

AMENDED

AGENDA FOR THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING TO BE HELD IN THE BOARD ROOM, CITY HALL, ON MONDAY, 2012-FEB-20, COMMENCING AT 4:30 P.M.

1. **CALL THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING TO ORDER:**
2. **INTRODUCTION OF LATE ITEMS:**
 - Add Item 6.1 (a) – Proclamations – "HERITAGE WEEK"
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
 - (a) Minutes of the Regular Finance / Policy Committee of the Whole Meeting held in the Board Room, City Hall, on Monday, 2012-FEB-06 at 4:30 p.m. *Pg. 4-9*
5. **PRESENTATIONS:**
 - (a) Mr. E. C. Swabey, General Manager of Community Safety and Development, Chief R. Lambert, Nanaimo Fire Rescue, and Ms. K. Lindsay, Emergency Program Manager, to provide a presentation regarding City of Nanaimo Emergency Management and Council's statutory requirements.
6. **DELEGATIONS PERTAINING TO AGENDA ITEMS: (10 MINUTES)**
 - (a) Delegations Pertaining to the 2012 – 2016 Financial Plan.
- 6.1 **PROCLAMATIONS:**
 - (a) That 2012-FEB-20 to 2012-FEB-26 is "HERITAGE WEEK" in the City of Nanaimo. *Pg. 9.1*
7. **COMMISSION REPORTS:**

NONE

8. **COMMITTEE REPORTS:**

NONE

9. **STAFF REPORTS:** *(blue)*

COMMUNITY SERVICES:

(a) **City Landscaping Services Contracts**

Pg. 10-11

Staff's Recommendations: That Council direct Staff to issue a Request for Proposal ("RFP") for the four maintenance contracts for medians, boulevards and grass cutting in neighbourhood parks:

1. Parks Turf and Open Space Maintenance – estimated three-year value – three hundred and ten thousand dollars (\$310,000);
2. Facility Landscape Maintenance – estimated three-year value – two hundred and fifty thousand dollars (\$250,000);
3. Landscape Neighbourhood Collectors, Minor Collectors, and Local Roads – estimated three-year value – two hundred and seventy-six thousand dollars (\$276,000); and,
4. Landscape, Major Collectors, City Arterials, Medians and Boulevards – estimated three-year value – three hundred and eighty-two thousand dollars (\$382,000).

(b) **City Custodial Supplier Contract**

Pg. 12-13

Staff's Recommendation: That Council approve issuing a Request for Proposal to select a primary supplier to provide custodial supplies for all Civic Facilities.

(c) **City Electrical Maintenance Services Contract**

Pg. 14-15

Staff's Recommendation: That Council approve issuing a Request for Proposal to select a primary supplier to provide electrical maintenance services for existing equipment.

10. **INFORMATION ONLY ITEMS:**

- (a) Report from Mr. T. Kraft, Manager of Engineering Projects, re: Green Lake Low Pressure Sanitary Sewer Servicing Project.

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11. **CORRESPONDENCE:**

NONE

12. **NOTICE OF MOTION:**

13. **OTHER BUSINESS:**

14. **DELEGATIONS PERTAINING TO ITEMS NOT ON THE AGENDA:
(10 MINUTES)**

NONE

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

16. **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 might reasonably be expected to harm the interests of the municipality;
- (g) litigation or potential litigation affecting the municipality;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public;

and Section 90(2):

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

17. **ADJOURNMENT:**

MINUTES OF THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2012-FEB-06 COMMENCING AT 4:30 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

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

Absent: Councillor M. D. Brennan

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
I. Howat, Director of Strategic Relationships
T. L. Hartley, Director of Human Resources and Organizational Planning
T. P. Seward, Director of Development
A. J. Tucker, Director of Planning
R. J. Harding, Director of Parks, Recreation and Culture
S. Samborski, Senior Manager of Recreation and Culture Services
(Vacated at 6:45 p.m.)
B. Sims, Manager of Water Resources
S. Graham, Manager of Financial Planning and Payroll
J. E. Harrison, Manager of Legislative Services
T. Wilkinson, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

