

AGENDA FOR THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
TO BE HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2009-OCT-19, COMMENCING AT 4:30 P.M.

1. **CALL THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING TO ORDER:**
2. **INTRODUCTION OF LATE ITEMS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
 - (a) Minutes of the Regular Finance / Policy Committee of the Whole Meeting held in the Board Room, City Hall, on Monday, 2009-SEP-21 at 4:30 p.m. Pg. 4-7
 - (b) Minutes of the Special Open Finance / Policy Committee of the Whole Meeting held in the Board Room, City Hall, on Thursday, 2009-SEP-24 at 3:00 p.m. Pg. 8-10
5. **PRESENTATIONS:**
6. **DELEGATIONS PERTAINING TO AGENDA ITEMS: (10 MINUTES)**
7. **COMMISSION REPORTS:**
8. **COMMITTEE REPORTS:**
9. **STAFF REPORTS: (blue)**

ADMINISTRATION:

 - (a) **Energy Conservation and Management Policy** Pg. 11-14

Sustainability Committee's Recommendation: That Council rescind the 1990 Energy Efficiency Policy from the Corporate Council Policy Manual and replace it with the 2009 Energy Conservation and Management Policy.

DEVELOPMENT SERVICES:

(b) **DP624 - 6115 Glacier Way**

Pg. 15-24

Staff's Recommendation: That Council issue Development Permit No. DP624 at 6115 Glacier Way with the following variances:

- *Required Building Height*
The maximum allowed building height is 14 metres (46 feet). The proposed building height 15.66 metres (51.4 feet), a proposed variance of 1.66 metres (5.45 feet).
- *Required Front Yard Setback*
The required front yard setback along Turner Road is 7.5 metres (24.6 feet). The proposed building siting is 6 metres (19.7 feet), a proposed variance of 1.5 metres (4.9 feet).
- *Required Flanking Street Setback*
The required flanking street setback is 4 metres (13.1 feet). The proposed building siting is 3.3 metres (10.8 feet), a proposed variance of 0.7 metres (2.3 feet).
- *Required Watercourse Setback*
Molecey Creek requires a setback of 15 metres (49.2 feet) to top of bank. The proposed building siting is 7.5 metres (24.6 feet) from the top of bank, a proposed variance of 7.5 metres (24.6 feet).
- *Required Parking*
The required parking for 26 units is 43 parking spaces. The proposed parking is 35 parking spaces, a variance of 8 parking spaces.

COMMUNITY SERVICES:

(c) **Water Treatment Plant - Consultant Selection**

Pg. 25-26

Staff's Recommendation: That Council award the first phase of consultant services for water pilot testing and preliminary design for the Water Treatment Plant to Associated Engineering Ltd. with the fees estimated to be \$1.207 million.

(d) **City of Nanaimo Dam Safety Policy**

Pg. 27-29

Staff's Recommendation: That Council adopt the City of Nanaimo Dam Safety Policy.

10. **INFORMATION ONLY ITEMS:**

- (a) Report from Mr. B.E. Clemens, Director of Finance, re: Assessment Roll Adjustments. *Pg. 30-31*

11. **CORRESPONDENCE:**

12. **NOTICE OF MOTION:**

13. **OTHER BUSINESS:**

- (a) Mayor's report on B.C. Ferries cutback of services.
- (b) Report from Councillor Holdom re: Vancouver Island Regional Library.

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

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

16. **PROCEDURAL MOTION:**

It is moved and seconded that the following meeting be closed 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;
- (c) labour relations or employee negotiations.

MINUTES OF THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
HELD IN THE BOARD ROOM, CITY HALL,
ON MONDAY, 2009-SEP-21 COMMENCING AT 4:30 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor W. L. Bestwick
Councillor W. J. Holdom
Councillor D. K. Johnstone
Councillor J. A. Kipp
Councillor L. D. McNabb
Councillor J. F. K. Pattje
Councillor L. J. Sherry
Councillor M. W. Unger

Others: Inspector Tracey Rook, RCMP
Corporal Rick Skolrood, RCMP

Staff: G. D. Berry, City Manager
A. C. Kenning, Deputy City Manager
A. W. Laidlaw, General Manager of Community Services
D. W. Holmes, General Manager of Corporate Services
I. Howat, Director of Legislative Services
T. L. Hartley, Director of Human Resources
B. E. Clemens, Director of Finance
T. P. Seward, Director of Permits and Properties
B. Anderson, Manager of Community Planning
Superintendent Lott, OIC, Nanaimo Detachment RCMP
M. Dietrich, Manager of Police Support Services
G. Ferrero, Manager of Revenue Services and Financial Systems
S. Graham, Manager of Financial Planning & Payroll
J. E. Harrison, Manager of Legislative Services
S. McMillan, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Regular Finance / Policy Committee of the Whole Meeting was called to order at 4:32 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add Agenda Item 6 (a) - Delegations Pertaining to Agenda Items – Ms. Carolyn Tatton, Mid-Island Science, Technology & Innovation Council (MISTIC).

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 Minutes of the Regular Finance / Policy Committee of the Whole Meeting held in the Board Room, City Hall on Monday, 2009-AUG-17 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS:

- (a) Inspector Tracey Rook and Corporal Rick Skolrood, RCMP, provided a PowerPoint presentation on the Human Resources Needs Analysis Report for the Nanaimo RCMP detachment.

6. DELEGATIONS PERTAINING TO AGENDA ITEMS:

It was moved and seconded that the Delegations be permitted to address Council. The motion carried unanimously.

- (a) Ms. Carolyn Tatton, Mid-Island Science, Technology & Innovation Council (MISTIC), requested that Council reconsider their application for a Permissive Tax Exemption on their office space leased at 150 Commercial Street.

It was moved and seconded that Grant Application PTE-11 for a Permissive Tax Exemption for the Mid-Island Science & Technology Council be referred back to the Grants Advisory Committee for reconsideration. The motion was withdrawn.

It was moved and seconded that Grant Application PTE-11 for a Permissive Tax Exemption for the Mid-Island Science & Technology Council be moved from Grants Advisory Committee Recommendation No. 5. (deny the Permissive Tax Exemption), to Grants Advisory Committee Recommendation No. 4 (approve the Permissive Tax Exemption). The motion carried unanimously.

7. COMMITTEE REPORTS:

- (a) Grants Advisory Committee – 2009 Grants Advisory Committee Recommendations

It was moved and seconded that Grant Application PTE-14 for a Permissive Tax Exemption for the Downtown Nanaimo Partnership Society, be considered separately. The motion carried unanimously.

