

AGENDA
REGULAR COMMITTEE OF THE WHOLE MEETING
BOARD ROOM, CITY OF NANAIMO SERVICE & RESOURCE CENTRE,
411 DUNSMUIR STREET, NANAIMO, BC
MONDAY, 2016-APR-11, AT 2:00 P.M.

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

2. **INTRODUCTION OF LATE ITEMS:**

3. **ADOPTION OF AGENDA:**

4. **ADOPTION OF MINUTES:**

- (a) Minutes of the Regular Committee of the Whole Meeting held in the Shaw Auditorium, 80 Commercial Street, on Monday, 2016-MAR-14 at 4:30 p.m.

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5. **PRESENTATIONS:**

NONE

6. **ADMINISTRATION:**

(a) **2016-2020 Financial Plan Workshop**

Purpose: To complete the review of the 2016 – 2020 Financial Plan prior to May 15 each year, Council must adopt both a Five Year Financial Plan bylaw and a Property Tax Rates bylaw.

Summarized below are projected property tax rate changes for 2016 to 2020.

2016	2017	2018	2019	2020
0.0%	2.8%	1.8%	0.7%	1.0%

The Financial Plan includes a 1% increased contribution to the General Asset Management Reserve in 2016 and in 2017.

Presentation:

1. Mr. Victor Mema, Director of Finance

Staff Recommendation: That Council direct Staff to prepare the 2016-2020 Financial Plan bylaw amendment and 2016 Property Tax Rates bylaw for approval at the next Council meeting.

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7. **CORPORATE SERVICES:**

(a) **Home-based Business Bakery – 5491 Rutherford Road**

Purpose: To inform Council regarding the status of the “Zoning Bylaw 2011 No. 4500” regulations as they pertain to home-based businesses, specifically in relation to concerns related to a proposed home-based business bakery at 5491 Rutherford Road.

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Delegations:

1. Ms. Candice Jones
2. Ms. Angela Chan
3. Mr. Brian Wallace

8. **COMMUNITY SERVICES:**

(a) **Municipal Natural Capital Pilot Study of for the City of Nanaimo**

Purpose: To obtain Council support for the City of Nanaimo to participate in a Municipal Natural Capital Initiative (MNCI) Pilot Study.

Staff Recommendation: That Council:

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1. endorse the participation of the City of Nanaimo in the Municipal Natural Capital Initiative (MNCI) Pilot Study; and,
2. approve \$15,000 in new funding for 2016/17 to support the initiative.

(b) **College Park Water Supply Main – Pipe Supply Tender**

Purpose: To advise Council of a public tender call of \$250,000 and above, in accordance with Council's Purchasing Bylaw.

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

- (a) Letter dated 2016-Apr-04 from Mr. Bill McKay, Chair, and Ms. Judith Sayers, Co-chair, Island Corridor Foundation (ICF), requesting that a Council member be appointed to the ICF Liaison Committee.

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10. **NOTICE OF MOTION:**

11. **OTHER BUSINESS:**

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

- (a) Mr. Peter Sinclair, on behalf of Loaves and Fishes Food Bank, regarding the purchase of their new warehouse. *Pg. 24*
- (b) Mr. Matthew O'Donnell, regarding City governance and pay raises for City Councillors. *Pg. 25*
- (c) Ms. Cathy Brzoza and Ms. Sabrina Hornfeldt, on behalf of CatNap Society, regarding cat overpopulation in Nanaimo. *Pg. 26*

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

14. **ADJOURNMENT:**

ACTING MAYOR: COUNCILLOR HONG
2016-MAR-09 to 2016-APR-26

MINUTES
REGULAR COMMITTEE OF THE WHOLE MEETING
SHAW AUDITORIUM, 80 COMMERCIAL STREET,
MONDAY, 2016-MAR-14 AT 4:30 P.M.

PRESENT: Acting Mayor J. Hong, Chair
Mayor W. B. McKay, Chair (entered meeting and assumed Chair at 5:06 p.m.)