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

2. INTRODUCTION OF LATE ITEMS:

- (a) Add Agenda Item 5 (b) – Presentations – Mr. Stuart MacKay, MMK Consulting Inc., regarding Review of Contracted Services.
- (b) Add Page 70.1 (Water Treatment Plant and Number One Reservoir Contractor Prequalification) to Agenda Item 10 (f) Information Only Items – Report from Mr. B. Sims, Manager of Water Resources, re: Water Treatment Plant and Number One Reservoir Contractor Prequalification.

It was moved and seconded that Agenda Item 14 (a) – Delegations Pertaining to Items Not on the Agenda, be moved forward to follow Presentations. 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 Special Open Finance / Policy Committee of the Whole Meeting held in the Board Room, City Hall on Tuesday, 2012-JAN-10 at 1:30 p.m. be adopted as circulated. The motion carried unanimously.

It was moved and seconded that the Minutes of the Regular Finance / Policy Committee of the Whole Meeting held in the Board Room, City Hall on Monday, 2012-JAN-16 at 3:00 p.m. be adopted as circulated. The motion carried unanimously.

It was moved and seconded that the Minutes of the Special Open Finance / Policy Committee of the Whole Meeting held in the Board Room, City Hall on Tuesday, 2012-JAN-17 at 1:30 p.m. be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS:

- (a) Mr. Brian Henning, BCLS, Williamson & Associates, on behalf of Lamont Land Inc. and Mr. Cedric Robert, ECODynamic Solutions (EDS) Inc., provided a presentation regarding Development Permit DP695 at 5300 Rutherford Road.
- (b) Mr. Stuart MacKay, President, MMK Consulting Inc., provided a PowerPoint presentation regarding Review of Contracted Services.

6. DELEGATIONS PERTAINING TO ITEMS NOT ON THE AGENDA:

- (a) Ms. Pat Portsmouth, 934 Highview Terrace, Nanaimo, expressed her concerns regarding HandyDART's time constraints (no service on evenings, weekends, or stat holidays), and requested that the Regional District of Nanaimo be advised of her concerns.

7. DELEGATIONS PERTAINING TO AGENDA ITEMS:

- (a) Ms. Jennifer O'Rourke, 6108 Parkwood Drive, Nanaimo, Ms. Joanne Jonas-McRae, Ms. Sally Ramsay, and Ms. Edna Chadwick, representing Save Linley Valley West, expressed concerns regarding environmental monitoring of the development located at 5300 Rutherford Road.

8. COMMISSION REPORTS:

(a) Parks, Recreation and Culture Commission – 2012 Arts, Cultural and Festival Events Grants

It was moved and seconded that Council approve the following 2012 Arts, Cultural and Festival Events Grants:

Applicant	Amount
Canada Day 2012	\$1,400
Crimson Coast Dance	\$2,200
Friends of Nanaimo Jazz	\$1,600
Gallery Row Public Art Committee	\$300
Harbour City Jazz Fest	\$860
Bel Canto Singers	\$530
Francophone- Maple Sugar Festival	\$3,000
African Heritage Society	\$600
Arts Council	\$1,500
Ballroom Dance Society	\$2,000
Blues Festival	\$1,300
Children's Literature Round Table	\$900
Conservatory of Music	\$1,000
Empire Days Society	\$2,130
Highland Dance Association	\$830
Nanaimo Sings	\$1,110
Women's Resource Society	\$1,100
Pacific Coast Stage Co.(Fringtastic)	\$1,843
Performing Arts BC	\$2,396
Vancouver Island Symphony	\$2,232
Vancouver Island University Foundation	\$248
Art Gallery Festival of Banners	\$1,103
TOTAL:	\$30,182

The motion carried unanimously.