It was moved and seconded that Council:

1. award Other Grants to the following Applicants:
 - OG-05 – Hidden Heroes Education Society \$1,093.93 (\$2,093.93 applied for) For in-kind funding for rental subsidy of Beban Park for fund-raising event.
 - OG-07 – United Way Central & Northern Vancouver Island \$247.00 For hanging the United Way banner.;

2. deny an Other Grant to the following Applicant:
 - OG-06 – Nanaimo Citizens on Patrol (\$2,500.00 applied for).;
3. award a Security Check Grant to the following Applicant:
 - SC-03 – Nanaimo Arts Alive Summer School of the Fine Arts..... \$300.00;
4. award Permissive Tax Exemptions to the following Applicants (beginning in 2010):
 - PTE-07 – Nanaimo Search & Rescue Society
(Folio: 16592.001) – A portion of City-owned property the Society sub-leases from the Regional District of Nanaimo at 195 Fourth Street.
 - PTE-08 – Mid-Island Intergroup Society Inc.
(Folio: 81611.013) - Property the Society leases from the City at 285 Prideaux Street.
 - PTE-09 – Nanaimo Women's Resource Society
(Folio: 81165.000) - Property the Society leases at 285 Selby Street.
 - PTE-11 – Mid-Island Science, Technology & Innovation Council (MISTIC)
Property MISTIC leases from the City of Nanaimo at 150 Commercial Street.
 - PTE-12 – United Way Central & Northern Vancouver Island
(Folio: 07498.255) - Property the Society sub-leases from PacificCare at 3156 Barons Road.
 - PTE-15 – Nanaimo 7-10 Club Society
(Folio: 81611.020) - Property the Society leases from the City of Nanaimo at 285 Prideaux Street.;
5. deny Permissive Tax Exemptions to the following Applicants:
 - PTE-06 – PacificCare for property the Society leases at 3156 Barons Road.
 - PTE-10 – Mental Health & Addiction Services (V.I.H.A.) for property owned by the Vancouver Island Health Authority at 528 Wentworth Street.
 - PTE-13 – John Howard Society of North Island for property the Society leases from the City of Nanaimo at 285 Prideaux Street.;
6. award Cash-in-lieu (Permissive Tax Exemptions) for 2009 taxes as follows:
 - PTE-08 – Mid-Island Intergroup Society Inc. \$500.00
Property the Society leases from the City at 285 Prideaux Street.
 - PTE-12 – United Way Central & Northern Vancouver Island \$1,053.95
Property the Society sub-leases from PacificCare at 3156 Barons Road.
 - PTE-13 – John Howard Society of North Island..... \$500.00
Property the Society leases from the City of Nanaimo at 285 Prideaux Street.;
7. deny Cash-in-lieu (Permissive Tax Exemptions) for 2009 taxes as follows:
 - PTE-06 – PacificCare for property the Society leases at 3156 Barons Road.
 - PTE-10 – Mental Health & Addiction Services (V.I.H.A.) for property owned by the Vancouver Island Health Authority at 528 Wentworth Street.; and,
8. increase the 2010 budget for Other Grants from \$5,345 to \$7,000.

The motion, as amended, carried unanimously.

Councillors Bestwick, Johnstone and Unger vacated the Board Room on a perceived conflict of interest, as they sit on the board of the Downtown Nanaimo Partnership Society.

It was moved and seconded that Council deny Permissive Tax Exemption PTE-14, Downtown Nanaimo Partnership Society, for property leased at A10 Victoria Crescent. The motion was defeated.

Opposed: Mayor Ruttan, Councillors Kipp, McNabb and Pattje

It was moved and seconded that Council award Permissive Tax Exemption PTE-14, Downtown Nanaimo Partnership Society, for property leased at A10 Victoria Crescent. The motion carried.

Opposed: Councillors Holdom and Sherry

9. 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;
- (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.

10. ADJOURNMENT:

It was moved and seconded at 6:13 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

DIRECTOR,
LEGISLATIVE SERVICES

MINUTES OF THE SPECIAL FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING
HELD IN THE BOARD ROOM, CITY HALL,
ON THURSDAY, 2009-SEP-24 COMMENCING AT 3:00 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor W. L. Bestwick
Councillor W. J. Holdom
Councillor D. K. Johnstone
Councillor J. A. Kipp
Councillor L. D. McNabb
Councillor J. F. K. Pattje
Councillor L. J. Sherry
Councillor M. W. Unger

Staff: A. C. Kenning, Deputy City Manager
A. W. Laidlaw, General Manager of Community Services
D. W. Holmes, General Manager of Corporate Services
I. Howat, Director of Legislative Services
T. L. Hartley, Director of Human Resources
T. M. Hickey, Director of Engineering and Public Works
T. P. Seward, Director of Permits and Properties
Chief R. Lambert, Nanaimo Fire Rescue
R. J. Harding, Director of Parks, Rec. and Culture (Arrived 3:29 p.m.)
S. Graham, Manager of Financial Planning and Payroll
D. Duncan, Manager of Finance, Community Services
J. E. Harrison, Manager of Legislative Services
K. King, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Special Finance / Policy Committee of the Whole Meeting was called to order at 3:00 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a) Add Agenda Item 5. Procedural Motion.

3. ADOPTION OF AGENDA:

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

4. MAYOR'S REPORT:

(a) Draft 2010 – 2014 Budget Priorities

It was moved and seconded that Council ratify the following eleven budget priorities and instruct Staff to prepare the 2010 – 2014 Financial Plan using these priorities as a general guide:

1. maintain safe and adequate water supply and sewer services;
2. develop a strategy for increased energy self-sufficiency (including energy production);
3. economy/ability to pay, support green industry;
4. downtown hotel;
5. recreation facility replacement/sports recreation centre;
6. public transportation;
7. environmental protection;
8. growth management;
9. engage in long-term strategic planning;
10. public safety (police and fire protection); and,
11. create strong pride of place

The motion carried.

Opposed: *Councillor Bestwick*

It was moved and seconded that Council review road projects scheduled for construction over the next five years to identify if they are necessary. The motion carried unanimously.

5. PROCEDURAL MOTION:

It was moved and seconded that the following meeting be closed in order to deal with the following matters under the *Community Charter* Section 90(1):

- (c) labour relations or employee negotiations;

The motion carried unanimously.

Council moved into "In Camera" at 3:52 p.m.

Council moved out of "In Camera" at 5:02 p.m.

6. ADJOURNMENT:

It was moved and seconded at 5:02 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

DIRECTOR,
LEGISLATIVE SERVICES

STAFF REPORT

FROM: CHAIR, SUSTAINABILITY COMMITTEE

RE: ENERGY CONSERVATION AND MANAGEMENT POLICY

COMMITTEE'S RECOMMENDATION:

That Council rescind the 1990 Energy Efficiency Policy from the Corporate Council Policy Manual and replace it with the 2009 Energy Conservation and Management Policy.

EXECUTIVE SUMMARY:

In an effort to continue to work toward implementing the Corporate Climate Change Plan and meet B.C. Hydro's recommendations for the City to reduce its energy use, the City Energy Manager, along with other staff completed a review of the City's existing energy efficiency policy in the spring of 2009 and recommend the City Energy Efficiency Policy be replaced with the Energy Conservation and Management Policy.

The revised policy sets a clearer energy performance target for the City to meet yearly. It also identifies who is responsible for implementation and places greater responsibility on staff to become more aware of energy conservation in their day-to-day work activities.

BACKGROUND:

In September 2007, the City adopted a Corporate Climate Change Plan which recommended a series of initiatives to reduce energy and fossil fuel consumption. The Corporate Climate Change Plan (the Plan) is based on a detailed inventory of energy use for buildings, lighting, water/wastewater, vehicle fleet, and solid waste. The Plan is currently being implemented through the City Sustainability Committee, which is made up of managerial staff from all City departments.

As part of the effort to achieve the targets set out in the Plan, as well as meet some of the recommendations laid out in B.C. Hydro's Energy Management Assessment, a revision of the existing Council Policy on Energy Management was initiated in the spring of 2009.