Members: Councillor W. L. Bestwick
Councillor M. D. Brennan (vacated 9:05 p.m.)
Councillor G. W. Fuller
Councillor J. Hong
Councillor J. A. Kipp
Councillor W. L. Pratt
Councillor I. W. Thorpe
Councillor W. M. Yoachim (entered 4:35 p.m.)

Staff: T. Samra, Chief Administrative Officer
G. Goodall, Director of Engineering & Public Works
D. Lindsay, Director of Community Development
Chief Richardson, Nanaimo Fire Rescue
J. Van Horne, Director of Human Resources
P. Cooper, Communications Manager
P. Rosen, Senior Manager of Engineering
Insp. Rupa, Operations Officer, RCMP Nanaimo Detachment
P. Stewart, Manager of Engineering Projects
D. Stevens, Client Support Specialist
C. Jackson, Manager of Legislative Services
D. Smith, 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) Item 7(a) Downtown Nanaimo Business Improvement Association Grant Application for Terminal Avenue Drinking Water Exemption Study – add delegation from Mr. Tim McGrath.
- (b) Councillor Thorpe advised that Ms. Janet Irvine was in attendance and wished to address Council as a late delegation.
- (c) Councillor Bestwick advised that Mr. Robert Fuller and Mr. Tim McGrath were in attendance and wished to address Council as late delegations regarding City governance.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Regular Committee of the Whole Meeting held in the Shaw Auditorium, 80 Commercial Street, on Monday, 2016-FEB-22 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS:

- (a) Dr. Paul Hasselback, Medical Health Officer, provided an update regarding the impact of drug overdoses in the City.

Councillor Yoachim entered the Shaw Auditorium at 4:35 p.m.

It was moved and seconded that Council receive the presentation from Dr. Paul Hasselback, Medical Health Officer, Island Health. The motion carried unanimously.

- (b) Mr. Ken Kaminski, Executive Director, and Mr. Richard Harlow and Mr. Cory Parsons, Board Members, Nanaimo Disability Resource Centre, provided a presentation requesting that Council adopt a new accessibility icon.

Mayor McKay entered the Shaw Auditorium at 5:06 p.m. and assumed the Chair.

It was moved and seconded that Council receive the presentation from Mr. Ken Kaminski, Mr. Richard Harlow and Mr. Cory Parsons. The motion carried unanimously.

- (c) Mr. John Van Horne, Director of Human Resources, provided a presentation regarding how the City has addressed accessibility in the City of Nanaimo.
- (d) Mr. Poul Rosen, Senior Manager of Engineering and Mr. Phil Stewart, Manager of Engineering Projects, provided an update on proposed changes to the Manual of Engineering Standards and Specifications.

6. CORPORATE SERVICES:

- (a) Downtown Nanaimo Business Improvement Association (DNBIA) Grant Application for Terminal Avenue Drinking Water Exemption Study

Delegations:

- 1. Mr. Darren Moss spoke in favour of the DNBIA request for grant funding.

It was moved and seconded that Council receive the delegation from Mr. Darren Moss. The motion carried unanimously.

RECESS AND RECONVENE MEETING

By unanimous consent Council recessed the Committee of the Whole Meeting at 6:43 p.m. with the intention to reconvene after a short break.

By unanimous consent, Council reconvened the Committee of the Whole Meeting at 6:55 p.m.

6. CORPORATE SERVICES: (continued)

- (a) Downtown Nanaimo Business Improvement Association (DNBIA) Grant Application for Terminal Avenue Drinking Water Exemption Study

Delegations:

2. Mr. Tim McGrath spoke in opposition to the DNBIA request for grant funding.

It was moved and seconded that Council receive the delegation from Mr. Tim McGrath. The motion carried unanimously.

It was moved and seconded that Council support the Downtown Nanaimo Business Improvement Association's application for grant funding under the Federation of Canadian Municipalities "Green Municipal Fund" to assist with the costs to perform a Drinking Water Exemption Study for the Terminal Avenue Precinct.

