For	Amount
Community Lunch St. Andrew's Presbyterian	Community Lunch Program	1,000
Southend Community Association	Miners Heritage Picnic	250
Island Crisis Care Society	Transportation to Appointments	400
Young Life	Training Leaders	1,000
Waterfront Rock Balancing Artist	Signage/Fencing, Supplies, Hiring Assistants	0
Haven Society	Stepping Out Program	1,000
St. Paul's Anglican Church	Food, Clothing, Transportation for those in Need	1,000
Nanaimo Brain Injury Society	Peer Mentoring Program	1,500
The Salvation Army – Nanaimo Ministries	New Tables for Meal Centre	500
Nanaimo Family Life Association	Grey Matters Program	1,000
Victoria Human Exchange, Nanaimo Branch	Improvements to Homeless Facility	0
Canadian Mental Health Association	Gardening and Clean-up done by Homeless Individuals	1,000
Nanaimo 7-10 Club Society	Community Breakfast and Lunch Program	800
Nanaimo Men's Resource Centre	Clothing Program and Supervised Access Program	250
Nanaimo Disability Resource Centre	Computer Tutor at Home Program	1,000
Scouts Canada	Membership Subsidies and Special Events Assistance	0

Applicant	Funds to be Used For	Amount
Mid Island Abilities & Independent Living Society	Gala Grand Opening of New Society	0
Nanaimo Region John Howard Society		800
Nanaimo CarShare Co-operative		0
Nanaimo Community Kitchens Society		1,000
<b>TOTAL</b>		<b>12,500</b>

The motion carried unanimously.

7. CORPORATE SERVICES:

(a) 2011 Annual Municipal Report

Mayor Ruttan inquired if there was anyone wishing to speak to the report pertaining to the 2011 Annual Municipal Report.

Mr. Robert Fuller, 3350 Hammond Bay Road, Nanaimo, stated his concerns about the outstanding debt.

It was moved and seconded that Council approve the 2011 Annual Municipal Report. The motion carried unanimously.

(b) 2011 Annual Parking Reserve Fund Report

It was moved and seconded that Council approve the City of Nanaimo 2011 Annual Parking Reserve Fund Report for filing with the Ministry of Community, Sport and Cultural Development. The motion carried unanimously.

(c) 2011 Development Cost Charge Reserve Fund Report

It was moved and seconded that Council approve the City of Nanaimo 2011 Development Cost Charge Reserve Fund Report for filing with the Ministry of Community, Sport and Cultural Development. The motion carried unanimously.

(d) 2011 Statement of Financial Information

It was moved and seconded that Council approve the City of Nanaimo 2011 Statement of Financial Information for filing with the Ministry of Community and Cultural Development. The motion carried unanimously.

(e) Video Recording Capability in the Annex Replacement Meeting Room

Delegations:

1. Mr. Ron Bolin would like to see some kind of video capability in the Annex replacement meeting room.



2. Mr. Gord Fuller thinks people have a right to view Committee meetings and that some type of audio/visual equipment should be installed in the Annex replacement meeting room.

Councillor Pattje vacated the Shaw Auditorium at 6:14 p.m.

It was moved and seconded that Council refer the decision of implementing video recording capability in the Annex replacement meeting room to November, and during the interim collect statistics on Committee of the Whole meetings. The motion was defeated.

Opposed: Mayor Ruttan, Councillors Bestwick, Brennan, Greves, Kipp and McKay

It was moved and seconded that video recording equipment not be added to the new Annex meeting room.

It was moved and seconded that the main motion be amended to read "that video recording equipment not be added to the new Annex meeting room at this time; however, that rough in wiring be done at the time of construction". The motion carried.

Opposed: Councillors Anderson, Greves and McKay

The vote was taken on the main motion as amended.

The main motion as amended was defeated on a tie vote.

Opposed: Councillors Anderson, Greves, Kipp and McKay

It was moved and seconded that Council reconsider the vote on the main motion as amended. The motion carried unanimously.

It was moved and seconded that video recording equipment not be added to the new Annex meeting room at this time; however, that rough in wiring be done at the time of construction. The motion carried.

Opposed: Councillors Kipp and McKay

## 8. COMMUNITY SERVICES:

### (a) Beach Drive Storm Drainage Outfall

It was moved and seconded that Council receive the report regarding Beach Drive Storm Drainage Outfall. The motion carried unanimously.

Mayor Ruttan vacated the Shaw Auditorium at 6:55 p.m.

Councillor Greves assumed the Chair.

9. QUESTION PERIOD:

- Mr. Fred Taylor, re: video recording capability in the Annex replacement meeting room.

Mayor Ruttan resumed the Chair at 6:57 p.m.

It was moved and seconded that Council refer the issue of purchasing audio/visual equipment for the new Annex meeting room to the 2013 budget deliberations. The motion carried.

Opposed: Mayor Ruttan

10. PROCEDURAL MOTION:

It was moved and seconded that Council move "In Camera" in order to deal with the following matters under the *Community Charter* Section 90(1):

- (c) labour relations or employee negotiations;
- (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;
- (g) litigation or potential litigation affecting 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*.

The motion carried unanimously.

Council moved into "In Camera" at 7:00 p.m.

Council moved out of "In Camera" at 7:55 p.m.

11. ADJOURNMENT:

It was moved and seconded at 7:55 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER

**City of Nanaimo**  
**REPORT TO COUNCIL**

**DATE OF MEETING:** 2012-JUL-23

**AUTHORED BY:** GARY NOBLE, DEVELOPMENT APPROVAL PLANNER, PLANNING & DESIGN SECTION

**RE:** DEVELOPMENT PERMIT NO. DP000796 - 6535 METRAL DRIVE

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**STAFF RECOMMENDATION:**

That Council issue Development Permit No. DP000796 at 6535 Metral Drive with a variance of a reduction in the required side yard from 3 m to 0 m.

**PURPOSE:**

The purpose of this report is to seek Council authorization to issue an amended development permit for an addition to a commercial development with one variance.

**BACKGROUND:**

An amended development permit application was received from Windley Investments Ltd. for an addition to an existing commercial development.

***Subject Property***

The subject property is zoned Commercial Centre 4 (CC4) and has a total area of 6,970 m<sup>2</sup>.

A previous development permit (DP98-27) was approved by Council 1998-JUL-27 authorizing the construction of the existing two buildings; Fabricland and an office building.

According to Map 1 the Official Community Plan (OCP), the subject property is designated Urban Node. According to Map 3 of the OCP, the subject property is within Development Permit Area No. 9 (Commercial, Industrial, Institutional, Multi-Family and Mixed Commercial/Residential Development). As such, a development permit is required before a building permit can be issued.

**DISCUSSION:**

***Proposed Development***

Fabricland is proposing to increase the building footprint from 971 m<sup>2</sup> to 1,275 m<sup>2</sup> with an addition of 304 m<sup>2</sup> along the existing south building elevation.

☐ Council  
☒ Committee of the Whole  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2012-JUL-23

The existing building has a zero lot line as a result of a previously approved side yard variance. The proposed addition will also be sited with no side yard.

The proposed addition has a similar façade treatment on all three elevations so the new addition will blend with the existing building and continues the approved form and character.

***Required Variances***

Required Side Yard

The required side yard is 3 m. The proposed side yard is 0 m; a proposed variance of 3 m.

The proposed varied side yard will allow the addition to have the same siting as the existing building.

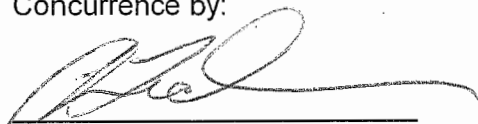
Staff supports the proposed variance.

Respectfully submitted,

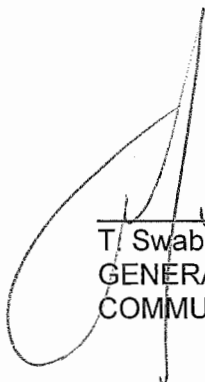


B. Anderson, MCIP  
MANAGER  
PLANNING & DESIGN SECTION

Concurrence by:



A. Tucker, MCIP  
DIRECTOR  
PLANNING

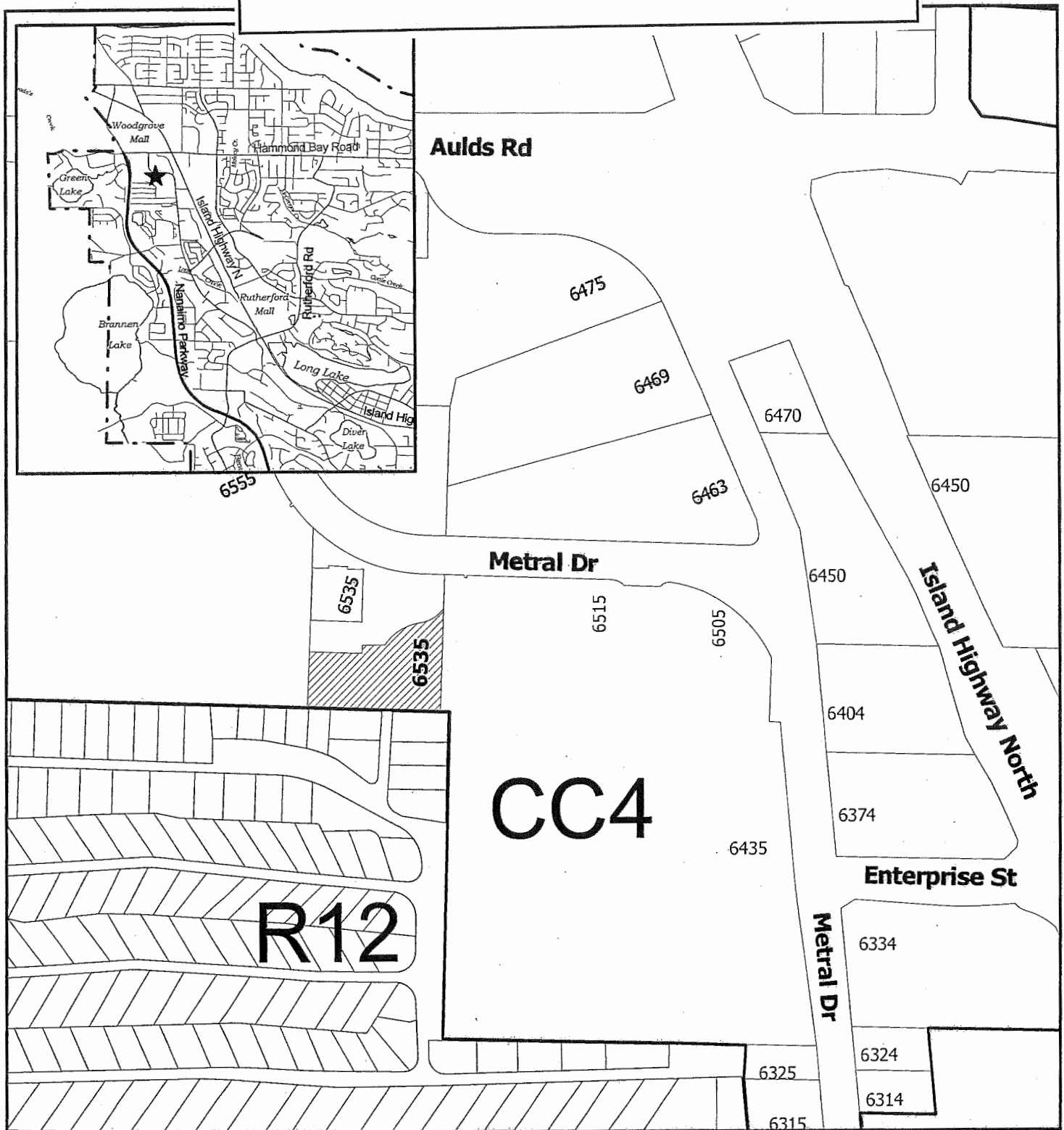


T. Swabey  
GENERAL MANAGER  
COMMUNITY SAFETY & DEVELOPMENT

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2012-JUL-12  
Prospero attachment: DP000796  
GN/hd



DEVELOPMENT PERMIT NO. DP000796

## LOCATION PLAN



**Subject  
Property**

Civic: 6535 Metral Drive  
Lot 4, Section 12, Wellington District, Plan VIP62297  
Except part in Strata Plan VIS4991

PROJECT DATA

Project Civic Address: 6535 Metral Drive Nanaimo BC  
Project Legal Address: Lot 4, Section 12, Wellington District, Plan VIP 62297  
Except Part in Plan VIS 4991

Name of Company: WTF Investments Inc.

Project Description: Addition to FabricLand

Zoning: CC4 Woodgrove Urban Centre

Site Area: 6,970 m<sup>2</sup> (75,025 sf)

Building Area:	Existing		New	
Building 1 (FabricLand)	971m <sup>2</sup>		1,275m <sup>2</sup>	
Building 2 (CLBC)	748.5m <sup>2</sup>		748.5m <sup>2</sup>	
Total	1,719.5m <sup>2</sup>		2,023.5m <sup>2</sup>	

Building Height:	Existing		New	
Allowed 14m (45.9ft)	8.7m (~28'-6")		8.7m (~28'-6")	

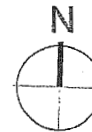
Building Setbacks:	Permitted		Existing		New	
Front:	4.5 m (14.7 ft)		4.8 m (15.8 ft)		n/c	
Rear:	7.5 m (24.6 ft)		51.3m (168.4 ft)		41.6m (136.4 ft)	
Int. Side (N):	3.0m (9.84 ft)		0.14m (0.56 ft)		n/c	
Ext. Side (S):	3.0 m (9.84 ft)		46.4m (152 ft)		n/c	

Floor Area Ratio:	Existing		New	
Allowed 0.45:1	0.247:1		0.29:1	

Parking Requirements: Total Provided 89 stalls



Location Plan



WTF Investments Ltd

Proposed Building Addition

CHOW LOW HAMMOND

ARCHITECTS INC.