The BC Hydro Energy Management Assessment (EMA)

BC Hydro currently arranges for Energy Management Assessments (EMA) for its corporate customers as part of its efforts to reduce electrical demand and to help conserve electrical power for the province. An energy management assessment is used as a tool by Hydro to work with corporate clients in doing more to improve on energy management. Part of the value of these assessments is in setting some level of energy management performance target, which can be reviewed at a later date and which helps set a clear reduction goal.

In February 2008, BC Hydro staff met with members of the City Sustainability Committee and completed a "diagnostic" workshop. A detailed report was received in March 2008 which recommended the following steps to continue to improve the City's energy management:

☐ Council
☒ Committee... *EP Cow*
☒ Open Meeting
☐ In-Camera Meeting
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1. develop an energy use reporting system to alert management/staff to the level of energy being used in all City facilities;
2. set an overall energy savings and performance target for reducing energy costs or improving energy efficiency;
3. demonstrate corporate commitment by quantifying the energy component of the corporate Climate Change Plan and prioritize the specific goals and objectives needed to improve energy efficiency and incorporate into an updated energy efficiency policy;
4. determine the energy consumption for each building and determine the potential energy savings for each major City operational area; and
5. explore opportunities to hire trained staff dedicated to implement recommendations.

With the Energy Management Assessment completed, BC Hydro offered to co-fund an Energy Manager position for the City to use to help implement an energy management program. The City accepted Hydro's offer and created an Energy Manager position in January 2009.

Updating the City Energy Efficiency Policy

Since the Energy Manager position was created, a number of initiatives have taken place, including a review of the City's existing energy efficiency policy. The 1990 Energy Efficiency Policy was intended to set direction in making the corporation a more energy efficient operation. The policy included establishing an "active and aggressive" awareness campaign; considering lifecycle costs when purchasing; and approving building upgrades based on a five-year simple payback.

The City Energy Manager and other staff reviewed the policy and recognized a number of shortcomings, which included:

- no clear plan for how it will be implemented;
- no targets or performance measure;
- a payback period that is too short when considering building energy consumption and lifecycle costs; and
- a staff awareness campaign which was never clearly defined.

In response to these issues, the policy was revised and renamed the Energy Conservation and Management Policy (see attached).

The revised policy sets a clearer energy performance target for the City to meet yearly. It also identifies who is responsible for implementation and places greater responsibility on staff to become more aware of energy conservation in their day-to-day work activities.

Respectfully submitted,



A.C. Kenning
Chair, City Sustainability Committee

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Council Date: 2009-OCT-19



COUNCIL POLICY MANUAL

Pages: 1 of 2
Approval Date:

SECTION: BUILDINGS, FACILITIES AND PROPERTIES
SUBJECT: Energy Conservation and Management Policy

Purpose:

To clearly define the goals and objectives of the City of Nanaimo in reducing energy consumption, in a manner that is consistent with the:

- City of Nanaimo Corporate Sustainability Strategy;
- City of Nanaimo Corporate Climate Change Plan;
- BC Hydro Powersmart Partner Program agreement,

The City's general goals are to:

- To become more efficient with energy use;
- Reduce waste and greenhouse gas emissions;
- Seek environmentally neutral sources of heating, cooling, and energy; and to
- Reduce pollution.

Principles:

To carry out these goals, the City Sustainability Committee will oversee the following:

1. The City will conserve energy by identifying and adopting, specific, quantifiable targets. Initially the City will set a target of 1% reduction in the City's overall energy consumption per year for existing buildings (as of October 2009). Where growth/expansion of a building area is required, the energy intensity (e.g. kwh/square foot) should not be greater than the energy intensity of existing facilities of similar use.
2. The City's building, fleet and department managers will be tasked with contributing toward meeting these reduction targets. Energy usage in their respective buildings, facilities, vehicles and operations shall be considered. Opportunities to reduce energy consumption shall be identified.
3. All non-essential lighting and other electrical loads shall be minimized during non-business hours. Departments are expected to make a reasonable determination as to what critical functions must continue and inform the Building and Department Managers.
4. The City will commit to work with staff to help them better understand energy consumption and the means by which individuals can influence reductions through prudent use of resources. To

help accomplish this, the City may introduce incentives, both fiscal and behavioral, intended to compel staff to use the least amount of energy necessary to achieve personal, professional and operational tasks.

5. The responsibility for "energy efficiency and conservation" will be added to all job descriptions over time.
6. Upgrade existing energy use, mechanical systems, lighting, appliances and other related systems to higher efficiency standards (i.e. Energuide, Energy Star) where the change offers a simple payback of 8 years or less. For buildings, where simple payback is greater than 8 years, a lifecycle cost analysis will be done to determine the advantage of switching to more higher efficient building wide systems.
7. The finance department will report on the corporation's energy consumption and greenhouse gas emissions for each year. All staff will be made aware of their departments energy consumption so that energy efficiency and performance can be assessed and action taken.
8. Building and Department managers shall review, through the budget process, all new energy consuming initiatives – these initiatives will include building and construction projects; as well as programs and/or services provided to the community. Initiatives that ensure that efficient energy use remains a priority will be given preference for adoption.

Previous Revision/s: None

STAFF REPORT

TO: A. TUCKER, DIRECTOR OF PLANNING, DEVELOPMENT SERVICES

FROM: J. HOLM, MANAGER, PLANNING DIVISION, DEVELOPMENT SERVICES

RE: DP624 - 6115 GLACIER WAY

STAFF'S RECOMMENDATION:

That Council issue Development Permit No. DP624 at 6115 Glacier Way with the following variances:

- Required Building Height
The maximum allowed building height is 14 metres (46 feet). The proposed building height 15.66 metres (51.4 feet), a proposed variance of 1.66 metres (5.45 feet).
- Required Front Yard Setback
The required front yard setback along Turner Road is 7.5 metres (24.6 feet). The proposed building siting is 6 metres (19.7 feet), a proposed variance of 1.5 metres (4.9 feet).
- Required Flanking Street Setback
The required flanking street setback is 4 metres (13.1 feet). The proposed building siting is 3.3 metres (10.8 feet), a proposed variance of 0.7 metres (2.3 feet).
- Required Watercourse Setback
Molecey Creek requires a setback of 15 metres (49.2 feet) to top of bank. The proposed building siting is 7.5 metres (24.6 feet) from the top of bank, a proposed variance of 7.5 metres (24.6 feet).
- Required Parking
The required parking for 26 units is 43 parking spaces. The proposed parking is 35 parking spaces, a variance of 8 parking spaces.

EXECUTIVE SUMMARY:

The City has received an application for a development permit from Ian Niamath Architecture, on behalf of Prasad Investments Ltd., to construct a 26-unit multi-family building.

BACKGROUND:

The site was previously the subject of Development Permit No. (DP404) which was closed 2007-NOV-30 due to inactivity. Before it was closed, the development and variances proposed

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☒ Committee... EPCOW
☒ Open Meeting
☐ In-Camera Meeting
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by DP404 had been approved by the Design Advisory Panel. The current application proposes the same development and variances as DP404 and is being reviewed under the same form and character guidelines as DP404, as such, the current application was not returned to the Design Advisory Panel. The Panel's comments on DP404 are included later in this report.

Subject Property

The vacant subject property is zoned Medium Density Multi-Family Zone (RM-5) and has a total area of 4,438.8 square metres (47,780 square feet). The property is flanked by Turner Road to the east and Glacier Way to the north. Molecey Creek borders the property to the west.