It was moved and seconded that Council:

1. postpone consideration of support for the Downtown Nanaimo Business Improvement Association's application for grant funding under the Federation of Canadian Municipalities "Green Municipal Fund" to assist with the costs to perform a Drinking Water Exemption Study for the Terminal Avenue Precinct until a future Council Meeting; and,
2. direct Staff to prepare a report providing more information and clarification on the application process and options. The motion carried.

Opposed: *Councillors Brennan, Pratt, Yoachim*

- (b) Advisory Committee/Commission Minutes

It was moved and seconded that Council receive for information the Minutes of the Board of Variance Meeting held 2016-JAN-21. The motion carried unanimously.

7. COMMUNITY SERVICES:

(a) Howden Drive Water Main Cost Share

It was moved and seconded that Council direct Staff to proceed with a budget transfer of \$105,000 from the 2016 Water Infrastructure project to share with the Developer the cost to upgrade the water main on Howden Drive. The motion carried unanimously.

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

- (a) Ms. Nancy Mitchell and Mr. Mike Harrison, Chair, Brechin Hill Neighbourhood Association spoke regarding the relationship between City of Nanaimo Request for Proposal No. 1702: Terminal Avenue South Road Rehabilitation and implementation of the Newcastle-Brechin Neighbourhood Plan.

It was moved and seconded that Council receive the delegation from Ms. Nancy Mitchell and Mr. Mike Harrison. The motion carried unanimously.

- (b) Ms. Amanda Poch spoke regarding organ donor awareness and requested Council's support for Nanaimo being a community that supports raising organ donor awareness.

It was moved and seconded that Council receive the delegation from Ms. Amanda Poch. The motion carried unanimously.

- (c) Mr. Allan Davidson on behalf of the Departure Bay Neighbourhood Association, spoke regarding the subdivision of large lots in the Departure Bay Area.

It was moved and seconded that Council receive the delegation from Mr. Allan Davidson. The motion carried unanimously.

- (d) Mr. Don Duddridge spoke regarding the subdivision of large lots in the Departure Bay Area.

It was moved and seconded that Council receive the delegation from Mr. Don Duddridge. The motion carried unanimously.

- (e) Ms. Angela Chan spoke in opposition to a proposed bakery at 5491 Rutherford Road and submitted a petition from surrounding neighbours.

It was moved and seconded that Council receive the delegation from Ms. Angela Chan. The motion carried unanimously.

- (f) Mr. William Baker spoke in opposition to a proposed bakery at 5491 Rutherford Road.

It was moved and seconded that Council receive the delegation from Mr. William Baker. The motion carried unanimously.

Councillor Brennan vacated the Shaw Auditorium at 9:05 p.m.

It was moved and seconded that Council direct Staff to prepare a report outlining options related to Home Based Business Bylaw provisions and licensing in order to address site specific concerns related to the proposed bakery at 5491 Rutherford Road. The motion carried.

Opposed: Mayor McKay

(g) Ms. Janet Irvine spoke regarding bullying and social media.

It was moved and seconded that Council receive the delegation from Ms. Janet Irvine. The motion carried unanimously.

(h) Mr. Robert Fuller spoke regarding bullying and City governance.

(i) Mr. Tim McGrath spoke regarding bullying and City governance.

It was moved and seconded that Council receive the delegation from Mr. Tim McGrath. The motion carried unanimously.

9. QUESTION PERIOD:

- Mr. Terry Wagar, re: bullying and City governance.
- Mr. Ron Walker, re: accessibility at Bowen Park, organ donation awareness.
- Ms. Janet Irvine, re: bullying and social media.
- Mr. Michael Horn, re: City governance, accessibility on sidewalks downtown.
- Mr. Kevin Storrie, re: City governance.
- Mr. Leon Cake, re: the Manual of Engineering Standards and Specifications, accessibility.
- Mr. Fred Taylor, re: the subdivision of large lots in the Departure Bay Area, amending bylaws mid-stream, Home Based Business regulations.
- Mr. Terry Wagar, re: bullying and City governance.
- Mr. Tim McGrath, re: bullying and City governance.
- Ms. Shaunna Morgan, re: City governance and social media.