www.chld.co

DATE 13 JUL 2012

BRITISH COLUMBIA

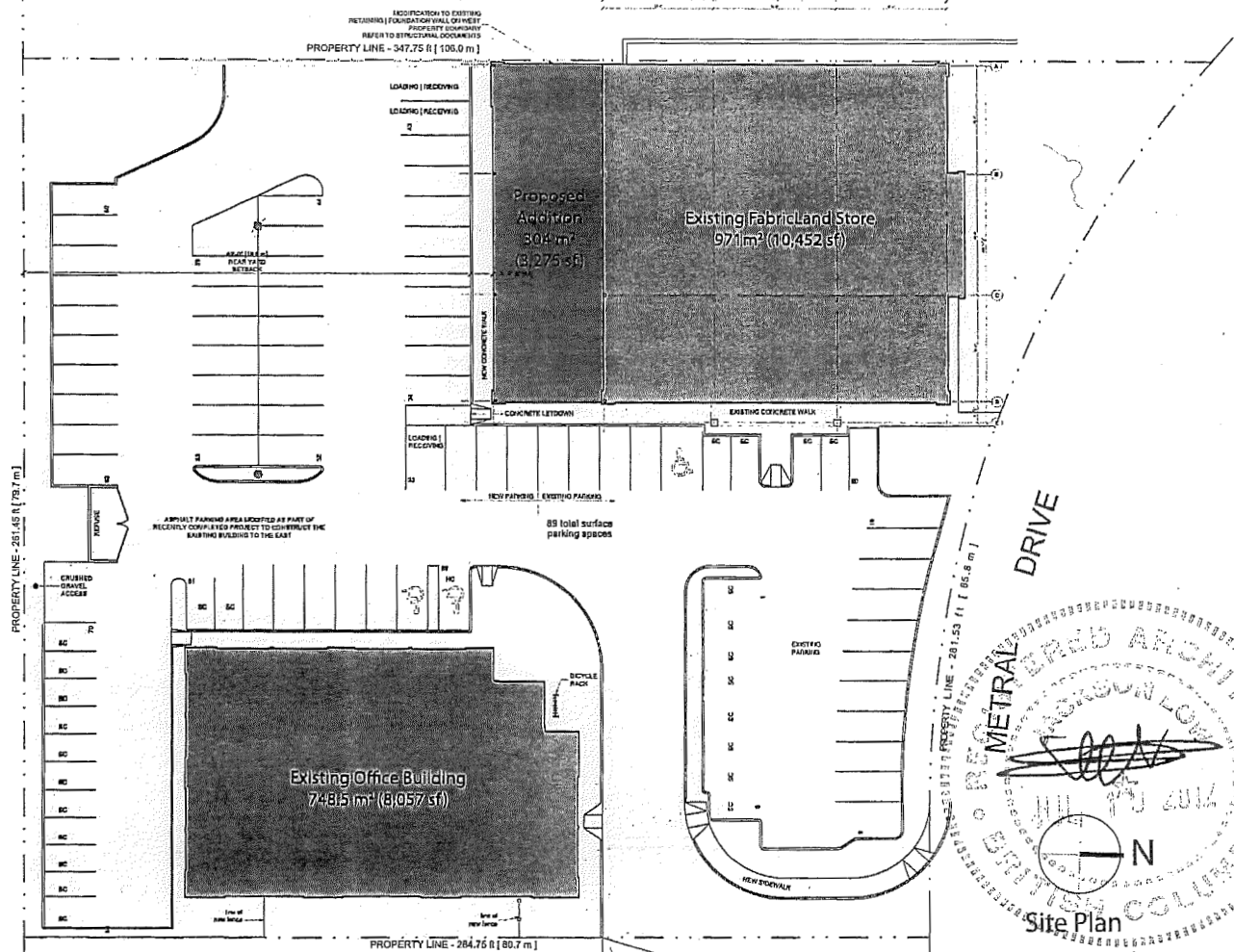
## Site Plan

Existing View Looking West



## Proposed Building Addition

ARCHITECTS INC  
www.cha.co





Building Elevations Illustrating Addition

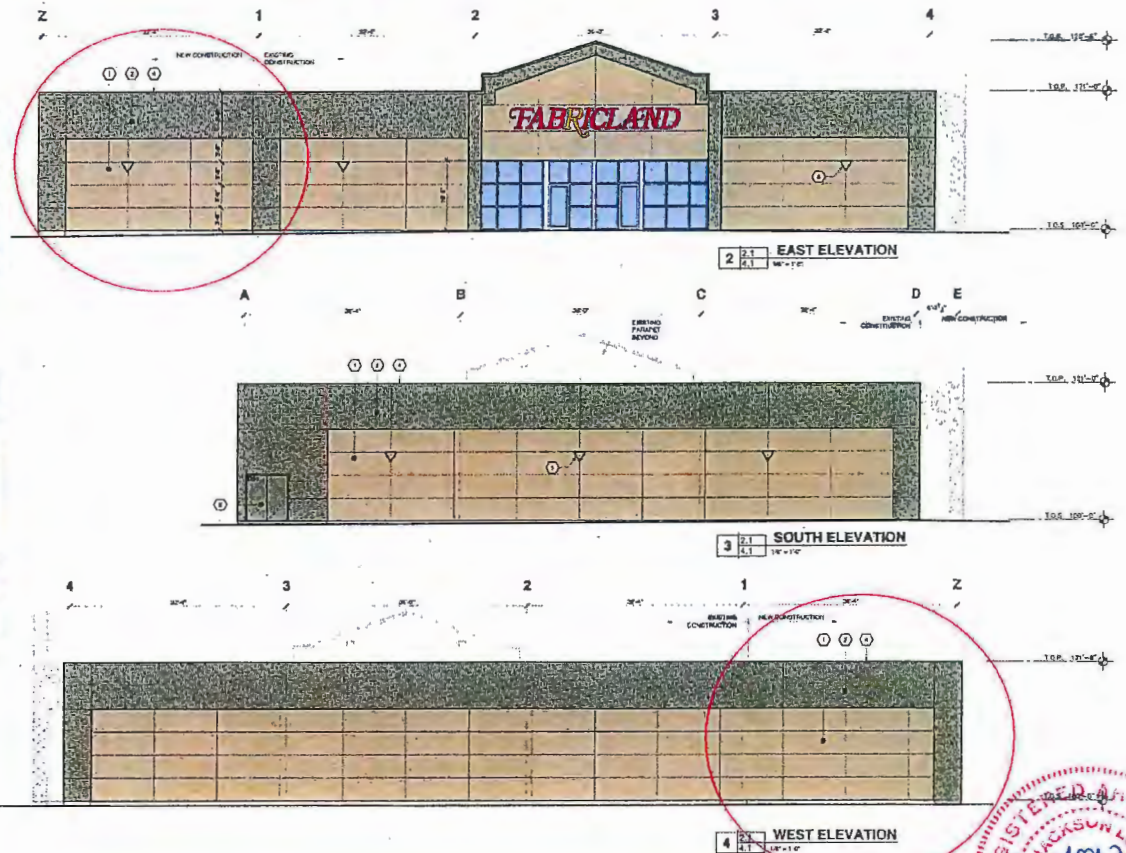
FABRICLAND

09 July 2012



Materials Legend

1. Stucco Type 1
2. Stucco Type 2
3. Reveal Joint, Typ.
4. Prefinished Metal Flashing
5. Wall Sconce
6. Painted Metal Door



WTF Investments Ltd

Proposed Building Addition

JACKSON LOW HAMMOND

ARCHITECTS INC  
www.jlh.ca



**City of Nanaimo**  
**REPORT TO COUNCIL**

DATE OF MEETING: 2012-JUL-23

AUTHORED BY: RON LAMBERT, FIRE CHIEF

RE: UBCM CALL ANSWER LEVY RESOLUTION

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**STAFF RECOMMENDATION:**

That Council request an emergency resolution from UBCM for a Provincial call answer levy on telephone service providers.

**PURPOSE:**

The purpose of this report is to initiate local government support through UBCM for a Provincial based call answer levy for 9-1-1 services.

**BACKGROUND:**

In November 2010 Council adopted "911 CALL ANSWER LEVY BYLAW 2010 NO 7114". This Bylaw was to provide for the recovery of costs of providing 9-1-1 service in the City of Nanaimo by means of a call answer levy to include the wireless service providers (i.e. cellular companies: Rogers, Bell Mobility and Telus Mobility) in the call answer levy (CAL) which provides funding for the Central Island 9-1-1 Service.

On 2012-JULY-10 the Supreme Court of BC released the ruling on the matter of CTWA, Telus, Bell and Rogers petitioning against the City of Nanaimo's E911 Call Answer Levy Bylaw No. 7114. The Judge's ruling concludes that the City does not have the power to impose the fee in the Bylaw and accordingly quashes the City Bylaw

**DISCUSSION:**

**Strategic Plan Considerations:**

Providing 9-1-1 service is an important component of social services. Sustainable funding of this service through a user pay model is an identified Council strategy.

In 2009 UBCM endorsed a City of Nanaimo "Call Answer Levy for Wireless Service Providers" resolution that called for a provincial levy to fund 9-1-1 service costs. The Provincial response to that resolution was that the issue was being explored.

Staff believe that this is an opportune time to again pursue a resolution for the Wireless Call Answer Levy and to have the Province proceed with legislation. This would be consistent

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☒ Open Meeting  
☐ In-Camera Meeting  
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with the five other provinces that have implemented similar 9-1-1 funding legislation. These are Saskatchewan, Quebec, Nova Scotia, New Brunswick and PEI. Indications are that the wireless providers may now be ready to assist in moving this discussion forward.

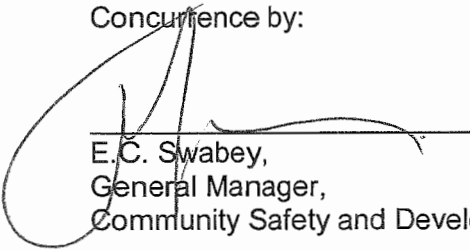
A late resolution for the UBCM September Convention can be requested and will be forwarded upon Council direction.

Respectfully Submitted



R. Lambert,  
Fire Chief

Concurrence by:



E.C. Swabey,  
General Manager,  
Community Safety and Development

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2012-JULY-19

**DRAFT UBCM RESOLUTION  
E9-1-1 Call Answer Levy**

**RESOLUTION TITLE:**

CALL ANSWER LEVY FOR TELEPHONE SERVICE PROVIDERS

**RESOLUTION TEXT:**

WHEREAS over one half of all emergency calls to 9-1-1 are now made from cellular telephones;

AND WHEREAS wireless service providers are not required to collect a call answer levy that would contribute to the cost of providing the 9-1-1 service;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urge the provincial government to enact legislation similar to that enacted in Saskatchewan, Nova Scotia, New Brunswick, PEI and Quebec that would require all telephone service providers, including wireless service providers, to collect a call answer levy as a means to contribute to the costs associated with the delivery of 9-1-1 emergency service.

Prepared:  
2012-JULY-19

# City of Nanaimo

## REPORT TO COUNCIL

DATE OF MEETING: 2012-JUL-23

AUTHORED BY: B.E. CLEMENS, DIRECTOR OF FINANCE

RE: IPSOS REID 2012 CITIZEN SATISFACTION SURVEY

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### STAFF RECOMMENDATION:

That Council receives this report for information.

### PURPOSE:

To provide background to the presentation on tonight's agenda.

### BACKGROUND:

Ipsos Reid does an annual survey that provides statistically valid information about how citizens perceive the quality of life in their community as well as their general level of satisfaction with the way the local government is being run. Many municipalities in British Columbia participate in this survey, allowing Ipsos Reid to provide some comparable data about the norms. The City of Nanaimo last participated in this survey in 2004.

Staff have previously made presentations to Council about a set of approximately 50 performance measures called a Balanced Scorecard. These measures provide Council and the community with a picture of the organization's performance as seen through a number of perspectives: financial, social, environmental, customer, employee and service delivery.

A set of proposed measures was presented to Council last year and staff are now in the process of collecting the data and finalizing the presentation form. The data for four of these measures is obtained from questions that are part of the Ipsos Reid survey.

**Strategic Plan Considerations** In addition to providing information for the Balanced Scorecard, the Ipsos Reid survey addresses a number of issues that are raised in the 2012 to 2015 Strategic Plan. This information can be used in conjunction with the public input that was gathered during the strategic plan process.

Respectfully submitted,



B.E. Clemens  
DIRECTOR,  
FINANCE

☐ Council  
☒ Committee of the Whole  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2012-JUL-23

Concurrence by:

  
D.W. Holmes  
ASSISTANT CITY MANAGER /  
GENERAL MANAGER OF CORPORATE SERVICES

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2012-JUL-18  
G:/Administration/Council/Reports/ipsos reid survey.docx  
BEC

# City of Nanaimo

## REPORT TO COUNCIL

DATE OF MEETING: 2012-JUL-23

AUTHORED BY: B.E. CLEMENS, DIRECTOR OF FINANCE

RE: LONG-TERM FEDERAL INFRASTRUCTURE FUNDING

☐ Council  
☒ Committee of the whole  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2012-JUL-23

### STAFF RECOMMENDATION:

That Council endorse the resolution attached to this report to request that the federal government ensure that new long-term funding for municipal infrastructure is in place when the existing programs expire in 2014.

### PURPOSE:

To ensure long-term funding is available for critical municipal infrastructure needs.

### BACKGROUND:

Almost \$2 billion dollars a year in federal infrastructure funding for municipalities will end when the federal government's Building Canada Plan expires in March 2014, along with funding for a number of other critical cost-shared programs.

The federal government has promised to develop a new plan before the 2014 deadline, in partnership with municipalities, provinces, territories and other key stakeholders.

The Federation of Canadian Municipalities (FCM) has launched a campaign to ensure municipal priorities are reflected in the federal government's new long-term infrastructure plan, and that this plan is in place when the current programs expire in 2014.

This campaign will leverage traditional and social media to encourage local residents, businesses and organizations to get involved as well. It will run until spring 2013, when FCM expects the federal budget to spell out the government's commitment to meeting municipal needs in its long-term plan.

### DISCUSSION:

Nanaimo, like most municipalities in BC and across Canada, has a need for stable, long-term infrastructure funding. The City's 2012-2017 Financial Plans shows capital expenditures of \$219 million over the next five years, with about \$51 million being funded through general revenue. City staff are currently working on an asset management program that will identify the investment required to maintain the infrastructure owned by the City.

Since 2007, the City has received more than \$40 million in infrastructure funding from the federal government. Some of the larger grants include:

- \$2.2 million from Cultural Spaces Canada to construct the new museum at the Port of Nanaimo Centre;
- \$7.7 million from Gas Tax revenues for Reservoir #1;
- \$17.8 million from the Building Canada Fund for the water treatment plant;
- \$9.1 million from the Community Works Fund that will be used to fund water supply and treatment projects;
- \$1.0 million from Recreational Infrastructure Canada for upgrades to Beban Park Centre;
- \$1.0 million from the Canada/BC Infrastructure Program for the Port of Nanaimo Centre (plus \$1.0 million from the Province)

**Strategic Plan Considerations** Stable infrastructure funding is essential for the City to achieve its strategic priority of Asset Management. Without senior government funding, it will be challenging to fund all of the necessary infrastructure projects in the future. Ideally, senior governments will develop a program that will provide local governments with stable, predictable long-term infrastructure funding that is flexible enough to be responsive to the needs of each community.

Attached is a proposed resolution based on a template provided by FCM. The purpose of the resolution is to impress upon the federal government, through the Minister of Transport, Infrastructure and Communities, the importance of a long-term infrastructure funding plan. A copy of the resolution would also be sent to our local Members of Parliament.

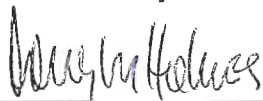
Staff are recommending that Council endorse this resolution.

Respectfully submitted,



B.E. Clemens  
DIRECTOR,  
FINANCE

Concurrence by:



D.W. Holmes  
ASSISTANT CITY MANAGER /  
GENERAL MANAGER OF CORPORATE SERVICES

CITY MANAGER COMMENT:

I concur with the staff recommendation.

**CITY OF NANAIMO COUNCIL RESOLUTION  
2012-JUL-23  
LONG-TERM FEDERAL INFRASTRUCTURE FUNDING**

**RESOLUTION**

**Development of a new long-term federal plan for municipal infrastructure funding.**

**WHEREAS**, The Building Canada Plan and a number of important federal-provincial transfer agreements vital to Canada's cities and communities, will expire in March 2014;

**WHEREAS**, Federal investments over the last few years have helped to slow the decline of our cities and communities, and the Government of Canada has committed to develop a new long-term plan for municipal infrastructure funding in consultation with municipal and provincial/territorial governments;

**WHEREAS**, a seamless transition from the Building Canada Plan to a new long term plan is necessary to ensure that municipalities can continue planning their capital spending effectively;

**WHEREAS**, The Federation of Canadian Municipalities (FCM) has launched a campaign to ensure the new plan reflects municipal priorities across the country and asks its member municipalities to pass a Council resolution supporting the campaign;

**AND WHEREAS**, our community has continuing infrastructure needs, such as:

- a safe and adequate supply of drinking water;
- replacement and upgrading of aging storm drain, sanitary sewer and water lines;
- replacement and reconditioning of the road system;
- reconditioning and upgrading of civic facilities;

that can only be met with through the kind of long-term planning and investment made possible by a national plan;

**THEREFORE BE IT RESOLVED** that Council endorses the FCM campaign and urges the Minister of Transport, Infrastructure and Communities to work with FCM to ensure the new long-term infrastructure plan meets the core infrastructure needs of cities and communities;

**BE IT FURTHER RESOLVED** that Council urges the Minister of Transport, Infrastructure and Communities to ensure that the new long-term plan is fully in place when existing programs expire in 2014; and

**BE IT FURTHER RESOLVED** that a copy of this resolution shall be sent to the Minister of Transport, Infrastructure and Communities, to Ida Chong, Minister of Community, Sport and Cultural Development, to Jean Crowder, Member of Parliament for Nanaimo-Cowichan, to James Lunney, Member of Parliament for Nanaimo-Alberni, to the Federation of Canadian Municipalities and to the Union of British Columbia Municipalities.