According to Map 1 of the Official Community Plan (OCP), the subject property is designated Corridor, which supports multi-family mixed-use development with densities of 50 to 150 units/hectare and 2 to 6-storey buildings along major arterials. According to Map 3 of the OCP, the subject property is within Development Permit Area No. 1 (Watercourse) and Development Permit Area No. 9 (Form and Character) and, as such, a development permit is required before a building permit can be issued.

Proposed Development

The proposed 4-storey multi-family has all the required parking underground except for 2 surfaces parking spaces at the entry of the underground parkade. The building form steps down the site grade to assist in reducing the overall mass and scale of the building. The building finishes are modern and work well with the proposed contemporary architecture.

Molecey Creek has previously been partially upgraded as part of the subdivision which created this property. The applicant has had a Qualified Environmental Professional (QEP) review the status of Molecey Creek as it passes along the west property edge. The QEP has determined that the Provincial Riparian Area Regulations do not apply to the portion of Molecey Creek bordering the subject property. As such, Ministry of Environment approval is not required for a variance to the watercourse setback established by City bylaw.

The concept landscape plan ensures that finite upgrading of the creek edge is to be completed as part of this development. The landscape plan also provides a residential setting for this building and assists in anchoring this building to the site.

The proposed 7.5 metre (246 foot) setback remains the same as previously discussed for this project and all previous projects.

Required Variances

- **Required Building Height**

The maximum allowed building height is 14 metres (46 feet). The proposed building height is 15.66 metres (51.4 feet), a proposed variance of 1.66 metres (5.45 feet).

The applicant has anticipated the site grades and has designed the building structural bays to step down the site. However, due to the complex grades on the site, it is difficult to work within the 14 metre (46 foot) height limitation. The proposed height variance has no impact on views or abutting neighbours.

- Required Front Yard Setback (Turner Road)

The required front yard setback along Turner Road (Major Collector) is 7.5 metres (24.6 feet). The proposed building siting is 6 metres (19.7 feet), a proposed variance of 1.5 metres (4.9 feet).

The reduction in the front yard setback allows for development to present a stronger street presence and allows the building to be sited 7.5 metres (24.6 feet) from Molecey Creek.

- Required Flanking Street Setback (Glacier Way)

The required flanking street setback is 4 metres (13.1 feet). The proposed building siting is 3.3 metres (10.8 feet), a proposed variance of 0.7 metres (2.3 feet).

The majority of the building meets the required setback. A minor portion of building edge and deck edge encroach into the setback.

- Required Watercourse Setback

Molecey Creek requires a setback of 15 metres (49.2 feet) from top of bank. The proposed building siting is 7.5 metres (24.6 feet) from the top of bank, a proposed variance of 7.5 metres (24.6 feet).

This portion of Molecey Creek has been partially upgraded through previous subdivision. When this development takes place, the concept landscape plan indicates revegetating deficient areas within the reduced riparian leave strip with native species. The creek and setback area are recognized by the applicant as a site amenity.

- Required Parking

The required parking for 26 units is 43 parking spaces. The proposed parking is 35 parking spaces, a variance of 8 parking spaces.

In this situation, there are in fact 44 parking spaces on site; however, 8 parking spaces are tandem (shared) and this arrangement for multi-family does not conform to the bylaw. The applicant feels that it is a workable arrangement, as the larger units, which will have 2 parking spaces each, will be allocated the tandem (shared) spaces.

Design Advisory Panel Recommendation:

The Design Advisory Panel, at its meeting held on 2006-JUN-22, supported the variances and recommended:

“That DP404 be approved, subject to:

- **the issue of the wheelchair access from the parking lot to the building being addressed”.**

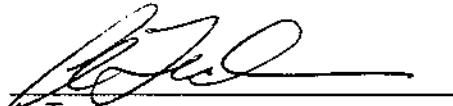
The handicapped access has been resolved, otherwise, the design has not changed from the one presented to the Design Advisory Panel.

Staff concurs with the variances and recommends that Council authorize the development permit.

Respectfully Submitted,




J. Holm
Manager, Planning Division
DEVELOPMENT SERVICES DEPARTMENT

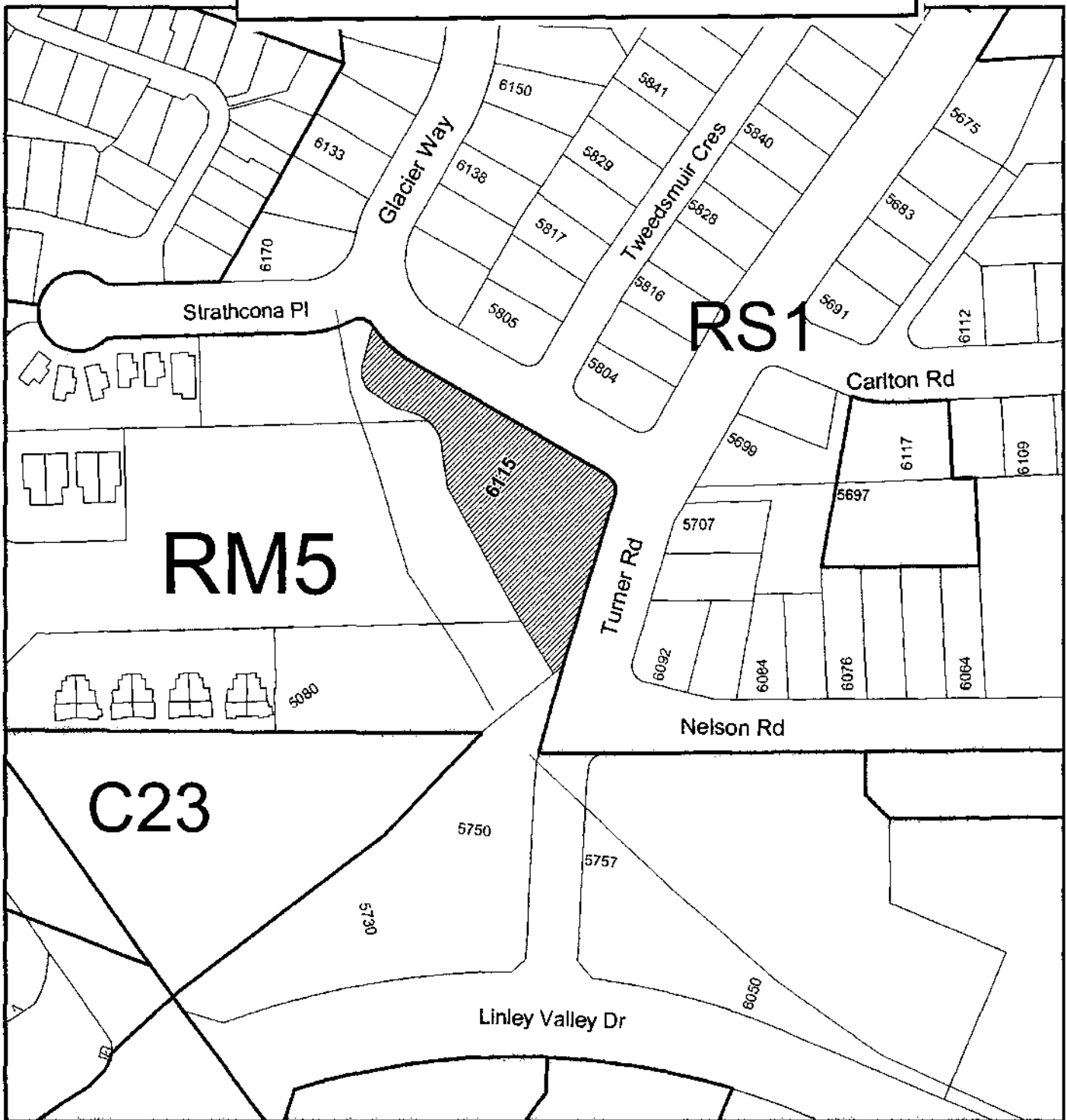


A. Tucker
Director of Planning
DEVELOPMENT SERVICES DEPARTMENT

GN/hd

FCOTW: 2009-OCT-19
Prospero Attachment: DP000624


For Ted Swabey, General Manager
Development Services Department



DEVELOPMENT PERMIT NO. DP000624

LOCATION PLAN

Civic: 6115 Glacier Way
Lot 5, District Lot 20, Wellington District,
Plan VIP79506