(b) Parks, Recreation and Culture Commission – 2012 Cultural Operating Grants

It was moved and seconded that Council approve the following 2012 Cultural Operating Fund Grants:

Applicant	Amount
A Capella Plus Choir Society	\$1,400
BC Boys Choir	\$1,500
Crimson Coast Dance	\$15,000
Centre for the Arts Society	\$7,938
Francophone Association	\$7,000
Malaspina Choir	\$2,250
African Heritage Association	\$1,000
Arts Alive	\$2,300

Applicant	Amount
Arts Council	\$10,000
Ballroom Dance Society	\$800
Blues Society	\$7,000
Chamber Orchestra	\$3,000
Concert Band	\$6,000
Conservatory of Music	\$9,500
Pacific Coast Stage Co.	\$4,000
Pacific Institute of Bagpiping	\$2,200
TheaterOne	\$28,000
Tidesmen	\$1,600
VI Symphony	\$60,000
Western Edge Theater	\$5,500
TOTAL:	\$175,988

The motion carried unanimously.

(c) Parks, Recreation and Culture Commission – Feasibility Study for the Beban Park Barn Replacement

It was moved and seconded that Council provide approval in principle for the VIEx to:

1. replace four (4) of the existing barns on the VIEx grounds with one new consolidated barn structure as outlined in the report, with the addition of washrooms and heat to meet year round programming needs;
2. work with City Staff on a long term lease agreement; and,
3. provide up to \$300,000 towards the \$1.8 Million project when all financing is in place.

The motion was defeated.

Opposed: Councillors Anderson, Bestwick, Greves, Kipp and McKay

It was moved and seconded that Council direct Staff to prepare a report outlining options for proceeding with a Beban Park Master Plan. The motion carried unanimously.

(d) Minutes of the Parks, Recreation and Culture Commission Meeting held 2011-NOV-23

It was moved and seconded that Council receive the Minutes of the Parks, Recreation and Culture Commission Meeting held 2011-NOV-23. The motion carried unanimously.

9. STAFF REPORTS:

CORPORATE SERVICES:

(a) Port Theatre Operations

It was moved and seconded that Council approve the transfer of up to \$74,500 of the Port Theatre Society's capital reserve to the 2011 operating deficit. The motion carried unanimously.

10. INFORMATION ONLY ITEMS:

- (a) Report from Mr. B. E. Clemens, Director of Finance, re: Review of Contracted Services.
- (b) Report from Ms. S. Clift, Director of Engineering and Public Works, re: Traffic Control Contract.
- (c) Report from Mr. I. Blackwood, Manager of Facility Maintenance and Construction, re: Northfield Rotary Park – Information Kiosk Tender.
- (d) Report from Mr. R. J. Harding, Director of Parks, Recreation and Culture and Mr. T. M. Hickey, General Manager of Community Services, re: Vancouver Island Symphony Port Theatre Rental.
- (e) Report from Mr. B. Sims, Manager of Water Resources, re: Water Treatment Plan and Number One Reservoir Materials Supply Tender.
- (f) Report from Mr. B. Sims, Manager of Water Resources, re: Water Treatment Plant and Number One Reservoir Contractor Prequalification.

11. OTHER BUSINESS:

- (a) At the Regular Meeting of Council 2012-JAN-23, Councillor Greves provided notice that he will be bringing forward the following motion for Council's consideration:

"That Council direct Staff to prepare a report outlining options for the City to assist Council members who are seeking legal advice on conflict of interest."

It was moved and seconded that Council direct Staff to prepare a report outlining options for the City to assist Council members who are seeking legal advice on conflict of interest. The motion carried.

Opposed: Councillor Anderson

12. QUESTION PERIOD:

- Mr. Matthew O'Donnell, re: Review of Contracted Services; Port Theatre Operations.