# City of Nanaimo

## REPORT TO COUNCIL

DATE OF MEETING: 2012-JUL-23

AUTHORED BY: B.E. CLEMENS, DIRECTOR OF FINANCE

RE: MEMORANDUM OF AGREEMENT FOR REGIONAL EMISSION REDUCTIONS

### STAFF RECOMMENDATION:

It is recommended that Council endorse the Regional Emission Reductions for Carbon Neutral Operations with the Regional District of Nanaimo, the City of Nanaimo, the District Municipality of Lantzville, the City of Parksville and the Town of Qualicum Beach.

### PURPOSE:

To consider support for a Memorandum of Agreement between the Regional District of Nanaimo, the City of Nanaimo, the District of Lantzville, the City of Parksville and the Town of Qualicum Beach to undertake regional emission reduction projects in pursuit of carbon neutral operations.

### BACKGROUND:

The City of Nanaimo (along with 95% of BC local governments) has signed the Climate Action Charter - a non-legally binding commitment between the signatory local government, the Union of BC Municipalities, and the Province of BC signalling the intent of all parties to show leadership in taking collaborative action on reducing emissions causing climate change.

The Climate Action Charter requires local governments to develop strategies and take actions to achieve the following goals:

- Become carbon neutral in their own operations by 2012;
- Measuring and reporting on community GHG emissions profile; and
- Creating complete, compact, energy efficient communities.

The commitment to achieve carbon neutral operations has generated the greatest discussion. Basically, carbon neutral operations means that there is no net increase in greenhouse gases (GHGs) as a result of local government operations. There are four steps to achieving this:

1. **Measure:** Identify all sources of GHGs within corporate operations and measure those emissions in units of carbon dioxide equivalent (CO<sub>2</sub>e). The major sources are buildings and fleet operations, including vehicles operated by contractors;

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2. **Reduce:** Reduce those emissions where practical;
3. **Offset:** Purchase carbon offsets for the emissions that cannot be reduced; and
4. **Report:** Publicly report on progress toward this goal on an annual basis.

The reality is that the City of Nanaimo is unlikely to ever reduce GHG emissions to zero and will be required to purchase offsets in order to achieve carbon neutral operations. An "offset" is a financial contribution to an organization that will undertake a project to reduce GHG emissions. Offsets are measured in tonnes of CO<sub>2</sub> equivalents and the current generally accepted cost is \$25 per tonne.

The City currently sets aside \$175,000 per year in the budget for carbon offsets (based on the 2008 estimate of 7,000 tonnes of emissions). In the past two years, these funds have been used to do projects that either reduce GHG emissions or conserve energy (or both), often with a financial payback in terms of lower energy costs. Starting in 2012, the majority of these funds will have to be used for the purchase of offsets in order to meet our commitments under the Climate Action Charter.

#### DISCUSSION:

Until fairly recently, there hasn't been much information about what the Province would consider to be an acceptable offset. There are many companies globally that sell offsets, with varying standards for the projects that would be funded from these offsets. The Pacific Carbon Trust is a Crown corporation created in 2008 to provide BC based offsets to help organizations meet their commitments to reduce emissions. It was generally thought that municipalities would be required to purchase their offsets from the Pacific Carbon Trust, which prompted a reaction from many elected officials who preferred to keep the money in their own communities. The Province has now provided information that gives municipalities more options in either purchasing offsets from other organizations, or doing local projects that provide for larger scale reductions in GHGs.

The RDN has done research to determine whether a regional perspective could provide the economies of scale necessary for a successful emission reduction project. One of their findings was that the threshold for success was about 10,000 tonnes of GHG emissions, which approximately equal to the total of the Regional District of Nanaimo and its four member municipalities.

Consolidating five corporate emission inventories into a single, aggregated regional local government emission inventory spreads fixed costs of project development and implementation over a greater quantity of emissions to be reduced, enhancing the financial viability of emissions reduction projects.

In addition, by acting together, the concept of a 'local' project is expanded to the boundaries of the entire region, including municipal jurisdictions. This increases the opportunities for a wide range of project types across a larger, more diverse geographical area when compared to acting alone.

For these reasons, the RDN has created a Memorandum of Agreement (attached to this report) that formalizes a collaborative, region-wide approach to developing, investing in, and implementing regional emissions reduction projects for the purpose of achieving corporate carbon neutral operations.


Some of the implications of this agreement for the City of Nanaimo are:

- Creation of a statutory reserve for regional emission reduction projects;
- Annual funding into that reserve to fund GHG offsets, instead of our present annual contribution to the Sustainability reserve at \$25/tonne – no new cost to the City;
- All of the regional partners would do the same (the District of Lantzville, the City of Parksville and the Town of Qualicum Beach and the Regional District of Nanaimo);
- All funds are effectively pooled and used to finance regional emission reduction projects;
- Any party can propose a project;
- Funding approval goes through a management committee (composed of senior staff), to RDN Sustainability Committee, then to RDN Board;
- Any party can opt out of any project;
- Any party can opt to purchase carbon offsets instead of contributing to projects (with advance notice);
- Any party can withdraw from this agreement, with conditions (must meet any funding obligations previously agreed to).

The Memorandum of Agreement provides an opportunity for Nanaimo to meet our commitments under the Climate Action Charter by spending money within the Regional District. The agreement has adequate flexibility built into it to in the event that Council does not wish to contribute to a particular project, or if Council chooses to go in a different direction in the future. In addition, it is also consistent with Council's ongoing commitment to environmental sustainability as set out in the 2012 to 2015 Strategic Plan.

The Regional District of Nanaimo has already endorsed this agreement.

Respectfully submitted,

  
B.E. Clemens,  
DIRECTOR OF FINANCE

Concurrence by:

  
D.W. Holmes  
ASSISTANT CITY MANAGER /  
GENERAL MANAGER OF CORPORATE SERVICES

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2012-JUL-10

Regional Emission Reductions for Carbon Neutral Operations

Memorandum of Agreement

THIS AGREEMENT made the            day of            , 2012,

BETWEEN:

**REGIONAL DISTRICT OF NANAIMO**

a corporation incorporated under the *Local Government Act*  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

(the "RDN")

AND:

**CITY OF NANAIMO**

a municipal corporation incorporated under the *Local Government Act*  
455 Wallace Street  
Nanaimo, BC V9R 5J6

("Nanaimo")

AND:

**DISTRICT MUNICIPALITY OF LANTZVILLE**

a municipal corporation incorporated under the *Local Government Act*  
7192 Lantzville Road, P.O. Box 100  
Lantzville, BC V0R 2H0

("Lantzville")

AND:

**CITY OF PARKSVILLE**

a municipal corporation incorporated under the *Local Government Act*  
100 E. Jensen Avenue, P.O. Box 1390  
Parksville, BC V9P 2H3

("Parksville")

AND:

**TOWN OF QUALICUM BEACH**

a municipal corporation incorporated under the *Local Government Act*  
201 - 660 Primrose Street, P.O. Box 130  
Qualicum Beach, BC V9K 1S7

("Qualicum Beach")

(Jointly known as "the Parties"; and in reference to municipal corporations only [exclusive of the RDN], jointly known as "the Member Municipalities".)

## WHEREAS:

- A. The RDN under the *Local Government Act*, and the Member Municipalities under the *Community Charter*, each have the power to make agreements with other public authorities respecting the undertaking, provision and operation of activities, works and services; and
- B. The RDN under the *Local Government Act*, and the Member Municipalities under the *Community Charter*, each include among their purpose fostering the economic, social and environmental well-being of their respective communities; and
- C. Each of the Parties are signatories to the Climate Action Charter; and
- D. Article 5(a)(i) of the Climate Action Charter states that in order to contribute to reducing Greenhouse Gas (GHG) emissions, signatory Local Governments agree to develop strategies and take actions to achieve being carbon neutral in respect of their operations by 2012; and
- E. Achieving Carbon Neutral Operations will require investment in projects that result in quantifiable, credible and verifiable reductions in GHG emissions.
- F. The Parties now wish to collaborate in a manner to ensure that investment in emission reduction projects fosters the economic, social and environmental well-being of the communities and jurisdictions that comprise the region, and in a manner that falls within their authorities under the *Community Charter* and *Local Government Act*.

NOW THIS AGREEMENT WITNESSES that in consideration of their mutual aspirations and obligations, the Parties agree with the others as follows:

## PART 1: DEFINITIONS

- (a) **Additional:** The concept that a project's emission reductions and/or removal enhancements must go beyond what would have occurred in the absence of the project. Generally, projects are deemed to be additional when the incentive of having a greenhouse gas reduction recognized as an emission offset or reduction credit overcomes or partially overcomes financial, technological or other obstacles to carrying out the project.
- (b) **Carbon Dioxide Equivalent (CO<sub>2</sub>e):** A universal unit of measurement for greenhouse gas emissions based on the relative climate impact, or global warming potential, of six classes of greenhouse gases: carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), and sulphur hexafluoride (SF<sub>6</sub>). Carbon dioxide equivalent is usually measured in tonnes, but any unit of mass can be used.
- (c) **Carbon Neutral Operations:** An outcome of an organization's management of energy use and emissions such that there is no net increase in carbon dioxide equivalent entering the atmosphere as a result of an organizations normal activities.
- (d) **Corporate Emission Inventory:** For this agreement, the total quantity of emissions, measured in tonnes of CO<sub>2</sub>e produced by a local government as a result of the energy used in the delivery of its services.
- (e) **Corporate Energy Use:** The total energy consumed in the delivery of local government services, including fossil fuels and electricity.

Regional Emission Reductions for Carbon Neutral Operations  
Memorandum of Agreement

- (f) **Credible:** With respect to an offset or emission reduction, credible means supported by calculations and compliant with procedures or policies that include a description of quality assurance and quality control, record keeping and data management.
- (g) **Emissions:** Substances released into the atmosphere. Emissions occur through natural processes and as a result of human activities. For this agreement, emissions refer specifically to greenhouse gas emissions, as defined below.
- (h) **Emission Factor:** The total quantity of greenhouse gases emitted per unit of energy consumed, as measured in units of CO<sub>2</sub>e.
- (i) **Emission Reduction Project:** A project that results in a real, additional, credible and quantifiable reduction in greenhouse gas emissions, or removal of atmospheric greenhouse gases.
- (j) **Greenhouse Gases (GHGs):** The atmospheric gases responsible for causing global warming and climate change. The major GHGs are carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>) and nitrous oxide (N<sub>2</sub>O). Less prevalent but very powerful greenhouse gases are hydrofluorocarbons (HFCs), perfluorocarbons (PFCs) and sulphur hexafluoride (SF<sub>6</sub>).
- (k) **Global Warming Potential:** The relative measure of how much heat a greenhouse gas traps in the atmosphere. Global warming potential is calculated over a specific time interval, commonly 100 years, and is expressed in relation to carbon dioxide, which has a global warming potential of one.
- (l) **Lead Party:** The jurisdiction within the Regional District of Nanaimo selected to research, develop, **implement** and coordinate a regional emission reduction project.
- (m) **Local:** For the purpose of this agreement, local means within boundaries of the Regional District of **Nanaimo**, including member municipalities.
- (n) **Local Government Operations:** All activities undertaken by an incorporated local government, whether a municipality or regional district, in the delivery of the services it provides.
- (o) **Management Committee:** For the purpose of this agreement, the Management Committee is comprised of the Chief Administrative Officers of the Regional District of Nanaimo, the District Municipality of Lantzville, the City of Parksville and the Town of Qualicum Beach, and the Deputy City Manager of the City of Nanaimo, or their appropriately designated alternate.
- (p) **Offset :** A carbon offset is a financial instrument that represents a reduction or removal of one tonne of **greenhouse** gas emissions. The offset acts as an investment in a reduction or removal project that could not occur without the financial contribution in the form of the offset.
- (q) **Offset Cost:** The dollar value of a carbon offset, as paid per tonne of GHG emission reductions or removals.
- (r) **Pacific Carbon Trust:** The Provincial Crown corporation established in 2008 to deliver BC-based greenhouse gas offsets, to help clients meet their carbon reduction goals and to support the growth of BC's low-carbon economy.

- (s) **Protocol:** The established, recognized and generally accepted set of methods and procedures for determining the total quantity of offsets or reduction credits associated with an emission reduction project.
- (t) **Quantifiable:** With respect to an offset or emission reduction, quantifiable means capable of being measured in units of CO<sub>2</sub>e according to generally accepted methods or protocols.
- (u) **Regional:** For the purpose of this agreement, regional means within boundaries of the Regional District of Nanaimo, including member municipalities. Same as 'local', above.
- (v) **Regional Local Government Emission Inventory:** The aggregated emission inventory made up of the individual corporate emission inventories for each of the local governments that comprise the Regional District of Nanaimo.
- (w) **Regional Emission Reduction Project:** An emission reduction project that occurs within the boundaries of the Regional District of Nanaimo, including the member municipalities.
- (x) **Reduction Credit:** A verified, non-salable credit representing one tonne of CO<sub>2</sub>e that results from projects undertaken for the purpose of reducing a corporate or regional local government inventory.
- (y) **Reserve Fund:** A statutory fund created by bylaw by a municipal council or a regional board to set aside funds for a specified purpose.
- (z) **Verifiable:** The ability to check or test, by an independent and certified party, to ensure that an emission reduction project actually achieves emission reductions commensurate with the credits or offsets it receives.

## PART 2: AGREEMENT

### Rationale

- 2.1 Emission reduction projects that foster the economic, social and environmental well-being of the communities and jurisdictions that comprise the region are those that retain local tax dollars within the region; provide direct, tangible benefits to residents of the region; and result in credible, quantifiable reductions in GHG emissions.
- 2.2 For each party acting individually, the ability to undertake emission reduction projects of a sufficient scale to achieve carbon neutrality within its own boundaries may be limited by:
  - (a) A lack of available opportunities due to the constraints of attempting to operate within a specific geographic area; and
  - (b) An insufficient corporate emission inventory to implement an economically viable emission reduction project, as measured by cost per tonne of emissions.
- 2.3 By acting together, the ability to undertake emission reduction projects of a sufficient scale to achieve carbon neutrality within the region may be enabled by:
  - (a) Increased opportunities for a wide range of potential project types available across a larger, diverse geographic area; and

- (b) Enhanced financial viability of projects resulting from a larger, aggregated regional corporate emission inventory, allowing fixed project costs to be distributed over a greater quantity of emissions to be reduced.

#### Purpose

2.3 For these reasons, the Parties have established this agreement for the following purposes:

- (a) to formalize a collaborative, region-wide approach to developing, investing in, and implementing regional emission reduction projects for the purpose of achieving carbon neutrality with respect to local government operations;
- (b) to establish a process for consolidating the emissions measured individually by each of the Parties into a single, regional local government emission inventory in order to determine the quantity of emissions, as measured in tonnes of carbon dioxide equivalent (CO<sub>2</sub>e), to be reduced on an annual basis; and
- (c) to create the financial mechanism(s) necessary to enable each of the Parties to contribute a dollar amount equal to their individual corporate emission inventory multiplied by an agreed upon price per tonne of CO<sub>2</sub>e for investing in regional emission reduction projects.

2.4 Nothing in this agreement obliges any or all Parties to participate in a particular regional emissions reduction project, or prevents any or all Parties from opting out of a particular regional emission reduction project.