 **SUBJECT
PROPERTY**



Site Plan



POLICE #7846.886
CIVIL ADDRESS: 2114 CLACHER WAY, HAWAII
SIZE: 1.1 ACRES PLOT: 88-10-200
LOCAL DESCRIPTION: LOT 4, CONTRACT LET 26,
WELLINGTON CONTRACT, PLAN VPT908
ZONING: MEDIUM DENSITY MULTIPLE FAMILY
RESIDENTIAL (SUBURBAN)
ZONING: PMS

PROJECT DATA

BUILDING COMPOSED OF 36 UNITS	
3 ONE BEDROOM, 25 TWO BEDROOM	
GROUND FLOOR	3 UNITS
1ST FLOOR	7 UNITS
2ND FLOOR	8 UNITS
3RD FLOOR	6 UNITS
PENTHOUSE	2 UNITS
TOTAL	36 UNITS

PARADE		
TOTAL UNOCCUPIED	41 UNITS	LARGE CAR - 20
TOTAL ABOVE GROUND	1 CAR	SMALL CAR - 11 (TOTAL)
TOTAL PARKING	42	MINICAR - 2
TOTAL OCCUPIED PARKING BE UNIT 8 CAR = 42.00		

DENSITY
LOT SIZE 4687sq. OR 47,790 SQ.FT.
ALLOWABLE DENSITY IS 1.38 (468.9 X .38) =
1,480 X 47,790sq. (70,400sq. SQ.FT.)
TOTAL BUILDING AREA CONTRIBUTING TO DENSITY =
36,887.21 SQ.FT. ON THIS PLOT

LOT COVERAGE
LOT SIZE 47,750 SQ. FT.
PERMITTED COVERAGE 40 %
LOT COVERAGE INCLUDING DRIVE AND WALKWAY IS
11,600 SQ. FT. (24.5% and 26.4%)

AMENITY AREA
AMENITY AREA REQUIRED IS 1.8 M OR 4.74 SQ. FT.
EXCER AMENITY AREA IS 0.00 SQ. FT. X 2 = 0.00 SQ. FT.
OUTDOOR AMENITY (COMMON PATIO) AREA IS 0.00 SQ. FT.
SOFT LANDSCAPE AREA IS 3.34 SQ. FT.
TOTAL AMENITY AREA BASED ON SELECTIONS IS 27.84 SQ. FT. OR 14.34 M

BULLDOG'S HEAD CITY OF NEW YORK PLANS SUBSIDIZED

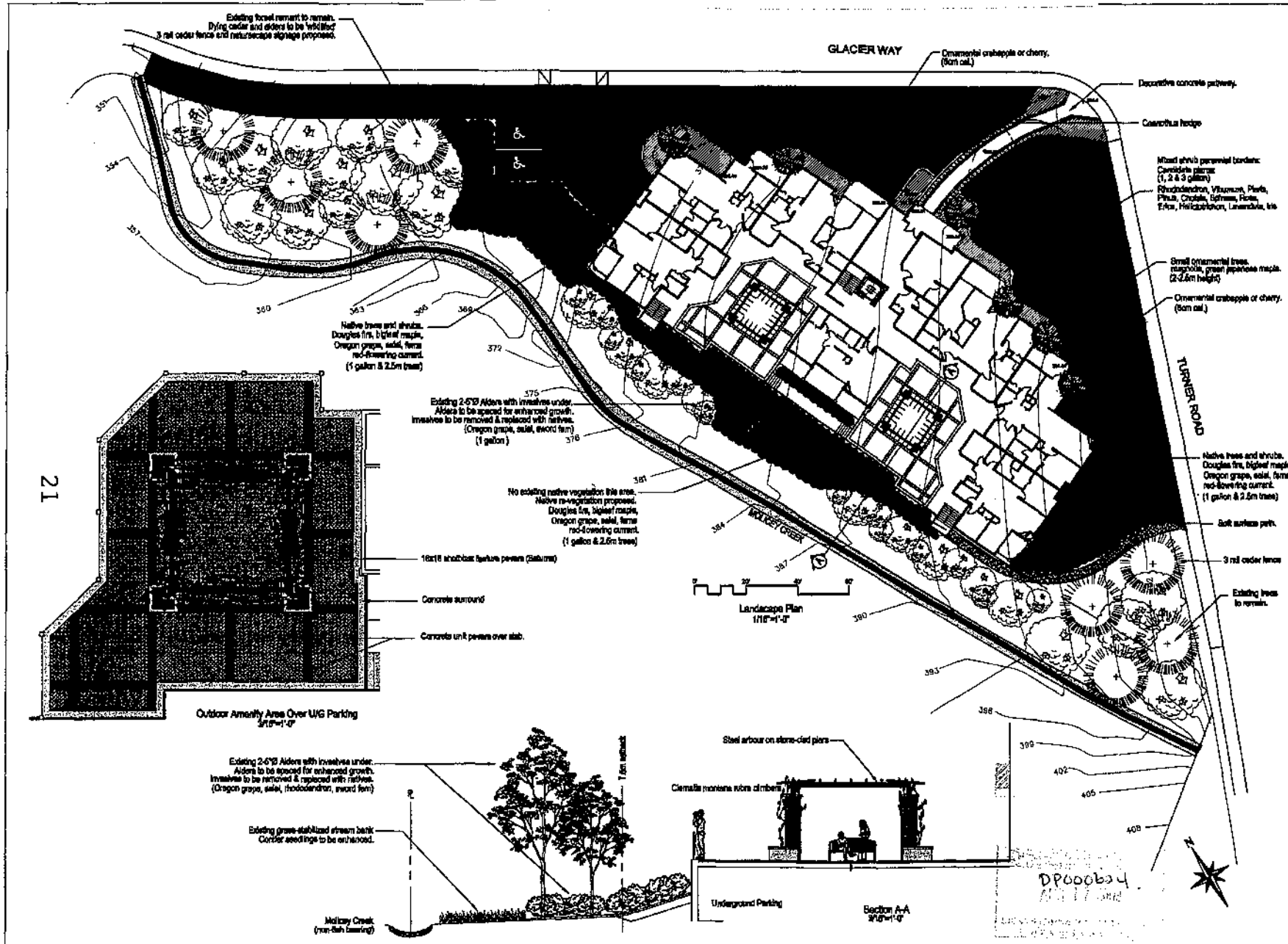
DP000644

LIST OF DRAWINGS

- A-1 SITE PLAN
- A-2 EXPLANATIONS
- A-3 EXPLANATIONS
- A-4 PARKING LOT/PL
- A-5 PARKING LEVEL 2 & GROUND FLOOR
- A-6 1ST FLOOR
- A-7 2ND FLOOR
- A-8 3RD FLOOR
- A-9 FOURTH FLOOR
- A-10 ROOF PLAN & DETAILS