- Mr. Ron Bolin, re: South Fork II Dam – Preliminary Engineering (2012-JAN-23 Council).
- Mr. Fred Taylor, re: Review of Contracted Services.
- Mr. Jess Anderson, re: legal advice on conflict of interest.

13. 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):

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and,
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public.

The motion carried unanimously.

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

Council moved out of "In Camera" at 7:30 p.m.

14. ADJOURNMENT:

It was moved and seconded at 7:30 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

MANAGER,
LEGISLATIVE SERVICES



RECEIVED

January 16, 2012

JAN 26 2012

LEGISLATIVE SERVICES

Dear Mayor and Council:

HERITAGE WEEK 2012: FEBRUARY 20-26

Energy in British Columbia – A Powerful Past, a Sustainable Future

We invite you to join us in celebrating Heritage Week 2012 with the theme of energy and power in British Columbia. From the earliest coal-fired generators to the massive hydro-electric projects of the twentieth century and today's oil and gas industry, energy and power have been an essential and sometimes controversial part of BC's growth and prosperity.

"A Powerful Past, a Sustainable Future" is an opportunity to celebrate this remarkable history and consider the many opportunities and challenges for the future.

The enclosed poster features the 1912 Stave Falls Powerhouse. This unique interpretive centre is operated by BC Hydro and we gratefully acknowledge their generous financial assistance in producing this year's poster. Additional copies are available at no cost while supplies last: jthomas@heritagebc.ca. There is also a Heritage Week page on our website at www.heritagebc.ca.

Thank you for supporting our irreplaceable heritage!

Sincerely,

Eric Pattison, President

☐ Council
☒ Committee ELPCOW
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: 2012-FEB-20

STAFF REPORT

REPORT TO: RICHARD HARDING, DIRECTOR OF PARKS, RECREATION AND CULTURE

FROM: JEFF RITCHIE, SENIOR MANAGER OF PARKS AND CIVIC FACILITIES

RE: CITY LANDSCAPING SERVICES CONTRACTS

Council ☐ Committee ☒ IPLOW
Open Meeting ☒
In-Camera Meeting ☐
Meeting Date: 2012-FEB-20

STAFF RECOMMENDATIONS:

That Council direct staff to issue a Request for Proposal ("RFP") for the four maintenance contracts for medians, boulevards and grass cutting in neighbourhood parks:

1. Parks Turf and Open Space Maintenance – estimated three-year value - three hundred and ten thousand dollars (\$310,000);
2. Facility Landscape Maintenance – estimated three-year value - two hundred and fifty thousand dollars (\$250,000);
3. Landscape Neighbourhood Collectors, Minor Collectors, and Local Roads - estimated three-year value - two hundred and seventy-six thousand dollars (\$276,000); and,
4. Landscape, Major Collectors, City Arterials, Medians and Boulevards – estimated three-year value - three hundred and eighty-two thousand dollars (\$382,000).

EXECUTIVE SUMMARY:

Staff are restructuring the Parks landscape contracts to obtain the best services and pricing for the City of Nanaimo. The cost of each of the four service contracts is expected to be greater than two hundred and fifty thousand dollars (\$250,000) for the three-year term of the individual contracts.

The annual value in 2011 for the landscape contracts is four hundred and fifteen thousand dollars (\$415,000). The number of landscape contracts is presently nine. Staff are proposing to reduce the contracts to five by reviewing existing contracts and combining them where it makes good economic sense.

BACKGROUND:

There are nine landscape contracts up for renewal in the fall of 2011 and spring of 2012. The contracts have been in place for three to five years and are in need of restructuring. Staff are taking the opportunity to have all contracts on the planning table at the same time to reorganize specific sites and responsibilities so contractors are not overlapping, ensure all contractors have the same qualification requirements and remove some of the locations that no longer serve aesthetic value for the community as well as regroup locations for better value for the organization.