### PART 3 NATURE OF OBLIGATIONS

#### Maintain a Corporate Emission Inventory

3.1 Each Party agrees to track and record corporate energy use associated with the delivery of local government services. The reporting requirements for energy consumption necessary to access the Provincial Climate Action Revenue Incentive Program (CARIP) provide the minimum necessary information for fossil fuel use. Corporate electricity consumption must also be tracked and recorded. Energy use will be tracked in the following units:

Electricity	kwh
Natural Gas	GJ or m3
Gasoline	litres
Diesel	litres
Propane	litres
Heating Oil	litres

Any other fuel sources consumed in the delivery of local government services as indicated on the CARIP reporting template.

3.2 Total energy consumption for different energy sources will be converted to tonnes of carbon dioxide equivalent (t CO<sub>2</sub>e) in a manner consistent with accepted methodologies, and using accepted emission factors. The *Draft Methodology for Reporting B.C. Local Government Greenhouse Gas Emissions* produced by the BC Ministry of Environment dated August, 2011 or later, and as updated from time to time includes emission factors for each of the above-noted fuels, and provides an accepted methodology for calculating corporate emission inventories.

Regional Emission Reductions for Carbon Neutral Operations  
Memorandum of Agreement



- (a) Emission factors for a variety of common energy sources, as listed in the *Draft Methodology for Reporting B.C. Local Government Greenhouse Gas Emissions* are attached as Schedule 1 to this agreement.
- 3.3 Unless the Parties agree otherwise, it will be the responsibility of staff at the RDN to aggregate the energy use data or corporate emission inventories provided by the Parties into one regional local government emission inventory.
- 3.4 The Parties agree to provide consumption data for electricity and fossil fuels to the RDN for the purpose of aggregation twice yearly, as near as reasonably possible to June 30; and as near as reasonably possible to December 31.
- 3.5 Paragraph 3.4 is intended to distribute the work load required to develop a regional local government emission inventory over the course of a year. If meeting this provision is not possible for one or more of the Parties, it is imperative that annual consumption data or an annual corporate emission inventory be shared as soon after December 31 as is reasonably possible.
- 3.6 If a Party fails to, or chooses not to provide energy consumption data or a corporate emission inventory for a given year by the following March 1, that Party will be deemed to have withdrawn from this agreement and is pursuing carbon neutral operations on its own.

#### **Sharing of Emission Quantification Tools**

- 3.7 The Parties agree to share with each other any tools (spreadsheets, software, other) developed or purchased for the purpose of quantifying or inventorying corporate emissions.
- 3.8 When the sharing of quantification tools is not possible because of copyright, contractual or other reasons, the Parties agree to disclose the name of the tool in use, as well as general details regarding the financial and staff resource implications associated with the use of the tool.
- 3.9 If a tool for calculating emissions becomes available that meets the needs of local governments in British Columbia, and that facilitates the implementation of this collaborative agreement, the Parties agree to consider investing in that tool.
- 3.10 The Parties agree to pursue discussions with the Province to determine whether the SMARTTool, developed by the Province of British Columbia, can meet the collective need outlined in this agreement.

#### **Establish a Reserve Fund for the Purpose of Investing in Regional Emission Reduction Projects**

- 3.11 Insofar as they lawfully can, the Parties agree to use their respective authorities to establish a statutory reserve fund by bylaw, for the purpose of investing in regional emission reduction projects.
- 3.12 The purpose of the Reserve Funds referred to in paragraph 3.11 is that each Party would transfer into its reserve fund a dollar amount that equals the total quantity of local government emissions generated in a calendar year as measured in tonnes of CO<sub>2</sub>e multiplied by an agreed upon dollar value per tonne.
- 3.13 For emissions generated in the year 2012, the dollar value per tonne will be \$25.00.

- 3.14 The Parties agree to reassess this dollar value per tonne annually at a time that coincides with annual budget preparations.
- 3.15 If the parties are unable to agree on a dollar value per tonne of CO<sub>2</sub>e after thirty (30) days, then the dollar value per tonne will be deemed to be the dollar value per tonnes for carbon offsets sold through the Pacific Carbon Trust.
- 3.16 If a Party fails to or chooses not to set aside funds for the purpose of investing in regional emission reduction projects by the end of each fiscal year, that Party will be deemed to have withdrawn from this agreement.

#### **Identify and Share Potential Regional Emission Reduction Project Ideas**

- 3.17 All parties are encouraged to identify potential regional emission reduction projects.
- 3.18 All Parties are encouraged to solicit regional emission reduction project ideas from their constituents, including members of the public, non-government organizations and the local business community.
- 3.19 Any Party may, of its own accord, undertake research or engage qualified consultants to identify potential emission reduction projects.
- 3.20 Any Party undertaking such work agrees to share Requests for Proposals, Requests for Qualifications, the results of such work, and any other related files with the other Parties.
- 3.21 Regional emission reduction projects must adhere to accepted emission reduction or offset protocols and/ or methodologies.
  - (a) If a regional emission reduction project appears to have merit, but a formal protocol is absent, the Parties may develop a project protocol or methodology. Should this work be undertaken, the Parties agree to collaborate with the Green Communities Committee (GCC) to ensure that any protocol or methodology developed provides a benefit to other local governments in British Columbia
- 3.22 The costs of such work will be borne entirely by the Party undertaking the work until the project has the support of the remaining Parties.
- 3.23 Once a potential regional emission reduction project idea is identified, the Parties will develop that project in accordance with Part 4: Process

#### **PART 4: PROCESS**

##### **Management Committee**

- 4.1 The project proponent will present the regional emission reduction project idea at the next available Management Committee meeting.
- 4.2 The Management Committee will determine by consensus:
  - (a) whether the project offers sufficient regional benefit, and otherwise appears to merit further investigation;

- (b) whether project implementation is consistent with existing statutes, including local government authorities as described in the *Community Charter, Local Government Act*, or other Act or regulation; and
- (c) which of the Parties has the resources, including available staff and budget to be the Lead Party to lead preliminary project development in a timely way.
- (d) In the absence of agreement of all Parties to pursue a proposed project, nothing in this agreement prevents one or more of the Parties from using any funds set aside under this agreement for the purpose of such projects.

#### **Preliminary Project Development**

- 4.3 The Lead Party will allocate the staff time and other resources necessary to determine, at a minimum:
- (a) a preliminary estimate for the total project cost;
  - (b) a preliminary estimate for the total quantity of emissions reduced as a result of the project; and
  - (c) requirements for third-party involvement for detailed project development and implementation and verification.
- 4.4 Costs associated with preliminary project development must be borne entirely by the Lead Party.

#### **RDN Sustainability Select Committee**

- 4.5 As a Select Committee of the RDN Board of Directors, the Sustainability Select Committee includes representatives from each of the parties to this agreement. A preliminary project report including the information outlined in paragraphs 4.3 (a)-(c) will be prepared by the Lead Party and presented to the RDN Sustainability Select Committee. The Sustainability Select Committee will:
- (a) recommend to the RDN Board that the project proceed as outlined by the Lead Party;
  - (b) recommend to the RDN Board that the project proceed, but with suggested changes or revisions;
  - (c) make some other recommendation.

#### **RDN Board of Directors**

- 4.6 Nothing in this agreement is intended to fetter the discretion of the RDN Board of Directors to provide final approval to proceed with a project, including the release of reserve funds for detailed project development and implementation.

#### **Project Implementation**

- 4.7 Once a project is approved by the RDN Board of Directors:

- (a) the Lead Party will proceed immediately with project development and implementation of the project; and
- (b) all other Parties must pay to the Lead Party within 30 days of RDN Board approval an amount equal to that Party's share of the total estimated project cost as presented to the Board.

#### **Project Cost Sharing**

- 4.8 Unless agreed otherwise, financial contributions toward project development will be provided by all Parties based on the ratio between an individual Party's corporate emission inventory, and the total regional local government emission inventory.
- 4.9 For 2012, an estimate for the regional local government inventory will be determined by summing the individual emission inventories of each Party, as publicly reported in each Party's Climate Action Revenue Incentive (CARIP) Public Report for 2011, or as provided by each Party. This inventory is attached as Schedule 2 to this agreement.
- 4.10 Total project costs for any one year must not exceed the total annual cost for achieving Carbon Neutral Operations as described in Sections 3.12 and 3.13.
- 4.11 The Lead Party will make all reasonable efforts to ensure that approved projects are sufficiently complete to enable the inclusion of reductions in annual public progress reporting toward carbon neutral operations as required by the Province of British Columbia.

#### **PART 5: REPORTING**

##### **Reporting to the Public**

- 5.1 Upon project completion, the Lead Party will provide formal public reporting of results from Regional Emission Reduction Projects to the RDN Board of Directors and Municipal Councils.

##### **CARIP Reporting Template**

- 5.2 Each Party will report their share of reductions resulting from Regional Emission Reduction Projects in the CARIP Reporting Template as provided by the Province, and in accordance with Provincial reporting deadlines.

#### **PART 6: AMENDMENT, TERM, AND WITHDRAWAL**

##### **Amendment**

- 6.1 At the outset of each year of the term of this agreement, all parties will be provided with an opportunity to suggest amendments to this agreement.
- 6.2 At the outset of each year of the term of this agreement, the Parties will review, update and amend as necessary:
  - (a) the dollar value per tonne of CO<sub>2</sub>e;
  - (b) the emission factors for the energy sources that contribute to each Party's corporate emission inventory; and

- (c) the Regional Local Government Emission Inventory, as the cumulative sum of the individual corporate emission inventories for each of the Parties.

#### **Term**

6.3 This agreement will continue until the earlier of:

- (a) the date when any and all commitments or obligations for the Parties to achieve carbon neutral operations are either satisfied or cease;
- (b) the date when all Parties have withdrawn from this agreement in accordance with Section 5.5 Withdrawal, below; or
- (c) five years from the date of the making of this agreement, at which point all Parties will have the opportunity to extend this agreement.

#### **Withdrawal**

6.4 A party may withdraw from this agreement, if deemed in its best interest, subject to the following conditions:

- (a) that Party has not already committed to lead a preliminary project development or detailed project development, implementation and verification process;
- (b) that Party agrees that funds already disbursed or released for the purpose of project development and or implementation cannot be reimbursed.

6.5 A Party will be deemed to have withdrawn from this agreement if the obligations under this agreement are not fulfilled.

#### **PART 7: PURCHASE OF CARBON OFFSETS**

7.1 If Regional Emission Reduction Projects do not yield reductions equal to or in excess of the Regional Local Government Inventory for a given year, each party may either:

- (a) purchase carbon offsets from a seller of their choice to make up the shortfall; or
- (b) acknowledge that carbon neutrality will not be achieved for that year, and report on the progress that has been made toward carbon neutrality as a result of reductions from participation Regional Emission Reduction Projects.

7.2 Nothing in this agreement prevents any of the Parties from opting to use reserve funds to purchase carbon offsets instead of participating in Regional Emission Reduction Projects.

7.3 Opting to purchase carbon offsets over participation in Regional Emission Reduction Projects to achieve carbon neutral operations does not constitute withdrawal from this agreement.

7.4 The intent to purchase carbon offsets over participation in Regional Emission Reduction Projects must be made known to all Parties prior to RDN Board approval to implement the Regional Emission Reduction project(s).

IN WITNESS WHEREOF the parties hereto executed this Agreement as of the day month and year first above written.

REGIONAL DISTRICT OF NANAIMO by its authorized )  
signatories: )

\_\_\_\_\_) )  
Name: )

\_\_\_\_\_) )  
Name: )

City of Nanaimo by its authorized )  
signatories: )

\_\_\_\_\_) )  
Name: )

\_\_\_\_\_) )  
Name: )

District Municipality of Lantzville by its )  
authorized signatories: )

\_\_\_\_\_) )  
Name: )

\_\_\_\_\_) )  
Name: )

CITY OF PARKSVILLE by its authorized  
signatories:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

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TOWN OF QUALICUM BEACH by its  
authorized signatories:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

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**Schedule 1:**  
**Emission Factors for Common Energy Sources (2012)**

<u>Energy Source</u>	<u>Unit of Measure</u>	<u>CO2e per unit</u>
Electricity	kwh	22-25 grams per kwh
Natural Gas	GJ	51 kg per GJ
Gasoline	litres	2.41 kg per litre
Diesel	litres	2.69 kg per litre
Propane	litres	1.54 kg per litre
Heating Oil	litres	2.84 kg per litre



## Schedule 2:

Draft Regional Local Government Inventory  
(Extrapolated from Corporate Emission Inventories Completed between 2005-2007)

Local Government	Corporate Emission Inventory	Percent of Regional Inventory
City of Nanaimo	6,360	68.6%
District Municipality of Lantzville	43	0.5%
City of Parksville	432	4.7%
Town of Qualicum Beach	624	6.7%
Regional District of Nanaimo	1,805	19.5%
Total	9,264	100.0%

**City of Nanaimo**  
**REPORT TO COUNCIL**

DATE OF MEETING: 2012-JUL-23

AUTHORED BY: K. FELKER, MANAGER, PURCHASING AND STORES

RE: QUARTERLY DIRECT AWARD PURCHASES

---

STAFF RECOMMENDATION:

That Council receives this report for information.

PURPOSE:

To comply with Council's approved Purchasing Policy by reporting direct award purchases made during the three month period covered by the report.

BACKGROUND:

Under the City's Purchasing Policy, a report to Council will be provided each quarter summarizing any direct award purchases between \$25,000 to \$250,000. Council approves any direct awards over \$250,000. This report covers the period between 2012-Apr-01 to 2012-Jun-30.

DISCUSSION:

Council adopted a new Purchasing Policy that gives authority for staff to directly award a contract to a vendor if certain conditions are met. This policy also requires staff to report on these direct awards (also known as "sole source" or "single source" purchases) valued at \$25,000 to \$250,000 each quarter.

According to the policy, the circumstances under which a direct award can be made are as follows:

1. to ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative.
2. one with which staff has specialized training and/or extensive experience.
3. where there is an absence of competition and no acceptable alternative or substitute exists.
4. for the purchase of used equipment or at auction.
5. where it can be demonstrated the product or service is available only through one authorized manufacturer, distributor, dealer, or service provider.
6. item is purchased for testing or trial use.
7. for matters involving high security and/or to protect the confidentiality of the City.
8. urgently required on an emergency basis (e.g. life/death, health, safety, critical equipment or facility breakdown).
9. a Notice of Intent to Direct Award is posted electronically and is not challenged.
10. where there is demonstrated value to continue consultant services into the next project phase (i.e. from design to construction).

☐ Council  
☒ Committee of the Whole  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2012-JUL-23

11. any other situation where it is clearly demonstrated there is only one viable source of supply.

There were six direct awards made during the three month period covered by the report. Details of these are given below.

Vendor: Castera Investments Inc  
Amount: \$47,999.40  
Description: Glen Eagle/Country Club Sanitary Sewer  
Reason: Cost Share with the developer.

Vendor: General Paint  
Amount: \$29,311.58  
Description: Traffic Paint MOT  
Reason: Only product on Engineering's Approved Product List.

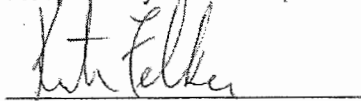
Vendor: Southern Railway of Vancouver Island (SVI)  
Amount: \$50,906.21  
Description: Pedestrian Crossing E&N Trail  
Reason: SVI the only company allowed to perform work on railway line.

Vendor: Southern Railway of Vancouver Island (SVI)  
Amount: \$53,107.23  
Description: Waddington Road Rebuild  
Reason: SVI the only company allowed to perform work on railway line.