NOTE: PLANT IDENTIFIED FROM ORIGINAL SURVEY BY
J.E. JOHNSON, ENOCHOWSKI

NOTES INFORMATION HEREIN IS UNCLASSIFIED DATE 01-11-2001 BY 60322 UCBAW/STP ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 01-11-2001 BY 60322 UCBAW/STP THIS DOCUMENT IS UNCLASSIFIED DATE 01-11-2001 BY 60322 UCBAW/STP U.S. GOVERNMENT PRINTING OFFICE: 2000-1-100-0
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Revision	Date	Drawn	Check

Lot 5 Strathcona Estates - DP Application
LANDSCAPE PLAN
CAPITAL I

ph consultants inc.



landscape architecture, arboriculture
plant planning + design

434 Milson Street, Suite 600, Vancouver, BC V6B 2K1
Phone: 604-261-1111
Fax: 604-261-1112
www.phconsultants.com

Project: JPH
Date: 12/05/08
Drawn: JPH
Check: JPH
Scale: 1/16"=1'-0"

Sheet: L-DP1 of 1

- ### LIST OF DRAWINGS

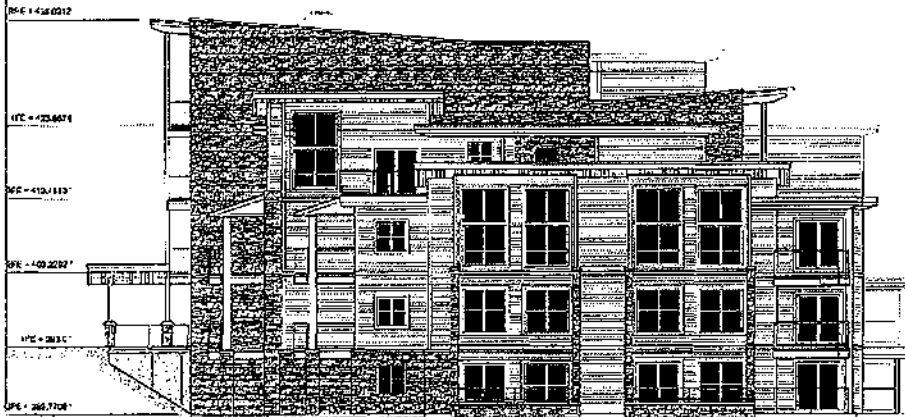
- A-3 SITE PLAN
- A-4 ELEVATIONS
- A-5 DETAILS
- A-6 FINISHES
- A-7 MATERIALS
- A-8 SPECIFICATIONS
- A-9 SCHEDULES
- A-10 INDEX

[illegible]

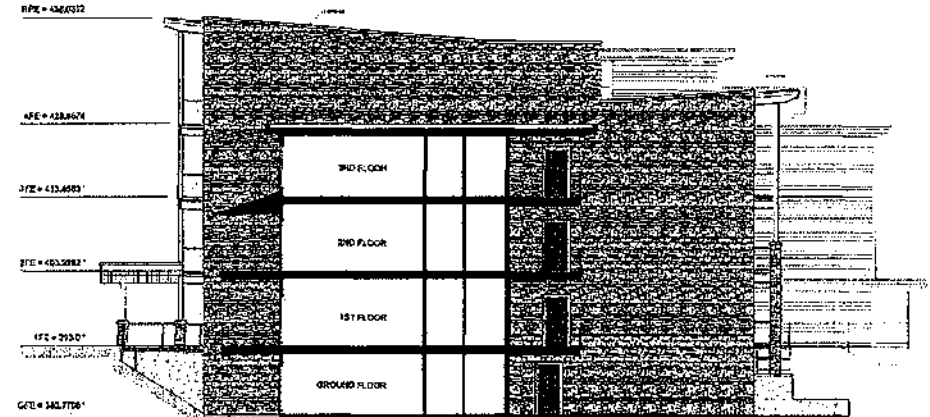
Development Permit No. DP000624
6115 Glacier Way

Schedule D

Building Elevations

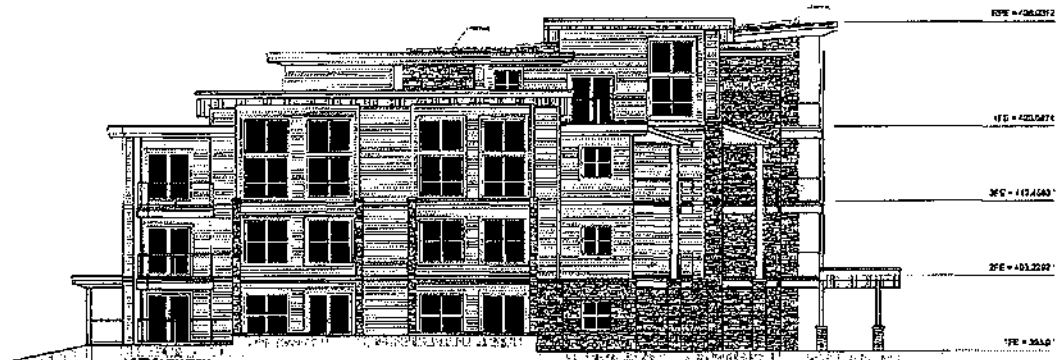


RIGHT ELEVATION



SECTION WITH FIREWALL

23



LEFT ELEVATION
1/8" = 1'

LIST OF DRAWINGS

- A-1 SITE PLAN
- A-2 BUILDING FLOOR 1
- A-3 ELEVATIONS 1
- A-4 PARKING FLOOR 1
- A-5 PARKING LEVEL 2 & SHOW FLOOR
- A-6 1ST FLOOR
- A-7 2ND FLOOR
- A-8 3RD FLOOR
- A-9 NORTH ARROW
- A-10 ROOF PLAN & DETAILS

NOTES	NO.	REVISION	DATE	BY	CHKD	PROJECT	PROJECT	SHEET TITLE	SCALE	DATE
1. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.	1					ian a. niamath dba. arch. inc. mpls.	CAPTAL I 815 GLACIER WAY	ELEVATIONS 2	1/8" = 1'	JUL 27, 2009
2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.						113 JOHNSON PLACE, MINNEAPOLIS, MN 55412 TEL: 250 728 7222 FAX: 764 250 728 7222				CHECKED
3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.										DATE
4. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.										DATE
5. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.										DATE
6. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.										DATE
7. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.										DATE
8. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.										DATE
9. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.										DATE
10. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.										DATE



Development Permit No. DP000624
6115 Glacier Way

Schedule E
Building Elevations

PROPOSED BUILDING DEVELOPMENT

File: B5929

Civic: 6115 Glacier Way, Nanaimo, BC

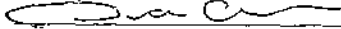
Legal: Lot 5, District Lot 20, Wellington District, Plan VP79506.

Dimensions are in metres and are derived from Plan VP79506.

This sketch does not constitute a redefinition of the legal boundaries hereon described and is not to be used in any manner which would assume same.