Our community has grown and Parks Operations have inherited maintenance for new medians, boulevards, parks and facilities. With this Request for Proposal there will be more flexibility in choosing the best fit of contractor for the needs of the City of Nanaimo rather than going by the lowest price model. The contractor will have input on how they can complete the job. Staff will

update specifications in the contracts and ask the contractors to produce a schedule that shows how they can meet the specifications. With the Request for Proposal system of evaluation, all aspects of the company profile, staff qualifications, equipment, the ability to schedule work, as well as pricing is taken into consideration. Added value will be considered if a company has an idea that gives value to the City.

A team of City staff will evaluate the proposals based on the following criteria:

- Price 50%
- Schedule 15%
- Corporate profile & qualifications 10%
- Equipment 10%
- Interview (optional) 10%
- Added value 5%

Contract length will be three years (2012 to 2014 seasons) with additional two, one-year terms that can be negotiated with the contractor and the City of Nanaimo.

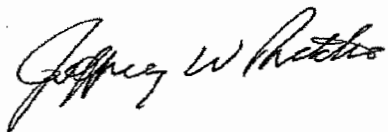
Staff will look at writing in more flexibility for the contractor to complete their work by allowing them to schedule their work between 7:00 a.m. and 7:00 p.m. Monday through Friday.

The City of Nanaimo Engineering Standards is currently being reviewed. Section 14 Landscape Standards will become the standard of care used to evaluate contractor performance.

The City of Nanaimo Engineering Road Classification system will be used to distinguish maintenance areas for medians and boulevards. Provincial, Highways, Arterials, Major Collectors and Industrial Collectors will form one contract, whereas, Neighbourhood Collectors, Minor Collectors, Commercial Collectors, and Local Roads will form the second contract.

The goal remains the same as expressed last year - to gain the best pricing and provide contractors the opportunity to bid on areas where they can provide excellence in service to the community.

Respectfully submitted,



J.W. Ritchie,
Senior Manager
Parks & Civic Facilities



Richard Harding
Director
Parks, Recreation and Culture



Tom Hickey
General Manager
Community Services

STAFF REPORT

REPORT TO: RICHARD HARDING, DIRECTOR OF PARKS, RECREATION AND CULTURE

FROM: MARK DEMECHA, MANAGER OF CIVIC FACILITIES

RE: CITY CUSTODIAL SUPPLIER CONTRACT

STAFF'S RECOMMENDATION:

That Council approve issuing a Request for Proposal to select a primary supplier to provide custodial supplies for all Civic Facilities.

EXECUTIVE SUMMARY:

The City currently uses a number of different custodial suppliers.

Historical costs for the City of Nanaimo custodial supplies are:

- 2011 \$ 164,477
- 2010 \$ 182,236
- 2009 \$ 191,836

Currently, Planet Clean and Acme are our primary suppliers for custodial supplies. These companies have provided the City with quality supplies and expertise when required. Given the value of the contract and to be compliant with Council's Purchasing Policy, staff is seeking approval to issue a Request for Proposal for these services.

Publicly issuing a Request for Proposal is the recommended approach as staff want to evaluate vendors on criteria other than lowest price to ensure the successful vendor will be able to service an account the size of the City of Nanaimo's. Other selection criteria that will be considered, but not limited to, are company qualifications and experience, staff qualifications and experience, pricing, warranty, and references.

The successful company will be the primary provider of custodial supplies for a 3 year term with an option to renew for an additional 2 years.

☐ Council
☒ Committee *PLCOW*
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: *2012-FEB-20*

BACKGROUND:

Common custodial supplies are toilet paper, paper towel and cleaning supplies. We require environmental friendly products.

Respectfully submitted,



Mark Demecha
Manager of Civic Facilities
Parks, Recreation and Culture



Richard Harding
Director
Parks, Recreation and Culture



Tom Hickey
General Manager
Community Services

2012-FEB-15

File: A4-1-2 / A10-3/F2-13

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STAFF REPORT

REPORT TO: RICHARD HARDING, DIRECTOR OF PARKS, RECREATION AND CULTURE

FROM: MARK DEMECHA, MANAGER OF CIVIC FACILITIES

RE: CITY ELECTRICAL MAINTENANCE SERVICES CONTRACT

STAFF'S RECOMMENDATION:

That Council approve issuing a Request for Proposal to select a primary supplier to provide electrical maintenance services for existing equipment.