Vendor: Island Timberlands  
Amount: \$55,360  
Description: LiDAR & Geographical Information for use on the South Fork II Dam Preliminary Engineering Project  
Reason: Information only available from the land owner, Island Timberlands

Vendor: Softchoice Corporation  
Amount: \$32,619.08  
Description: Microsoft Licence Renewal  
Reason: For Microsoft licences, all re-sellers must charge the same cost per licence. Softchoice was selected as they provide the highest level of service.

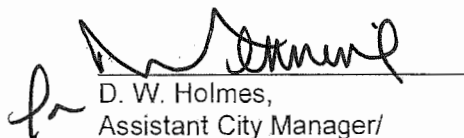
Respectfully submitted,



K. Felker  
Manager, Purchasing & Stores  
Concurrence by:



B. E. Clemens,  
Director of Finance



D. W. Holmes,  
Assistant City Manager/  
General Manager, Corporate Services

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2012-JUL-16

G:\Reports\Quarterly Reports\2012\Direct Award\Quarter 2

**City of Nanaimo**  
**REPORT TO COUNCIL**

DATE OF MEETING: 2012-JUL-23

AUTHORED BY: K. FELKER, MANAGER, PURCHASING AND STORES

RE: QUARTERLY SINGLE SUBMISSION PURCHASES

---

STAFF RECOMMENDATION:

That Council receives this report for information.

PURPOSE:

To comply with Council's approved Purchasing Policy by reporting single submission awards made during the three month period covered by the report.

BACKGROUND:

Under Council's Purchasing Policy, a report to Council will be provided each quarter where only one tender or proposal is received after either publicly tendering or inviting at least three (3) vendors to bid on the work. The value of these purchases is between \$25,000 to \$250,000. Council approves any single submission purchases over \$250,000. This report covers the period between 2012-Apr-01 to 2012-Jun-30.

DISCUSSION:

There was one single submission award made during the three month period covered by the report. Details are given below.

Tender No: 1323  
Description: Two (2) One Ton 2W Extended Cab and Chassis Powered by Dual Fuel CNG (Compressed Natural Gas) and Gasoline  
Vendor: Metro Motors Ltd  
Amount: \$81,250.00 + HST. (total is for both vehicles)  
Reason: Only vendor to respond to publicly issued tender. Tender was posted on City Website and BC Bid.

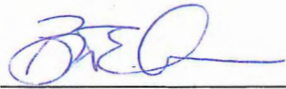
Respectfully submitted,



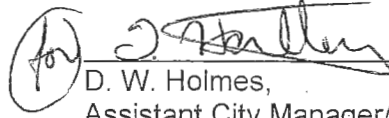
K. Felker  
Manager, Purchasing & Stores

Concurrence by:

☐ Council  
☒ Committee of the Whole  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2012-Jul-23



B. E. Clemens,  
Director of Finance



D. W. Holmes,  
Assistant City Manager/  
General Manager, Corporate Services

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2012-Jul-16  
G:\Reports\Quarterly Reports\2012\Single Submission\Quarter 2

**City of Nanaimo**  
**REPORT TO COUNCIL**

DATE OF MEETING: 2012-JUL-23

AUTHORED BY: PER KRISTENSEN, DIRECTOR, INFORMATION TECHNOLOGY

RE: CITY TELEPHONE SERVICES UPDATE

Council ☐ Committee of the Whole ☒ Open Meeting ☒ In-Camera Meeting ☐  
Meeting Date: 2012-JUL-23

**STAFF RECOMMENDATION:**

That Council receive this report for information.

**PURPOSE:**

This report provides an update to Council regarding the replacement of telephone systems across the organization.

**DISCUSSION:**

**Strategic Plan Considerations:**

Telephone services are a fundamental component of the communications infrastructure required by the City. As such, it is an asset that must be maintained and this planned upgrade of 20 year old technology will ensure ongoing optimal communication capabilities. Further, this service supports Sustainability and Environmental responsibilities by reducing travel and City's carbon footprint.

This report is further to the information report to Council dated December 2011 (attached) outlining the voice services (telephone equipment) upgrade strategy. That report advised that staff had issued an RFP to select a vendor and equipment manufacturer for an overall replacement of the aging telephone systems, and that Phase 1 would be the renewal of the Public Works yard. Because the combined value of phase 1 and 2 exceeded Staff's limit to award under the Council purchasing policy, staff advised that they would report back to Council following the completion of Public Works and prior to the acquiring the equipment for the downtown location of City Hall/Annex.

Public Works telephone system upgrade is now complete, which included a total replacement of the 20 year old telephone equipment. The system has been successfully operating for two months and provides a service level, such as voice mail, that citizens expect the organization to have available. We are also implementing other new features that assist in improving operations and integration with mobile devices and email.

Capital cost of this installation was \$81,000 which was \$6,000 greater than advised to Council in December due to Unified Communications feature that was installed now. This feature provides integration with mobile devices and was initially planned to be added in 2013/4. Cost savings have been made on the next phase so that the total project cost is still within budget. A \$12,000 annual savings has also been achieved through the elimination of some older analogue technology.

Communications Connection Inc. (CCI), a local company, was the successful bidder on the RFP. Upon review of the work they completed for Phase I, staff have determined that they performed satisfactorily and are now prepared to proceed with Phase II, which includes City Hall and Annex.

The plan is to install the new equipment to be ready for the opening of the Service & Resource Centre. Staff have worked with CCI to provide an updated quote for this next phase, based upon the equipment and services installed for Public Works. The capital cost is confirmed at \$205,000, which is \$20,000 below the price as per the original proposal.

Council is not obligated to award the Phase II work to CCI and could chose to re-tender the work. The original RFP allows for CCI to proceed with Phase II without re-tendering, if they performed satisfactorily on Phase I and that costs for Phase II do not increase. Based on work done to date, CCI could be awarded the PO to proceed, unless there are specific concerns expressed by Council.

Staff are confident that the vendor can complete the work based on their performance for Phase I at the Public Works Yard. Further, this local company was competitive in their initial RFP quote and have maintained their prices, as quoted, for this Phase II work. Staff do not believe that a better proposal will be identified in a re-tendering process.

This Phase II work will replace the existing 20 year old Nortel telephone equipment at City Hall and the annex. This equipment is obsolete and Nortel, as a corporation, no longer exists. Replacement is the only option for the City to meet the voice communications needs of today and future.

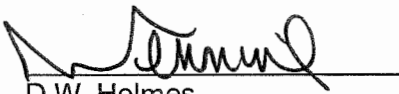
The chosen product line from MITEL will meet today's needs plus will expand to integrate with mobile devices, text messaging and email services.

Respectfully submitted,



P. Kristensen,  
Director, Information Technology

Concurrence by:

for   
D.W. Holmes,  
Assistant City Manager/  
GM Corporate Services

CITY MANAGER COMMENT:

I concur with the staff recommendation.



## FOR INFORMATION ONLY

REPORT TO: D.W. HOLMES, ASSISTANT CITY MANAGER/  
GENERAL MANAGER, CORPORATE SERVICES

FROM: P. KRISTENSEN, DIRECTOR, INFORMATION TECHNOLOGY

RE: CITY TELEPHONE SERVICES UPGRADE STRATEGY

☐ Council  
☒ Committee E/P/CLW  
☒ Open Meeting  
☐ In-Camera Meeting  
 Meeting Date: 2011-DEC-12

### RECOMMENDATION:

That Council receive the report for information.

### EXECUTIVE SUMMARY:

Staff is proceeding with the implementation of the new telephone service for the Public Works yard at a cost of \$75,000. This installation will be assessed to determine suitability of this solution for City-wide deployment. Should the installation be successful, then the second phase will be City Hall and the annex installation, planned to coincide with the opening of the new annex building in the fall of 2012. The estimated cost of the second phase installation is \$225,000. and is funded from the IT computer reserve.

### BACKGROUND:

The City operates 14 separate facilities with telephone (voice) services at each location. These telephone services are provided through a mix of larger systems (PBX) at the major locations and smaller (KEY) systems. The equipment comes from a variety of manufacturers and interoperability is limited creating a barrier to smooth communications across the City.

All of the major sites have PBX equipment that are nearing end-of-life status and are ready to be upgraded or replaced. The telephone equipment installed at the seven primary City locations are 16 to 20 years old. All this equipment is out-of-production and service/support is provided by the manufacturers on best efforts only, placing the City at risk should there be a key component failure. Public Works yard (PW) is the oldest equipment and it lacks basic functionality, such as voice mail.

Over the past two years, staff has been reviewing voice services upgrade and replacement options to determine how best to meet current and future requirement of the City. This review has included evaluation of Open Systems, consideration of cellular services only and implementation of a newer Voice Over IP service. The Open Systems (i.e. Asterisk) alternative is considered too high a risk; requires additional in-house staff to support and only one other BC Municipality has implemented this solution. With the growing trend towards mobile phones, consideration was given to elimination of traditional desktop telephone

services in favour of cellular phones. A typical cellular phone will cost \$500 per year, while a smartphone will average \$900 per year. A typical desk phone is \$1,000 installation and 10% annual operating costs. A mobile only phone strategy is at a significantly higher cost and fails to meet integration and communication needs.

Implementation of an integrated City wide voice service is seen as a necessity for improving internal and external communication and public services. Staff envisions a long term strategic goal of implementing an IP based telecom service based on a common platform for all facilities that delivers Unified Communications over a converged network infrastructure. This integrated telephone service would include cellular and wireless telephones.

Earlier this year Staff proceeded with a Request for Proposal (RFP) for City wide voice services that would provide this integrated service. Following an extensive inter-departmental review, a manufacturer and vendor have been chosen. The successful bid came from Communications Connections Inc., a local vendor. The chosen solution identifies a corporate strategy and a first phase of replacing the PW telephone system. Subsequent Phases for replacement of downtown (City Hall/annex), Fire Services and PR&C locations have been outlined. This solution is flexible and fully integrates cellular and wireless phones to create a service that meets the diverse needs of City departments.

The combined value of the RFP for phases one and two was not thought to exceed staff's purchasing limit of \$250,000 under Council's purchasing policy. Because it did exceed the limit, staff will prepare a further information report to Council after the evaluation of phase one so that Council can provide alternative direction at that time should it so wish.

Installation of the new telephone equipment for PW will proceed over the next two months at a cost of \$75,000 and is expected to validate the suitability of this equipment solution for all City sites. Should the City not be satisfied, there is no commitment for further installations.

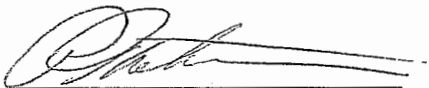
With the new annex currently under construction, this is an opportune time to upgrade the City Hall and annex telephone system. The current telephone system requires dedicated telephony cabling, while the new system will operate on the same cabling infrastructure as the data services. Avoiding the installation in the new annex of dedicated telephone cabling that will only be used for a short period is cost effective and environmentally responsible.

The existing City Hall/annex and Fire Services telephone equipment is manufactured by Nortel, a company that no longer exists. Although the equipment is out of production, there is still product available through independent suppliers, plus the old components removed from the Police Services building will be retained for backup. It is anticipated that the existing equipment can be kept operational for three years, however, there will be no feature improvements or enhancements for the voice services and our ability to service it and find components will dwindle during its remaining life. The cost to upgrade City Hall and the annex location is estimated at \$225,000.

The remaining major sites at PR&C and Fire Services will be planned for upgrades in 2013 through 2015. The smaller systems will be replaced during this period or later.

The Police Service telephone system at 303 Prideaux Street is currently being upgraded in 2011 at a cost of \$175,000. This service is intentionally kept separate from the rest of the City voice services as it needs to integrate with the RCMP telecommunication services.

Respectfully submitted,



Per Kristensen  
Director, Information Technology



Douglas Holmes  
Assistant City Manager/  
General Manager, Corporate Services

PK/DWH/jdk

2011-DEC-12  
F/P Committee of the Whole

G:2011 Files/ITO(0440-20)/Staff Report City wide phone services upgrade Dec2011

# City of Nanaimo

## REPORT TO COUNCIL

DATE OF MEETING: 2012-JUL-23

AUTHORED BY: S. RICKETTS, MANAGER, CONSTRUCTION

RE: GREEN LAKE SANITARY SEWER

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### STAFF RECOMMENDATION:

That Council receive this report for information.

### PURPOSE:

In accordance with the City's Purchasing Policy, this report is to advise Council of public tender calls of \$250,000 and above.

### DISCUSSION:

At the 2011-Jun-13 Regular Council Meeting, Council passed a resolution to provide sanitary sewer servicing to 101 properties in the Green Lake Neighbourhood. Design drawings are complete, so in August, the Green Lake Sanitary Sewer project will go out to tender.

This tender will provide a low pressure sanitary sewer system to address concerns with failing septic tanks. The tender includes the installation of the mains and services to property line. Construction is expected to start in September and take four months to complete. Final road repairs will take place in the 2013 paving season.

Once the low pressure system is commissioned, property owners will be required by Bylaw to decommission their existing septic systems and connect to the new sanitary sewer system. Several public meetings were held with the property owners to explain the project and to help them plan the work on their private property. Pump specifications were also mailed to each property owner along with contact information for pump suppliers. Staff anticipate some property owners may have concerns with the mandatory connection requirement. Council may expect to be contacted on this issue as the project proceeds.

The City's budget for the Green Lake sanitary sewer project is \$3,200,000 (P-6116).

☐ Council  
☒ Committee of the Whole  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2012-JUL-23

***Strategic Plan Considerations***

This action supports Council's commitment to Environmental Sustainability.

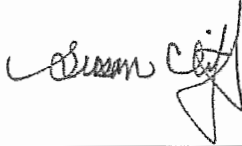
Respectfully submitted,

Concurrence by:



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Steve Ricketts, Manager  
Construction



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Susan Clift, Director  
Engineering & Public Works



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Tom Hickey, General Manager  
Community Services

**CITY MANAGER COMMENT:**

I concur with the staff recommendation.

Drafted: 2012-Jul-16

File: g:\Admin\Council Reports\2012\Green Lake Tender.docx  
SR/fg

City of Nanaimo  
REPORT TO COUNCIL

DATE OF MEETING: 2012-JUL-23

AUTHORED BY: M. MAUCH, PROJECT MANAGER

RE: MODULAR FURNITURE FOR THE SERVICE AND RESOURCE CENTER REQUEST FOR PROPOSAL

---

STAFF'S RECOMMENDATION:

That Council receive this report.

PURPOSE:

A Request for Proposals for the supply and installation of modular furniture for the Service and Resource Center is scheduled to be issued in late July 2012. In accordance with the City's Purchasing Policy, an Information Report to Council is required prior to issuing a purchase request over \$250,000.

DISCUSSION

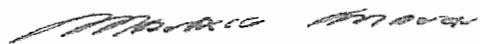
The design of the Service and Resource Center is such that the majority of staff will work in open office workstations. The space planning process for the new building included a review of the existing furniture to maximize reuse in the new building. The majority (99 of the 165) of the work areas will use existing furniture. Sixty-six new work stations, and partitions for all the 138 open office workstations will be purchased.

The board room in the Service and Resource Center is larger and includes an additional 20 seats for meeting attendees.

The manufacture and delivery of the furniture will take several months. Staff propose to publicly call for tenders for the supply of the furniture now to ensure that occupancy can proceed on schedule.

The estimated costs for the total furniture package is \$550,000. There are sufficient funds currently allocated in the project budget to cover the furniture purchase.

Respectfully submitted,



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Maurice Mauch, Project Manager



---

Tom Hickey, General Manager,  
Community Services

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2012-Jul-12  
g:\admin\council reports\2012\RFP\_ModularFurniture\_Service-ResourceCentre

MM/fg

☐ Council  
☒ Committee of the Whole  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2012-JUL-23

# City of Nanaimo

## REPORT TO COUNCIL

DATE OF MEETING: 2012-JULY-23

AUTHORED BY: JAMIE SLATER, GRANTS COORDINATOR  
JEFF RITCHIE, SENIOR MANAGER, PARKS & CIVIC FACILITIES

RE: GRANT APPLICATION UNDER THE COMMUNITY INFRASTRUCTURE  
IMPROVEMENT FUND (CIIF)

---

### STAFF RECOMMENDATION:

That Council endorse a Departure Bay Waterfront Improvement Project for application under the Community Infrastructure Improvement Fund ("CIIF").