This sketch plan has been prepared in accordance with the Manual of Standard Practice and is

Certified Correct this 18th day of September, 2006.



B.C.L.S.

This document is not valid unless originally signed and sealed

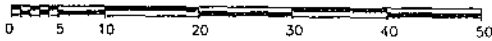
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The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document.

Subject to charges, legal notations, and interests shown on: Title No. CA149637 (P.I.D. 026-410-435)

DP APPLICATION NUMBER: 000404

Scale 1:500

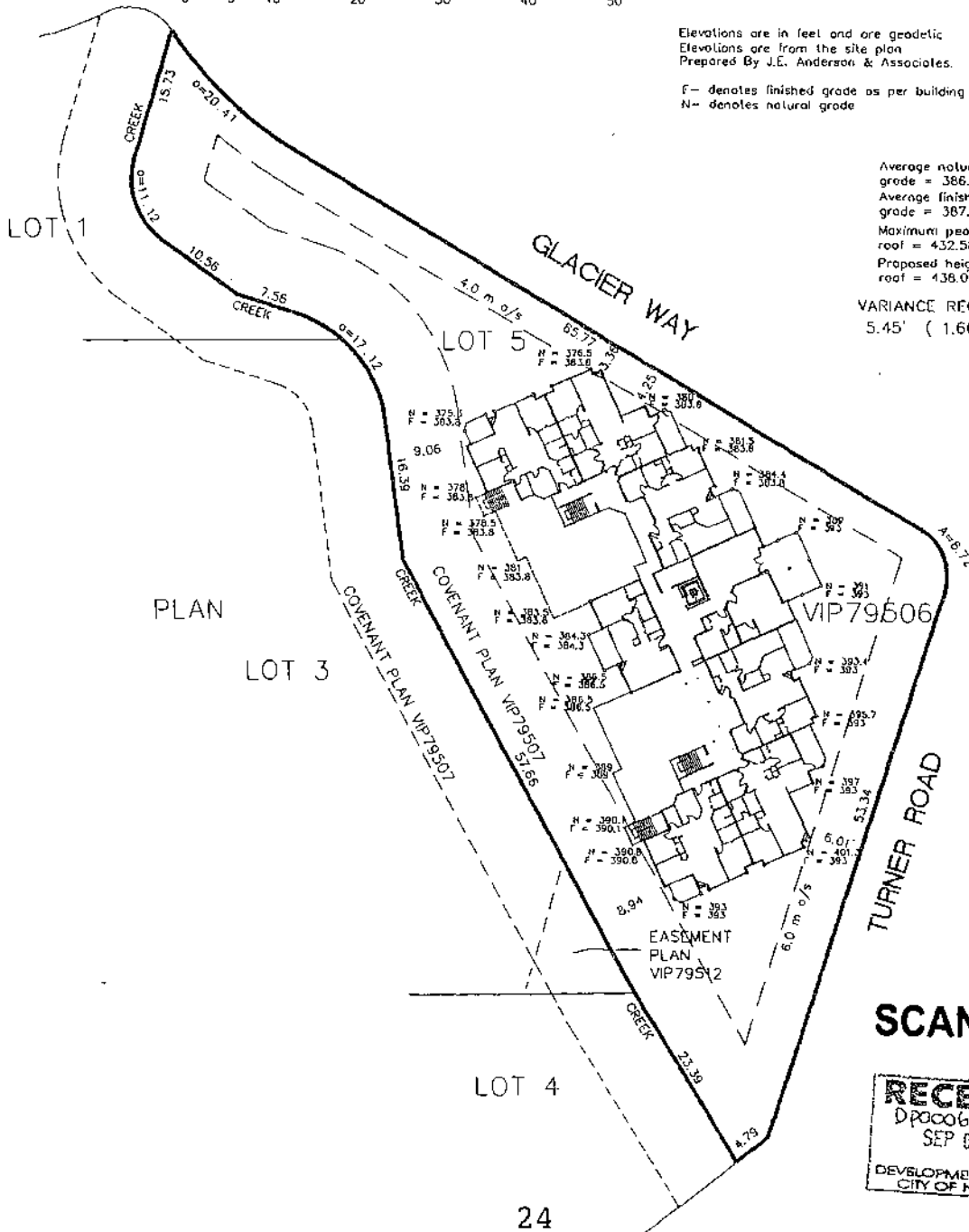


Elevations are in feet and are geodetic
Elevations are from the site plan
Prepared By J.E. Anderson & Associates.

F- denotes finished grade as per building plans
N- denotes natural grade

Average natural grade = 386.65
Average finished grade = 387.84
Maximum peak of roof = 432.58
Proposed height of roof = 438.03

VARIANCE REQUIRED
5.45' (1.66m)



Schedule F
Height Survey Calculation

Development Permit No. DP000624
6115 Glacier Way



SCANNED

RECEIVED
DP000624
SEP 09 2009
DEVELOPMENT SERVICES
CITY OF NANAIMO

STAFF REPORT

REPORT TO: TOM HICKEY, DIRECTOR, ENGINEERING & PUBLIC WORKS

FROM: BILL SIMS, MANAGER, WATER RESOURCES and
KURTIS FELKER, MANAGER, PURCHASING & STORES

RE: WATER TREATMENT PLANT – CONSULTANT SELECTION

STAFF'S RECOMMENDATION:

That Council award the first phase of consultant services for water pilot testing and preliminary design for the Water Treatment Plant to Associated Engineering Ltd. with the fees estimated to be \$1.207 million.

EXECUTIVE SUMMARY:

Vancouver Island Health Authority has revised the Operating Permit for the City's Water Licence to require the construction of a water treatment plant. The project cost is estimated to be \$67 million and the City has received a grant from senior governments for \$17.8 million.

At its regular meeting of 2009-Apr-30, Council approved the use of Qualifications Based Selection for consultants to undertake engineering, design and construction services for the Water Treatment Plant. The selection process was outlined to be:

1. A Request for Qualification is issued to determine interest and create a shortlist.
2. Shortlisted consultants respond to a Terms of Reference that include a general scope of services and clear evaluation criteria.
3. Proposals are evaluated by a staff selection committee (much the same as the current selection policy works). The selection committee ranks the proposals and selects the most qualified consultant.
4. The highest-ranked firm and the City then develop a scope of services for the first phase of the project.
5. The scope and fee proposal are negotiated and revised until agreement is reached.
6. If agreement in scope and fees cannot be reached, the City negotiates with the next-ranked consultant.
7. Council is presented the scope and fee proposal and awards the contract to the consultant.
8. Negotiation and award of subsequent phases of the project is contingent upon the City's continued satisfaction with the consultant's performance, successful negotiations and Council approval.

The consultant will be engaged in several project phases between 2009 and 2015 with the first phase being water pilot testing and preliminary design. The objective of pilot testing and pre-design is to make major project decisions and to define all processes. This information will be used to complete the design and to provide detailed cost estimates.

BACKGROUND:

Based on the selection process on 2009-Jul-21 the City issued a Request for Qualification and seven Statements of Qualification were received. A selection panel checked references and rated the submissions. The outcome was that AECOM, Associated Engineering and CH2M Hill were invited respond to a Terms of Reference.

This step included a detailed proposal submission, treatment plant tours by staff, as well as interviews and presentations. The three companies were evaluated on criteria that included qualifications of the company, strength of the project team, project understanding and experience. All three firms proved to be of excellent calibre and would bring a high level of expertise and experience to the project.