EXECUTIVE SUMMARY:

The City's current 5 year electrical maintenance services contract with Shaw Electrical Services Ltd. expired on 2011-JUL-09 with no further renewal options. Shaw Electrical Services Ltd. is currently providing services on a month to month basis at the old pricing until the new Request for Proposal process is completed.

Historical costs for the City of Nanaimo electrical maintenance services are:

- 2011 \$460,000
- 2010 \$430,000
- 2009 \$310,000

Shaw Electrical Services Ltd. has been the primary supplier of electrical maintenance services for all City departments for the last 5 years. The City has been very satisfied with the level of service and professionalism provided by Shaw Electrical Services Ltd. over the term of the agreement. Given the value of the contract and to be compliant with Council's Purchasing Policy, staff is seeking approval to issue a Request for Proposal for these services.

Publicly issuing a Request for Proposal is the recommended approach as staff want to evaluate vendors on criteria other than lowest price to ensure the successful vendor will be able to service an account the size of the City of Nanaimo's. Other selection criteria will be company qualifications and experience, staff qualifications and experience, pricing, warranty, references, service response times, and ability to provide emergency after hours service.

The successful company will be the primary provider of electrical maintenance services and of small electrical capital projects (under \$25,000) for a 3 year term with an option to renew for an additional 2 years.

☐ Council
☒ Committee *ELPCaw*
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: *2012-FEB-20*

BACKGROUND:

The City issued Tender T-9-2006 in July 2006 for electrical maintenance services. Responses were received from 3 suppliers. Shaw Electrical Services Ltd. was the highest rated vendor based on the evaluation criteria and was awarded the contract. The contract term was for 3 years with two (2) single year options to be exercised at the City's sole discretion. Both option years were exercised and the contract concluded 2011-JUL-09.

Common electrical services required are basic electrical wiring for interior and exterior lighting systems, computer infrastructure wiring and installations, fire alarm systems, and small capital projects such as the installation of vehicle plug-ins for electric vehicles.

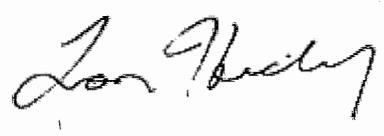
Respectfully submitted,



Mark Demecha
Manager of Civic Facilities
Parks, Recreation and Culture



Richard Harding
Director
Parks, Recreation and Culture



Tom Hickey
General Manager
Community Services

2012-FEB-15

File: A4-1-2 / A10-3/F2-13

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FOR INFORMATION ONLY

REPORT TO: SUSAN CLIFT, DIRECTOR, ENGINEERING & PUBLIC WORKS

FROM: TOM KRAFT, MANAGER, ENGINEERING PROJECTS

RE: GREEN LAKE LOW PRESSURE SANITARY SEWER SERVICING PROJECT

STAFF'S RECOMMENDATION:

That Council receive the report for information.

Council ☐ Committee ☒ Open Meeting ☒ In-Camera Meeting ☐
Meeting Date: 2012-FEB-20

EXECUTIVE SUMMARY:

The Green Lake Low Pressure Sanitary Sewer Servicing Project is scheduled to be constructed starting August, 2012. Information packages were mailed to property owners last week and an Invited Open House will be held on Feb 29th.

BACKGROUND:

At the 2011-Jun-13 Regular Council Meeting, Council passed a resolution to provide servicing to the properties in the Green Lake Neighbourhood.

The properties are currently using septic systems. The servicing of the properties will address concerns that these systems are failing and that a sanitary sewer system is desired. Residents have also cited the impacts of failing septic fields on the health of Green Lake.