### PURPOSE:

To obtain Council approval for staff to apply for grant funding under the CIIF.

### BACKGROUND:

On 2012-JUL-05, the federal government announced the launch of the new Community Infrastructure Improvement Fund. The purpose of the fund is to rehabilitate and improve existing community infrastructure across Canada, and will help to modernize infrastructure and provide broad-based economic benefits to communities. The fund is not intended for new projects, and only minor expansion to existing infrastructure will be funded.

Western Economic Diversification Canada will be administering the program and will have over \$46 million to allocate. It has been outlined that applicants seeking less than \$250,000 in CIIF funding will receive priority.

Local governments are eligible to apply, and the fund supports the rehabilitation or improvement of existing community infrastructure that is non-commercial and accessible to the public. The scope of the funding is large, and includes community centers, cultural centers, recreational facilities (local arenas, swimming pools, sports fields), tourism facilities having a local impact, and other existing assets that have a local community impact such as connectivity and broadband and local airports.

The construction of new infrastructure and the significant expansion of existing infrastructure are not eligible.

The program will fund 50% of the eligible costs of the project, and the other 50% of the costs are to be paid by the City. For example, a \$500,000 project would be funded by \$250,000 of CIIF funds and \$250,000 of City funds.

☐ Council  
☒ Committee *of the whole*  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: *2012-JUL-23*

DISCUSSION:

Listed below are projects that best qualify for funding under this grant. City Staff have identified the Departure Bay Waterfront Improvement Project as the recommended project based on adherence to the following key factors:

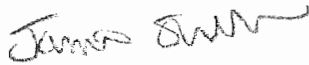
- 1) Alignment with Strategic Plan objectives
- 2) Adherence to grant funding requirements
- 3) Matching funding available.

Project Description	Alignment with Strategic Plan	Adherence to Grant Requirements	Funding Availability
<p>1) Departure Bay Waterfront Improvements, including leveling and lighting upgrades to the Seawall Walkway and improvements to the Departure Bay Centennial Park Kiwanis Water Park.</p> <p>Total project cost estimate \$600,000.</p>	<p><b>Strategic Priority:</b> Waterfront Enhancement</p> <p>Contributes to the public use of the waterfront, and supports tourism and recreation.</p>	<p>Yes – renovation and upgrade of existing facilities meets the infrastructure improvement requirements, as long as no major expansions to existing infrastructure are completed.</p> <p>The Seawall walkway improvements would also make the walkway accessible for people with mobility challenges, which is a specific question referenced in the grant application form.</p> <p>The Departure Bay Spray Park is 20 years old and is planned for upgrades in 2013. This will improve sustainability objectives as well as enhance surfacing to improve safety.</p>	<p>\$250,000 of funding is set aside in 2013 in the capital budget from DCC reserves. An additional \$100,000 from Nanaimo Port Authority payment in lieu of taxes.</p>



Other options include:			
<p>2) Harewood Centennial Park - Improvements – Phase I includes improvements to park access and circulation, youth park, resurfacing of sport courts.</p> <p>Total Phase I costs is estimated at \$800,000.</p>	<p><b>Strategic Priority:</b> Community Building Partnerships</p> <p>Priority is addressed by working with the sports groups, neighbourhood, school district and other community organizations to promote a healthy community that encourages healthy, active lifestyles.</p>	<p>Yes – recreational amenities already exist and the reconfiguration and upgrade of the site would demonstrate improvement of existing infrastructure, as long as no major expansions to existing infrastructure are completed.</p>	<p>\$525,000 of funding is set aside in 2013 capital budget. Of this, \$325,000 is from general revenue and \$200,000 is from DCC's.</p>
<p>3) Caledonia field, grandstands, and washroom upgrade. Phase I includes sidewalk improvements (\$100,000) and grandstand improvements (\$300,000). Total project costs this phase are \$400,000.</p>	<p><b>Strategic Priority:</b> Community Building Partnerships</p> <p>Contributes to a desired outcome – the upgrade would address barriers such as older, under-utilized recreational facilities and improve them to encourage healthy living and active lifestyles.</p>	<p>Yes – complete renovation and upgrade of existing facilities meets the infrastructure improvement requirements.</p>	<p>\$200,000 of sports field development funds can be allocated to this project in 2013.</p>

Respectfully submitted,



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Jamie Slater  
Grants Coordinator  
Financial Planning & Payroll



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Jeff Ritchie  
Senior Manager  
Parks & Civic Facilities

Concurrence by:



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Richard Harding  
Director  
Parks, Recreation And Culture



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Tom Hickey  
General Manager  
Community Services

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2012-JUL-13  
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js

**City of Nanaimo**  
**REPORT TO COUNCIL**

DATE OF MEETING: 2012-JUL-23

AUTHORED BY: JEFF RITCHIE, SENIOR MANAGER OF PARKS & CIVIC FACILITIES AND  
GAIL PASALUKO, HORTICULTURE SUPERVISOR

RE: LANDSCAPING LEVEL MEDIANS AND BOULEVARDS

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STAFF'S RECOMMENDATION:

That Council receives the report.

PURPOSE:

To provide Council with a "Standards of Maintenance" review as requested at their meeting held on 2012-FEB-20.

BACKGROUND:

At the Finance/Policy Committee of the Whole meeting of 2012-FEB-20, Council directed staff to prepare a review of the "Standards of Maintenance" used in landscaping City of Nanaimo medians and boulevards. The following is a summary of those levels of service.

Landscaping Standards:

In 2011 a thorough review of all past practices was completed and contract locations were grouped together according to City of Nanaimo engineering road classification system. Road classifications follow the British Columbia Society of Landscape Architects (BCSLA) landscape standards.

Standards A, B and C are used in determining service levels for Landscaping. City of Nanaimo operates on two different landscape service level standards; A and B for Facilities, Boulevards and Medians. Standard C is used in the Turf and Open Space Agreement.

### Level "A" Standard Facility



Level 'A' - This level requires frequent, regular, routine maintenance of a fairly high intensity, with regular monitoring and adjustment to keep high visual quality. Many of the maintenance tasks require a qualified professional for proper execution. Examples of class 'A' sites include NIC/NAC and the RCMP grounds, Terminal Avenue median at Brooks Landing, Departure Bay Ferry Gateway, and the Wesley Street boulevards.

Estimate of square meters for grass maintained at facilities

- RCMP -1400 m<sup>2</sup>
- Firehall Annex - 400 m<sup>2</sup>
- Community Services Building - 110 m<sup>2</sup>
- Nanaimo Aquatic center - 6300 m<sup>2</sup>
- Nanaimo Ice Center - 6600 m<sup>2</sup>
- Oliver Woods Community Center 2300 m<sup>2</sup> – Due to the nature of this site the work is performed with line trimmers.

Level 'A' Services typically include;

- Weekly grass cutting and trimming.
- All weed control in turf, shrub beds, and tree wells.
- All weed control on traffic island, medians.
- Providing nutrients to all plant material.
- Remove and control all of grass and weeds between curbs and asphalt.
- To keep turf back from all curbs, sidewalks.
- Planting annuals and bulbs in season.
- To maintain irrigation system.
- To provide water to non irrigated plant beds.
- Weekly site visits to pick up all litter, feces and debris from grounds.
- Monthly inspections and weekly reporting vandalized structures to City Contract Manager.
- Maintaining shrub beds and mulched areas.
- Maintaining trees and pruning as required.
- Removing invasive and noxious species.

Level "B" irrigated Median and Boulevards Hawthorne Estates



Level "B" non-irrigated median Uplands



Level 'B' – Routine maintenance of moderate frequency and intensity, with regular monitoring to avoid serious deterioration. Plants and lawns are healthy, lawns kept within accepted height range for the type; invasive plants, with the exception of listed noxious weeds, and debris are acceptable within limits between regular visits. Invasive and noxious weeds shall be eradicated. Examples include Hawthorne Park, medians and boulevards, all irrigated non irrigated North and South Gateways, and the Uplands irrigated and non irrigated medians.

Typically Level 'B' Services include:

- Trimming 30 cm minimum outside fence line.
- Trimming once a month in growing season.
- Trimming ditch lines to gravel shoulder of road.
- Grass cutting and trimming to maintain height at 5 to 7 cm.
- All weed control in turf, shrub beds, tree wells.
- All weed control on traffic island, medians.



- Providing nutrients to all plant material.
- Remove and control all of grass and weeds between curbs and asphalt.
- To keep turf back from all curbs, sidewalks.
- To prune all shrubs in season.
- To maintain irrigation system.
- To provide water to non irrigated plant beds.
- Bi-weekly site visits to pick up all litter, feces and debris from grounds.
- Reporting vandalized structures to City Contract Manager.
- Maintaining shrub beds and mulched areas.
- Pruning as required.
- Removing invasive and noxious species.

Level "C" Neck Point Park



Level "C" Third Street Trail



Level 'C' – often transitional areas from developed areas to more natural areas, meadows, forest, riparian areas, and wetlands, low intensity recreational areas, trails, etc areas generally viewed from a distance. Maintenance is low as required to maintain ecosystem functioning and habitat quality. New native or natural plantings in a more-or-less natural condition. Vegetation retains healthy, normal appearance. Invasive plants shall be

controlled and noxious weeds shall be eradicated. Examples are Neck Point Park, and Third Street Trail.

Hanging basket program – there are 330 baskets installed throughout the community. 245 are hung in the downtown corridors. Hanging baskets are considered to be maintenance Level “A”. The 24 baskets at Diana Krall plaza are irrigated by automatic irrigation all other hanging baskets are serviced through the watering contract. Watering costs and conservation of water have been achieved by using a felt-lined containment system. This system was first introduced in 2011 on 50 baskets which were placed in high water use areas (sun, wind and exposed sites). It was successful and reduced watering costs/use by 50%. This year 100 felt lined baskets will be in service. Another sustainable advantage of the felt system is that felt is reusable and sphagnum moss is not harvested to line the baskets.



#### Water Usage & Central Control Irrigation:

The Central Control Irrigation System (CCIS) (see Appendix A for details on this system) has provided the ability to monitor irrigation water usage with a focus on water conservation and providing optimal water requirements needed by the plants being irrigated. The system also can remotely shut water off and turn water on at many landscape sites. This saves water and cost. The system also enables us to lock/unlock some washroom door locks and controls all sports field light programming. With water conservation in mind, we are using many more native plants in our horticulture designs when appropriate. As we upgrade irrigation in medians and boulevard areas we are connecting them to the new control system.

Street planters have been reduced from three water days per week to two water days per week (33% savings) due to the use of felt pockets which help to retain water. Trials are underway with the use of native plants in the street planters. Water costs would be expected to be much lower and the plantings sustainable compared to annual plants.

A slow release watering bag for trees is being tested in newly planted boulevards this summer. The bag holds 25 gallons of water and homeowners are asked to fill it once per week during the growing season. To date the response has been good from the neighbourhoods.

Horticulture staff have completed some very successful testing with new mulches. Mulches in the form of leaf mulch and arborist's mulch show excellent water and nutrient holding capacities

reducing the quantity previously required for water and fertilizers. As favorable results are obtained in these trials we will expand this method to medians and boulevards throughout the City.

The quantity of annual flowers used in summer displays has been reduced in all City locations. Staff have been using more drought tolerant grasses and perennial plants and shrubs in the new designs. Successful results will be duplicated in future median and boulevard designs.

Watering Medians, Boulevards, Planters & Baskets:

- Annual Planters (55 units) billed at 245 hours watering per season.
- Moss hanging baskets (280 units) billed at 400 hours watering per season
- Felt hanging baskets (50) billed at 80 hours watering per season
- Un-irrigated medians (80 medians/blvds) billed at 700 hours watering per season
- All water is filled from Public Works or Parks Operations yards.
- Irrigated boulevards and medians (106 medians and blvds).

SUMMARY:

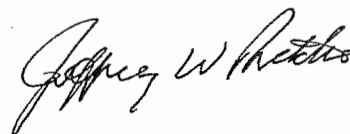
- The 2012 landscape contracts have been updated to coincide with the 2012 rewrite of City of Nanaimo Section 14 Engineering Standards for Landscaping.
- Clarified standards will help anticipate, plan and control maintenance costs in future installations (new developments).
- Water conservation continues to be a main focus for Horticulture staff given the current service standards of landscaping.

Respectfully submitted,



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Gail Pasaluko  
Horticulture Supervisor  
Parks, Recreation and Culture



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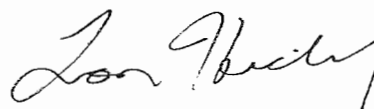
Jeff Ritchie  
Senior Manager, Parks & Civic Facilities  
Parks, Recreation and Culture

Concurrence by:



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Richard Harding  
Director  
Parks, Recreation and Culture



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Tom Hickey  
General Manager  
Community Services

CITY MANAGER COMMENT:

I concur with the staff recommendation.

2012-JUL-16



## APPENDIX A.

### City of Nanaimo - Central Control Irrigation System & Water Management.

In 2003 all sports field irrigation systems were audited to determine their distribution/uniformity (DU) rating. The audit results identified specifics as to where systems were inefficient. The problems could be as small as incorrect nozzle sizes to incorrect pipe sizing. Once determined, the process to upgrade all systems began. All fields were corrected and re-audited. Then with efficiently operating irrigation systems in place, Central Control Irrigation (Toro Sentinel) was introduced at all sports fields and then other landscaping areas updated where possible with controllers. Today, 48 Sentinel controllers are in place that control irrigation at all sports fields, many public building landscapes, many park landscape gardens and road medians. This technology is a City standard and all new construction and/or upgrades that our City of Nanaimo maintained include adding controllers. For example all the new landscaped medians and boulevards within the current Bowen Road project will be on CCIS.

The Central Control Irrigation Program has multiple functions and is operated from a PC at the Parks Yard, Bowen Park Administration and can be accessed by certain staff remotely. The following list some of the major functions and capabilities:

- All programming of the irrigation systems, sports field lights and some door locks is done remotely by computer control. This means staff are not required to travel to over 45 locations over 40 km to shut down or adjust watering.
- CCIS automatically shuts off watering and/or modifies amount of water when it rains and then on again based on information gathered from the weather station.
- The program provides information on water flows, the dates water was used and how much and provides the location of irrigation water line breaks or any other failure.
- CCIS also produces graphs showing water used/month at each location and YTD information. All data is archived so comparisons can be made to previous years.
- A dedicated weather station located at Beban Park polls all aspects of weather throughout the each day. With this information water programming is much more accurate in determining water requirements based on actual conditions.
- Green house gas emissions (GHGs) are also reduced with less need for travel.
- A 25% water volume savings (2,478,585 gallon) was realized when comparing annual meter readings at all sports fields between the year pre-CCIS, and the years it was in place and functioning.
- In addition to controlling water, CCIS also controls the field lights at five sports fields and magnetic door locks at three field house locations.

Details on How CCIS Works:

A great deal of work goes into programming the system on the varying types of sites throughout the City.

There are five main descriptions or categories used in the CCIS for determining water types which are:

1. Annual Beds;
2. Passive Lawn Areas;
3. Shrub-Tree-Lawn;
4. Sand Based Turf; and,
5. Soil Based Turf.

Each of the five categories are then appraised by horticulture Staff and given a sub-category of high, low, medium and very low available water holding capacity.