Associated Engineering was selected as the consultant to negotiate with the City the scope and fee for the first phase of the project. The Associated Engineering team has a deep history with the City's water system, expertise in treatment plants across Western Canada, and a history of developing long-term relationships with their clients and their vision of sustainability meshes well with the City's.

The scope and fees have been negotiated for water pilot testing and preliminary design. This phase is expected to involve over 7,300 person hours and will take a year to complete. The total estimated fees are \$1.207 million with components being:

Project Management:	\$ 75,000
Water Pilot Testing:	\$ 342,000
Preliminary Design:	\$ 790,000

Funds for this work are in the 2009 capital budget.

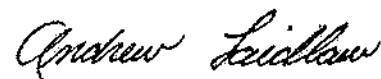
The fee structure in any service-related contract is based on hourly rates. The Consulting Engineers of B.C. (CEBC) publishes standard hourly charge rates for various categories of engineering and technical staff. The rates proposed for this contract with Associated Engineering are about 10% lower than the CEBC standard rates and are consistent with rates the City and other municipalities are currently paying for other projects.

Respectfully submitted,



Bill Sims
Manager
Water Resources

Kurtis Felker
Manager
Purchasing & Stores



Andy Laidlaw
General Manager
Community Services

WS/fg

g:\admin\council rpls\2009\WTP-consultant-selection

STAFF REPORT

REPORT TO: TOM HICKEY, DIRECTOR, ENGINEERING & PUBLIC WORKS

FROM: BILL SIMS, MANAGER, WATER RESOURCES AND
SCOTT PAMMINGER, WATER RESOURCES TECHNOLOGIST

RE: CITY OF NANAIMO DAM SAFETY POLICY

STAFF'S RECOMMENDATION:

That Council adopt the City of Nanaimo Dam Safety Policy.

EXECUTIVE SUMMARY:

The Province regulates the responsibilities of dam owners under the Dam Safety Regulation. The City is responsible to ensure all its' dams are managed in a manner that reduces risk to the public and the environment, as well as its own infrastructure. The proposed Dam Safety Policy provides staff with direction and a framework with which to undertake a dam safety management program.

BACKGROUND:

The City of Nanaimo owns nine dams. Three of these (No. 1 Reservoir, South Fork, Jump Creek) are critical to the water supply. The other six (Harewood, Upper, Middle and Lower Chase, Westwood Lake, Witchcraft) are largely left over from early coal washing or power operations, and function as recreational dams. The Dam Safety Regulation determines the intensity of efforts based on a dam's hazard rating. Two dams are 'low hazard' (Harewood, Witchcraft). The remaining are 'high' or 'very high', meaning consequence of failure is likely to include loss of life, environmental damage, economic loss and or loss of critical infrastructure.

The recent 2009 Dam Safety Audit performed every five years by the Regulator, confirmed the City is in general compliance with the regulatory requirements.

The intent of the proposed Policy is to set out the City's approach to dam safety for all its dam structures. This requires ongoing inspection, operation, maintenance, upgrading / reconstruction and possible decommissioning. Staff continue to perform all above actions, as well as ongoing studies and risk assessments in accordance with the Dam Safety Regulation.

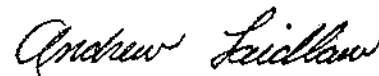
Respectfully submitted,



Bill Sims, Manager
Water Resources



Tom Hickey, Director
Engineering & Public Works



Andy Laidlaw, General Manager
Community Services

BS/fg
g:/admin/council rpts/2009/Dam-safety-policy

☐ Council
☒ Committee EPCOW
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: 2009.OCT.19



CITY OF NANAIMO

COUNCIL POLICY MANUAL

Pages: 1 of 2

Approval Date:

SECTION: ENGINEERING, PUBLIC WORKS AND TRANSPORTATION SUBJECT: Dam Safety
--

PURPOSE:

Under the *Provincial Water Act*, the B.C. Dam Safety Regulation places responsibility for dam safety on the dam owner.

The purpose of this Dam Safety Policy (the "Policy") is to set out the City of Nanaimo's (the "City's") commitment to dam safety for all dam structures.

POLICY:

The City will:

- design and construct new dams in a conservative manner in accordance with regulatory requirements and consistent with industry standards;
- manage, inspect, maintain, improve and decommission existing dams in a manner which meets the Dam Safety Regulation;
- use its Dam Safety Management Program to identify, assess and manage risks.
- reduce Dam Safety risks to as low as reasonably practicable.

ROLES AND RESPONSIBILITIES:

- The Manager of Water Resources is responsible for administering the dam safety management program and ensuring all dams owned by the City meet regulatory requirements;
- The General Foreman – Waterworks is responsible for managing the daily operations of staff who maintain, inspect, measure, and report the performance of all City dams;
- The Manager of Water Resources is responsible for maintaining current Emergency Response Plans, providing timely notification to agencies, downstream facilities and stakeholders, and providing clear response procedures for site personnel;
- The Director of Engineering and Public Works reports to City Council annually on the status and safety of all the City's dams, and any regulatory changes which impact dam safety;
- The Director of Engineering and Public Works will inform City Council in a timely manner of any significant dam safety incident or emerging issue which either violates or has the potential to breach the intent of this policy.

DAM SAFETY MANAGEMENT PROGRAM:

The City will maintain a dam safety management program that meets regulatory requirements and considers the Canadian Dam Safety Guidelines.

The key elements in the dam safety management system include:

- program planning;
- safety assessment and risk management;
- review, program assessment, and ongoing training for continuous improvement;
- detailed inspection and surveillance practices;
- documented Operation, Maintenance and Surveillance procedures;
- documented and detailed Emergency Response Plans;
- dam security;
- regulatory communications;
- external oversight and independent review; and
- appropriate document management.

Previous Revision/s: None

INFORMATION ONLY REPORT

REPORT TO D.W. HOLMES, GENERAL MANAGER, CORPORATE SERVICES

FROM B. E. CLEMENS, DIRECTOR OF FINANCE

RE: ASSESSMENT ROLL ADJUSTMENTS

October 8, 2009

STAFF'S RECOMMENDATION:

That Council receive the report.

DISCUSSION:

We are now in receipt of an additional assessment roll adjustment from BC Assessment processed as "2009 Supplementary 7" which was received in 2009.

The attached schedule summarizes the assessment adjustments and the impact on property taxation levies.

The impact of this 2009 assessment adjustment received in 2009 is to decrease gross taxation by \$108,449.51 which includes a decrease in the municipal portion of \$65,908.42.

The impact of all 2008 & 2009 assessment adjustments received in 2009 is to increase gross taxation by \$107,142.57 which includes an increase in the municipal portion of \$68,795.96.

Respectfully submitted,



Brian E. Clemens
Director of Finance



Douglas W. Holmes
General Manager,
Corporate Services

CITY OF NANAIMO
ASSESSMENT ADJUSTMENT SCHEDULE

YEAR	SUPPLEMENTARY	GENERAL, DEBT, AND LIBRARY	OTHER AGENCIES	TOTAL ADJUSTMENTS
2009	7	(65,908.42)	(42,541.09)	(\$108,449.51)
Total Adjustments		<u>(65,908.42)</u>	<u>(42,541.09)</u>	<u>(\$108,449.51)</u>