Since protection of the health of the lake is a major goal of this project, it is mandatory by Council resolution that property owners decommission their existing septic systems and connect to the sanitary system. Mandatory connection is also required by the terms of the Sewer Regulation and Charge Bylaw 1982 NO. 2496, Part 9.

Additionally, the usual connection fees set by the City of Nanaimo Sewer Bylaws are \$1800. As an incentive for early connection, these fees will be waived should the property owner comply with the mandatory connection within twelve months of commissioning of the sewer mains.

A budget of \$3.2 million has been approved from Sewer Reserves to fund the design and construction of the low pressure sanitary sewer.

Council Resolution

At its Regular Meeting held 2011-Jun-13 Council resolved that:

- a. sanitary sewer installation in the Green Lake area will proceed with 100 percent funding to come from the City of Nanaimo.
- b. the mandatory requirement for connection to sewer as provided in the sanitary sewer bylaw will be enforced for properties in the Green Lake area.

- c. that the \$1,800 connection fee be waived for those property owners connecting to the sewer system within the twelve month period from the date of sewer installation in order to provide incentive to connect to the system.

Design

Design will be complete by mid February and will be ready for presentation at the Feb 29th Open House.


Construction

Construction is expected to be tendered in early summer with a tentative start date of August, 2012. It is expected to be complete by the winter of 2012.

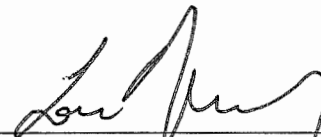
Questions from Property Owners

Homeowners have contacted the Engineering Department with several questions. The most frequent questions, with answers, are provided in the attached appendix, should Council members receive similar calls. Engineering Staff are available to respond to any questions received by the Mayor's office. Please feel free to contact Poul Rosen, Design Engineer at 250-755-4409.

Respectfully submitted,



Tom Kraft, Manager
Engineering Projects



Tom Hickey, General Manager
Community Services

g/Administration/Council Reports/2012/Green Lake Low Pressure Sanitary Sewer Servicing Project

Appendix A FAQ's

Why can I not have gravity?

The low pressure system was identified as the most cost effective given the hilly nature of the Green Lake Area. A few properties can be serviced by gravity; however, the majority will be serviced by low pressure mains.

Why is connection mandatory?

The low pressure mains are designed to operate most effectively with all lots connected. Additionally, an important goal of this project is to protect Green Lake from pollution by deteriorating septic fields.

How long do I have to connect to the system?

In order to qualify for a waiving of the \$1800 connection fees a connection must be completed within twelve months of construction of the sewer main in front of the home in question.

Can I subdivide my lot?

Property owners are encouraged to contact Dean Mousseau, Manager, Engineering and Subdivision at 755-4446 to discuss subdivision possibilities.

Can I pick where my service is to be located? Can I have extra services for future use?

We are pleased to work with homeowners to place service(s) in a more desirable location or arrange for added services. Please contact the Engineering Department at your earliest convenience at 755-4409 to discuss specific arrangements.

How much will my private-side improvements cost?

For discussion purposes, Engineering estimates costs in the order of \$7500, including the cost of the pump. However, this will vary according to site conditions of the individual lots.

Can I put the cost of private-side improvements on my taxes?

We regret improvements to private property cannot be added to taxes.

What is the earliest I can connect to the new sewer?

Connections may be made as soon as the system has been completed and commissioned. The schedule for commissioning of the system will be determined by the contractor as part of his construction schedule. More information in this regard will be available closer to the start of construction.

Which street will the construction start on?

The schedule for commissioning of the system will be determined by the contractor at the time of the contract award. Information in this regard will be available closer to the start of construction.

What do I need for my connection?

Property owners are responsible for all work on their property, including purchase and installation of pumps. Additional information has been provided in recent mail outs and will be available at the upcoming Open House. Engineering is also available to answer specific questions from homeowners at the Open House or during regular office hours.