The water holding capacity analysis is done on each site to program watering specifics for each type. For example, a field such as Sid Clark Gyro, which gets very soggy when it rains, is a soil based turf and has a high available water holding capacity. The CCIS would shut down water to this field when a quarter inch of rain has occurred as measured by the weather station. In contrast, Serauxman fields, which are sand-based fields, the CCIS would not shut down until an inch of rain has occurred.

When it rains the CCIS starts to poll our weather station every half hour and when the station reads a certain amount of water it sends out a rain off to the fields that are described in this manner.

In general, but each site has its own specific formula for watering, soggy fields shut down at a 1/4" of rain and our sand-based turf at 1" and then our garden beds at 1 1/2". Each field has its own specific description and shuts down at different intervals of rain, even if the irrigation is going once the system reaches that rain threshold it will shut it down.

The system also increases watering based on indicators such as heat and wind for each site.

**REPORT TO: MAYOR AND COUNCIL**

**FROM: DIANA JOHNSTONE, CHAIR, PARKS, RECREATION AND CULTURE  
COMMISSION**

**RE: 2012 SPORT TOURNAMENT GRANT REQUEST – FINAL INTAKE**

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RECOMMENDATION:

That Council award the Nanaimo District Lacrosse Association \$2000 from the Sport Tournament Fund for the 2012 Female Box Lacrosse Provincial Championships.

BACKGROUND:

The City of Nanaimo wants to work with community groups to attract visitors to our City. Sport tourism is a major economic generator for Nanaimo. The City's most effective role in the sport and recreation tourism initiative is one of facilitation. By working together with existing community groups, we can encourage visitors to stay longer in Nanaimo.

The following Sport Tournament Grant criteria is applied when reviewing applications:

- Applicants must be able to demonstrate a broad community participation or significant potential audience.
- Applications will be considered on the following criteria:
- Evidence of benefit to the community.
- Demonstration of community support for the tournament as measured by volunteer participation, membership, and/or audience participation. Secured commitment from other funding sources.
- Involvement from other community partners.
- Evidence of management and fiscal responsibility (e.g. business and marketing plan, sound financial controls and performance).
- Level of event profile and media exposure.
- Potential financial impact (e.g. number of visitor days created and how this information might be tracked).

The 2012 Sport Tournament Grant budget was \$21,498.00 with approximately half of that budget being utilized for the first intake of applications for the 2012 year. The total remaining budget for the final intake of the 2012 Sport Tournament Grants was \$11,626.00, and at their meeting held on 2012-MAY-28 Council approved the expenditure of the remainder of these funds.

Since that approval, one of the events, the Mid-Island Velo Association (cycling) which had been approved for \$3000 had cancelled, which resulted in these funds now being available.

☐ Council  
☒ Committee of the Whole  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2012-JUL-23

By agreement, the Parks, Recreation and Culture Commission support the recommendation that Council award the Nanaimo District Lacrosse Association \$2000 from the Sport Tournament Fund for the 2012 Female Box Lacrosse Provincial Championships.

Respectfully submitted,

A handwritten signature in cursive script that reads "Diana Johnstone".

Diana Johnstone, Chair  
Parks, Recreation and Culture Commission

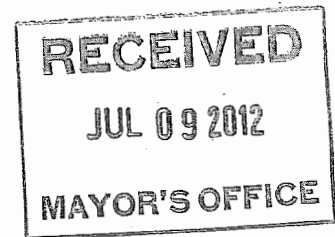
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**B.C. Government and Service Employees' Union**  
A component of NUPGE (CLC)

July 5, 2012

Mayor John Ruttan  
City of Nanaimo  
455 Wallace Street  
Nanaimo, BC V9R 5J6



Dear Mayor Ruttan

I am writing to you regarding the provincial government's plans to privatize the BC Liquor Distribution Branch (LDB) warehouse and distribution system, and to ask you to oppose this move by adopting the enclosed motion.

On February 21, 2012, the government announced its intentions to privatize the province's public liquor distribution system and sell-off its warehouses. This decision was made without any consultation with workers, bar/restaurant owners and other licensees, communities or the public.

As president of the union representing the thousands of women and men who work for the LDB, I am very concerned about the impact this will have on these workers and their families. But I'm also concerned about the impact these changes and the loss of government revenues will have on communities throughout the province.

Our current liquor distribution system serves us well. In the last five years, the LDB we all own contributed a net income of \$4.3 billion to help pay for public services such as health, education and highways.

Rather than handing over liquor distribution to a for-profit private company, the government should consider modernizing government liquor stores through Sunday openings and extended hours to generate more revenues for public services.

The LDB is a success story. It is efficient, profitable and socially responsible. Our current mix of rural agency stores, privately-operated neighbourhood stores and government liquor stores, all supported by central distribution, is working well for consumers. The LDB system should not be fractured. The central distribution system and the stores must stay together in one system—it's what makes it work.

I would very much appreciate hearing your views on these issues. I am also asking local governments to consider adopting a motion, along the lines of the one enclosed with this letter, and hope that you will consider supporting it.

If you have any questions, or would like further information, I would be pleased to arrange for a BCGEU member from your area to attend a meeting of council.

- ☐ Council
- ☒ Committee *of the whole*
- ☒ Open Meeting
- ☐ In-Camera Meeting

Meeting Date: 2012-JUL-23

Turn Over

Page 2

My mailing address is 4911 Canada Way, Burnaby, V5G 3W3, or you can reach me by e-mail at [president@bcgeu.ca](mailto:president@bcgeu.ca).

I look forward to hearing from you.

Sincerely

A handwritten signature in cursive script that reads "Darryl Walker".

Darryl Walker  
President

Enclosure

PS Additional information about the impact of privatizing the LDB is also available at our website, [www.bcgeu.ca](http://www.bcgeu.ca), or [www.DontDropPublicLiquor.ca](http://www.DontDropPublicLiquor.ca)

DW/scm  
cope 378

### Supplementary Memo

The provincial government's recent surprise announcement to privatise the province's two Liquor Distribution Branch (LDB) warehouses will drastically reduce annual revenues to government coffers.

When questioned, the BC Finance Minister Kevin Falcon did not rule out future full privatisation of the LDB, similar to their privatisation attempt in 2002/03.

Similar policy changes in Alberta led to a tripling of the number of liquor stores and caused the Calgary and Edmonton police departments to report significant increases in alcohol-related crimes.

A BC Ministry of Health report has recommended that

- government-run retail stores serve as the exclusive distributors of alcohol from a public health perspective, and
- a moratorium be placed on new private stores and restrictions on the growth in number of agency stores, in particular due to concerns with youth access to alcohol.

The Liquor Control and Licensing Branch conducted a pre-announced audit of over 800 stores, public and private in 2008, and found that private stores are much less likely to request ID from customers who appeared under the age of 25 than public stores.

Additionally, studies show that other liquor privatizations have led to higher consumer prices, more stores with less selection, and marginalized workers.

If these concerns are not addressed, the responsibility for more policing costs as well as those for health and social services may be downloaded to local governments.

## **MORATORIUM TO PRIVATIZE LIQUOR DISTRIBUTION**

City of \_\_\_\_\_

WHEREAS the provincial government, without public consultation or business case, has announced plans to privatize the Liquor Distribution Branch distribution system and sell-off its warehouses, which is the first step in the full privatization of our public liquor system, including the retail stores; and

WHEREAS the sale of this profitable, socially responsible and proven public asset that generates almost a billion dollars a year in net income for health, education and other public services, will lead to reduced revenues, higher consumer prices, less selection, and a host of social problems associated with liquor privatization that may fall on local governments to deal with:

THEREFORE BE IT RESOLVED that Council urge the provincial government to put a moratorium on the privatization of the LDB and to provide a formal vehicle—perhaps through appointment of a commissioner, a committee of MLAs, or similar means—for public discussion and community input into these issues.

cope 378



# **The BC Liquor Distribution Branch serves us well. It should not be sold to the private sector.**

In a surprise announcement in February 2012, the provincial government announced its plans to privatize the province's Liquor Distribution Branch (LDB) distribution system and sell-off its warehouses. The LDB stores are certain to be sold next.

**The provincial government has presented no business case for the decision. No public consultation was held or will be held.**

Our current liquor distribution system serves BC well. **In the last five years, the liquor distribution and retail system contributed a net income of \$4.3 billion to help pay for public services such as health, education and highways.**

Our current mix of rural agency stores, privately operated neighbourhood stores and government liquor stores with consistent province-wide pricing, all supported by central distribution, works well for consumers.

**The LDB system should not be fractured.** The central distribution system and the stores must stay together in one system—it's what makes it work. The system should not be 'fixed' without input from the people and communities affected.

Liquor privatizations in other jurisdictions have led to higher consumer prices, more stores with less selection, and marginalized workers.

In his review of government operations in Ontario, Don Drummond, former Chief Economist with the TD Bank, rejected the sell-off of the public Liquor Control Board of Ontario. Instead he called for the opening of additional public liquor stores and the full utilization of the LCBO's purchasing power **to improve profits and create additional government revenue.** The same approach should be taken in BC.

**Studies show the best way to responsibly control alcohol sales is through a liquor**

**distribution system that is owned and operated by government.**

Liquor is a drug, not a product to be distributed and sold like any other. Abuse of alcohol can cause serious problems for families and communities. It should remain wholly under government control, not handed over to the private sector.

**If we allow the provincial government to privatize liquor distribution, our publicly owned and operated retail liquor stores will follow.**

Similar privatization changes in Alberta led to a tripling of the number of private liquor stores and caused the Calgary and Edmonton police departments to report significant increases in alcohol-related crimes.

Youth access to alcohol is a major community concern and the BC government's own research from the Liquor Control and Licensing Branch found that private stores are much less likely to request ID from customers who appeared under the age of 25 than public stores.

**If these concerns are not addressed, the responsibility for more policing costs as well as those for health and social services may be downloaded to local governments.**

Think about it. Uncertainty. Loss of government revenues. Higher prices for consumers. Potential for increased proliferation of private liquor outlets. All this without any business case or public consultation.

The B.C. Government and Service Employees' Union (BCGEU) is urging municipal leaders to let the provincial government know they reject the sell-off of the revenue-generating LDB that has served British Columbians well for many years.

cope 378



Mayor John Ruttan,  
City of Nanaimo,  
455, Wallace Street,  
Nanaimo, B.C. V9R 5J6.

10<sup>th</sup> July, 2012.

RECEIVED

1878 locomotive.

JUL 11 2012

Dear Mayor Ruttan.

**LEGISLATIVE SERVICES**

A little piece of history of the Nanaimo coal mining era has been lovingly restored way up in the Yukon.

The attached pictures of locomotive 'DUCHESS' highlights an integral part of Nanaimo's history around the time that the City of Nanaimo was formed.

I have been researching this loco through the provincial archives in Victoria and discovered it was built in September, 1878 for the Dunsmuir, Diggle & Co. Called the Duchess, it was one of a matched set, the other loco was the DUKE.

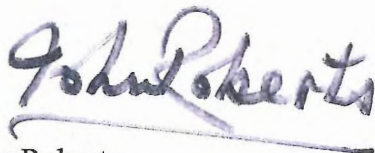
There is no evidence the Duke survived.

Both locos pulled coal trains from Wellington to Departure Bay docks.

Would you and your council consider one of two options?

1. to purchase DUCHESS and have it displayed prominently in Nanaimo.
2. To replicate DUKE using the dimensions of DUCHESS, by using Island based engineering students or community engineers in steel.

Yours sincerely,



John Roberts  
945 Inskip Street,  
Esquimalt, B.C.  
V9A 4J6

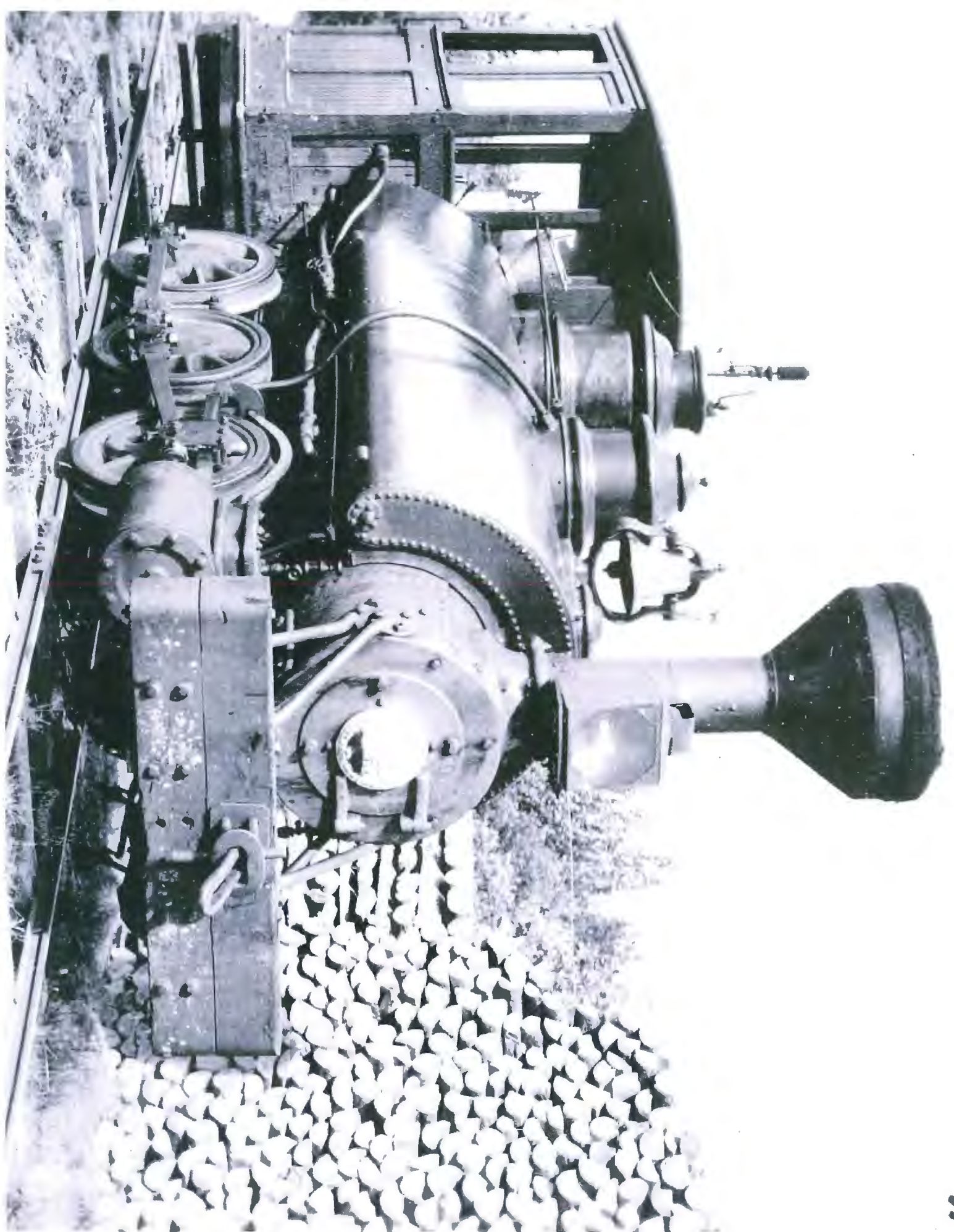
Email: [JohnMRoberts@Shaw.Ca](mailto:JohnMRoberts@Shaw.Ca)

Tele: 250-477-4127.

☐ Council  
☒ Committee of the whole  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2012-JUL-23







# TILLICUM LELUM ABORIGINAL FRIENDSHIP CENTRE

## Administration Office

774-B Centre Street  
Phone: (250) 753-4417  
Fax: (250) 753-8122

## Education Centre

927 Haliburton Street  
Nanaimo, B.C. V9R 6N4  
Phone: (250) 753-8291  
Fax: (250) 753-6560

## Health Centre

602 Haliburton Street  
Phone: (250) 753-6578  
Fax: (250) 754-1390



Courier/Mailing Address: 927 Haliburton St., Nanaimo, BC V9R 6N4

June 29, 2012

RECEIVED

JUL 12 2012

LEGISLATIVE SERVICES

Mayor John Ruttan  
455 Wallace Street  
Nanaimo, B.C. V9R 5J6

Dear Mayor Ruttan:

☐ Council  
☒ Committee of the whole  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2012-JUL-23

### Re: Support For Continued Funding For Aboriginal Youth

We are writing on behalf of all of Canada's Aboriginal Youth who had access to essential support programs funded through the Cultural Connections for Aboriginal Youth Initiative (CCAY) for the past 12 years. On June 11, 2012, it was announced that these funds were frozen by the Federal government, despite the commitment made in the 2012-13 Federal budget.

We are urgently requesting your support towards the unfreezing of federal funding for CCAY for the current fiscal year. We are asking the National Treasury Board, the Prime Minister, and the Minister of Aboriginal Affairs and Northern Development Canada to release the \$22 million targeted to vulnerable Aboriginal Youth across BC and Canada so that they may continue accessing important support programs. We are also asking that effective immediately, the Federal Government in partnership with the National Association of Friendship Centres (NAFC), can redesign the terms and conditions of the program to align with new Federal Government priorities for the 2013 project year.

For the past 12 years, the Government of Canada, through the NAFC, has administered CCAY to at-risk and vulnerable urban Aboriginal youth. This vital initiative has developed confidence, cultural connection, and community engagement for youth aged 10-25 in preparation for adulthood and successful entry into the workforce. CCAY has kept youth safe and empowered them to be confident and positive contributors to the urban Aboriginal community and society as a whole. Overall, CCAY has created job-readiness amongst Canada's fastest growing population by providing access to important resources, building confidence and Aboriginal cultural competency.

We have learned from the past that when CCAY programming has been cut from certain communities there have been spikes in the crime rate, youth suicide, and a decrease in

educational success. Stopping CCAY programs in communities across BC and Canada risks devastating implications for our province and country, and carries enormous costs for provincial and federal Government.

In Nanaimo, CCAY funding has provided 2 FTE's to support a portion of staffing needs at our Youth Centre/Neutral Zone Drop-In where programs in employment, health, culture and recreation are offered daily at the Franklyn Street gymnasium complex. As well, the youth Centre staff and volunteers provide an After-School Sandwich Shop to help address daily hunger that is so prevalent with so many families.

Your support is vital to our success. We are asking that you show your support for vulnerable Aboriginal youth and reinstating funding for CCAY by writing a letter to Tillicum Lelum Aboriginal Friendship Centre, that will then be forwarded to the Premier of BC, the Provincial and National Association of Friendship Centres, the Prime Minister of Canada, and the Federal Minister responsible for this program.

We will be in contact shortly to talk about this further. In the meantime, if you have any questions or comments, please feel free to get in touch with us at 250-753-8291.

Sincerely,



Grace Elliott-Nielsen  
Executive Director

Rene Robinson  
President, Board of Directors

Joanne Sales, Director of Broombusters with Judy Borserio & 7 other Nanaimo residents has requested an appearance before council.

The requested date is Jul 23, 2012.

The requested meeting is:  
COW

Presenter's information

Address: 2795 Grafton Ave.  
City: Qualicum Beach  
Province: BC  
Postal Code: V9K 1W8

Details of Presentation:

We would like to draw the Council's attention to the spread of Scotch broom within the City of Nanaimo and the growing concern of Nanaimo residents. For the past 3 years, volunteers have been working through the Parks Dept. to stop the spread of broom, through Broombusters Invasive Plant Society. We need more support from the City. We would ask that the City support our efforts of educating the public about invasive plants (especially next spring when the broom is in bloom) and to consider passing a bylaw to prevent negligent or uninformed landowners from allowing broom and gorse to take over their property. We would ask that there be greater support for Broombuster volunteers in the City making it easier for volunteers to cut broom along roadsides, parks and elsewhere with City limits. We would like to have the City pick up the broom cut from public areas and to dispose of it, as they do in Courtenay, Parksville and Qualicum Beach.

RECEIVED

JUN 13 2012

LEGISLATIVE SERVICES

☐ Council  
☒ Committee *of the Whole*  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2012-JUL-23



## REQUEST TO APPEAR AS A DELEGATION

ON 2012 - JULY - 23  
year month day

☐ Council  
☒ Committee of the Whole  
☒ Open Meeting  
☐ In-Camera Meeting  
 Meeting Date: 2012-JUL-23



### COUNCIL

(at 7:00 p.m. in the Shaw Auditorium, 80 Commercial Street)



### COMMITTEE OF THE WHOLE

(at 4:30 p.m. in the Shaw Auditorium, 80 Commercial Street)

NAME OF PERSON MAKING PRESENTATION: <u>DANNY HEIDUK</u>			
Print			
ADDRESS: <u>#304-931 CRACE ST.</u>	<u>NANAIMO</u>	<u>BC.</u>	<u>V4R 2T4</u>
street address	City	Province	Postal Code
PHONE: _____	FAX: <u>N/A</u>		
home	business		
NAME OF APPLICANT IF OTHER THAN ABOVE: _____			
<b>DETAILS OF PRESENTATION:</b>			
<u>SEE ATTACHED VISION STATEMENT</u>			

### PLEASE NOTE

- Audio/Visual presentations must be provided on a CD or by e-mail no later than 12:00 noon on the Friday preceding a Meeting.
- Please submit a written copy of your presentation to the Recording Secretary either at, or prior to, the Meeting.
- Multiple speakers on a single issue or topic shall be given 5 minutes each to make their presentations as per Section 18 of the Council Procedure Bylaw.



# A Thousand year plan for Nanaimo

What we do now will be felt down through the centuries.

## Identity

The first thing that needs to be addressed is who we are. How do we represent ourselves to the world at large.

When I was born here, Nanaimo was known as “The Hub City” of Vancouver Island.

Why did we ever change?

Every port of call for a cruise liner is, by definition, a harbour city. We are much more than that.

**We must become “The Hub City” once again.**

## Who will be our customers?

It is easy to fall into the mindset where we think of a cruise liner as a single entity. A great behemoth full of people. We would serve ourselves and our visitors better if we thought in terms that are more familiar.

Think of these ships as the Auntie Esther's Dream, Uncle Mathew's Fishing Adventure, someone who loves The Beachcombers or the Artifact Seeker. These ships are full of affluent, middle aged to senior citizens, living the dream. One needs to see the light of discovery in their eyes as they step ashore to fully understand.

It is imperative that we kindle that spark.

We have our history and what's left of our virgin habitat, but very little in the downtown core for acquisitive travellers.

**We need to encourage artists, musicians and craftsmen of all kinds, from across Canada, to spend the summers working, living and enjoying access to all that is Vancouver Island.**

We need to do this in a big way.

Marketing to the cruise line is a waste of time. We need to attract talent. Like any business, you need something on the shelf or a service to provide before you send out the fliers.

When it comes time to call out to the cruise industry, the first thing we will do is restrict the number of

ships we will allow in our harbour at one time. Two seems a likely number to start.  
Reserve in advance, please!

We can help it all along by setting up some nice campgrounds on crown land, somewhere along Nanaimo Lakes road would work nicely. Offer an excellent rate for working artists and also a *world class* venue to create and display their wares. In time they will become citizens, buy homes and raise children here.

Our success will be the result of a grassroots, small business economy, supported by honest craftsmen and women. We must do all in our power to nurture that movement. All of the best trendy neighbourhoods start this way. Low rent meets innovation which in turn creates personality and charm.  
**We can form a New Renaissance.**

## The Venue

The Port Authority lands are going to play a gigantic part in our future. What we do in the next few years will reverberate through into the next century and beyond. It is not a time to consider short term goals or special interests. A condo or shopping promenade would be the same as countless other ports and would add nothing for our grandchildren.

A simple park seems like a good idea, but lacks any real character. Auditorium are nice but you still need the people.

Nanaimo is "THE HUB CITY".

What we do here should reflect that image and make our town an absolute must see attraction.

Drive through visitors will become a thing of the past.

***What I propose is a scale replica of Vancouver Island that spans from Cameron Island to the woodlot at the extreme south-east corner of the Port Authority lands and beyond.***

I am talking about a faithful copy including the major lakes, rivers and streams. We will see Della Falls, Buttle Lake and the Golden Hind in Strathcona park. Pacific Rim national Park with Tsusiate Falls and Nit Nat lake. Barkley sound, Quatsino sound, Cape Scott and Cape Cook. All represented to scale.

This is not a far fetched idea.

If one was to build on this land, the first thing developers will do is pre-load the site. That entails barging thousands of tons of sand and piling it in order to compress the base. About the same amount of material needed for our scale replica.

You will see the major roads and hiking trails represented as footpaths, with arts, music and crafts displayed in fairy tale organic settings, featuring native materials that blend smoothly with the landscape, each unique in its own way. We can even grow enclosures from live trees. Imagine that!

Our First Nations will play a very large role by reclaiming the wetlands and showcasing their culture in many different ways, from canoe tours of the estuary and fantastic seafood to native artwork and woodcraft workshops.

Every Vancouver Island municipality will be represented *if they wish*. Representation requires an investment in our project. This will help defray the initial costs. Once we reach the tipping point, I am confident the majority will buy in.

Every aspect of this installation will be green and sustainable. Without compromise.

All parking and administration space will be subterranean, as will be some aspects of the maintenance process. Any and all entrances and windows for these spaces will blend into the landscape.

## Harmac

We are running short on fibre. The chemical process used to convert that fibre is unsustainable.

Harmac mill is doomed to fail unless we take the initiative right now to save it.

I believe that we can do that within two to five years.  
We need to move fast.

Industrial hemp has supported entire nations in the past, there is no reason whatsoever it cannot do the same for us.

Industrial Hemp is an incredibly valuable resource. The value in fibre alone is enough to meet our needs. Hemp fibre far surpasses wood cellulose in quality, and requires no toxins to process. No clear cutting. No more black liquor. No more rainy day pulp mill odour.

Industrial Hemp can grow in most any climate.  
We will also have the benefit of oil (bio-fuel) and food from the seed.

The finest natural fibre for rope is Industrial hemp.

We will have the hemp hurds, the pulpy core of industrial hemp, which can be mixed with lime to make a *carbon neutral concrete*. No heat process required. Good stuff to build a scale model island.

**A hemp based economy is a proven business model and has been for centuries.**

The following is the secret to success.

***We will grow industrial hemp on the many power line and water easements on Vancouver Island.***  
These large tracts of land need to be kept clear of wild growth for ease of access and to prevent wild fires. Why not plant hemp? It is a natural flame retardant. There is no logical reason we shouldn't be able to do this.

Two very large crops a year are not out of the question.

# Energy

We have millions of tons of seawater surging past us every all day, every single day. Back and forth, up and down.

We must seek out innovators that are researching tidal energy and woo them with land and water.

We can become a world leading community in sustainable living. We can grow an entire green technological industry. This way, we can leave our coal where it belongs. Under our feet.

# The Hub City Once Again

Nanaimo, as The Hub City, represents another opportunity, both from a marketing stand point, but also from the geographical side.

The Internet is here to stay. We will come to depend on it a great deal more in the future as it becomes the new paradigm in access to entertainment.

Someone, somewhere is going to start laying fibre optic cable on Vancouver Island. We can form a partnership with private industry or do it on our own, but it needs to be done soon. Expand beyond the GNRD and we will see flow back of revenue and dividends for the taxpayers. I am in favour of taxpayer funding as it guarantees access to all that pay tax. You pay taxes, you get internet without bandwidth caps.

This will in turn encourage web based business to set up server farms in the GNRD. Access to a fibre trunk is gold.

# Permaculture

I have recently discovered, to my dismay, that there are now clear cut areas within a short walk from the The Hub. I understand the university owns the bulk of that clear cut. Instead of replanting trees, I propose that the university now devote that tract of land to producing food. A lot of it. This can be done as a partnership with local distributors, to not only to help insure our food supply, but reduce costs by eliminating shipping.

# Higher Learning

The university will complete the equation by helping us see the world with fresh eyes and a sense of possibility. We must create a curriculum that revolves around community and respect for our local environment. We must do all we can to revive the concept of a *true local economy*. We can only do this by enabling our youth in every way we can.

**The goal of our tribe should be to create an oasis of sustainability.**

Our children are our real resource. Every initiative outlined here will be aided by tapping the young minds of the world.

Dedicate funding to improving industrial hemp species. Shift the forestry budget to industrial hemp and permaculture research.

Explore new ways to utilize the many products industrial hemp can produce.

Double or even triple the endowment for fine arts and crafts of all kinds, from paintings and sculpture to wine and cheese.

Create a research sector for alternative energy and steam/high pressure mechanics.

For a fee, make the shop facilities of the district high schools available to the public during off hours. This will add much needed revenue to district coffers, create jobs and help increase the output of local artisans.

Come to a new understanding with logging and the current model. Discover new ways to steward the land. Highball logging should be a thing of the past. We can do it without spar trees. We have no need to cut roads. Every industrial hemp harvest will save a whole lot of trees, and our watershed.

Fund research into local food movements and apply what is learned as soon as possible. We need to be able to sustain ourselves. Shipping will soon become prohibitive. We need to grow our own food outside of the loop of market speculation.

Explore the possibilities of alternative building methods and green construction. Encourage City Hall to allow such innovation.

Dan Heiduk

604-216-1180

[dheiduk@gmail.com](mailto:dheiduk@gmail.com)

Richard Easthom has requested an appearance before council.

The requested date is Jul 23, 2012.

The requested meeting is:  
COW

Presenter's information

Address: 1344 Ivy Lane  
City: Nanaimo  
Province: BC  
Postal Code: V9T5T2

Details of Presentation:

#1: To resolve the Development Permit issue to 635 Railway Avenue, Nanaimo, B.C.  
(Lot #5)

#2: To resolve the storm drain system that runs through 635 Railway Avenue,  
Nanaimo. (Lot #5)

☐ Council  
☒ Committee *of the whole*  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2012-JUL-23

July 3, 2012

To Toby Seward and Dean Mousseau: City of Nanaimo.

Re: 635 Railway Avenue, Nanaimo, B.C. Lot #5.

I have repeatedly talked to you both about the above lot. I have had many, many telephone conversations with both of you as well as many emails and I have had on sight meetings with you to. We feel it is now time to resolve this issue once and for all.

We were issued a building permit for this lot on July 11, 2007. (Permit # 11774 – 635 Railway Avenue.) Since then we have been dealing with the City to get a development permit, but there are issues that need to be addressed for us to proceed.

#1: Resolving the storm sewer system that runs through our lot. This issue was referred by Dean Mousseau to the City land division in June 2002, because it did not have a statutory right-of-way. The City of Nanaimo, purchased lot 6 (637 Railway Avenue) from us to install a new drainage sewer system. This new system was installed in September 2008, but has never been satisfactorily completed, as the drainage has now been redirected onto lot 5.

#2: To reduce the 15 metre setback from the top of bank of the Catstream to 6 metres. (The same as was allowed for lots 3 and 4 to the North.)

Essentially, as you can see from this letter, we have been dealing with this development permit approval since June 2002! Surely, Development Services and the City of Nanaimo can find a mutually agreeable solution to this problem as soon as possible.

We feel a development permit must be issued imminently so that construction can begin as soon as possible.

We await an immediate response. Thank you in advance for your reply.

Continued on page 2....

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Sincerely,

Richard Easthom, 1344 Ivy Lane, Nanaimo, B.C.

Copies to:

Mayor John Ruttan,

Councillors: Diane Brennan, Bill Bestwick, Jim Kipp, George Anderson, Ted Greaves, Diana Johnstone, Fred Pattje, Bill McKay.