10. ADJOURNMENT:

It was moved and seconded at 10:55 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

DATE OF MEETING April 11, 2016

AUTHORED BY DEBORAH DUNCAN, MANAGER OF FINANCIAL PLANNING

SUBJECT **2016 – 2020 FINANCIAL PLAN WORKSHOP**

OVERVIEW

Purpose of Report

To complete the review of the 2016 – 2020 Financial Plan. Prior to May 15 each year, Council must adopt both a Five Year Financial Plan bylaw and a Property Tax Rates bylaw.

Summarized below are projected property tax rate changes for 2016 to 2020.

2016	2017	2018	2019	2020
0.0%	2.8%	1.8%	0.7%	1.0%

The Financial Plan includes a 1% increased contribution to the General Asset Management Reserve in 2016 and in 2017.

Recommendation

That Council direct Staff to prepare the 2016 – 2020 Financial Plan bylaw amendment and 2016 Property Tax Rates bylaw for approval at the next Council meeting..

BACKGROUND

The 2016 – 2020 Financial Plan bylaw was approved at the 2015-DEC-16 Council Meeting and reflected decisions made by Council during the review process in late 2015. Since then, further changes have been made to the 2016 – 2020 Financial Plan and must be reflected in a budget bylaw amendment. The 2016 – 2020 Financial Plan bylaw amendment and the 2016 Property Tax Rates bylaw must be adopted by 2016-MAY-15 to enable calculation and collection of 2016 property taxes.

Appendix A provides a summary of 2016 budget changes.

OPTIONS

1. Direct Staff to prepare the 2016 – 2020 Financial Plan bylaw amendment and 2016 Property Tax Rates bylaw for approval at the next Council meeting. {Recommended Option}
2. Table the report and request more information from Staff. {Not Recommended Option} Will require additional meetings to complete adoption of bylaws by 2016-MAY-15 deadline.


SUMMARY POINTS

- The 2016 property tax increase remains 0%.
- The 2016 – 2020 Financial Plan bylaw amendment and the 2016 Property Tax Rates bylaw must be adopted by 2016-May-15.
- These bylaws allow Staff to calculate and collect 2016 property taxes. Annual property taxes fund City services and programs.
-

ATTACHMENTS

Appendix – Summary of Financial Plan Changes.

Submitted by:



Deborah Duncan
Manager, Financial Planning

Concurrence by:



V.Z. Mema
Director of Finance

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Appendix A

2016 Budget Changes Summary

		Change	Impact on Property Taxation
Revenues			
Growth estimate updated	\$	258,704	\$ 258,704
Call Answer Levy	\$	120,856	\$ 120,856
Reduced RCMP rent recovery	\$	(129,951)	\$ (129,951)
	\$	249,609	\$ 249,609
Annual Operating Expenditures			
VICC	\$	(51,005)	\$ (51,005)
Employee benefits	\$	133,000	\$ 133,000
Insurance	\$	17,487	\$ 17,487
IT: ERP Software Maintenance	\$	(55,000)	\$ (55,000)
Police Services: 2 additional RCMP members (funded from reserves)	\$	212,071	\$ -
Police Services: DNA Testing	\$	50,000	\$ 50,000
Engineering Public Works: increased PW training program (1 yr only)	\$	45,000	\$ 45,000
	\$	351,553	\$ 139,482
Project Expenditures			
Comprehensive Risk Management (fully funded from grant)	\$	39,500	\$ -
AVICC Conference	\$	12,000	\$ 12,000
Finance: Training, equipment	\$	17,125	\$ 17,125
Fire Station 1: Comprehensive Assessment	\$	35,000	\$ 35,000
NAC: Diving Board Retrofits (moved from 2017 to 2016)	\$	30,000	\$ 30,000
Middle Colliery Dam Assessment	\$	75,000	\$ 75,000
		208,625	169,125
Net impact		310,569	58,998

DATE OF MEETING April 11, 2016

AUTHORED BY DAVID STEWART, PLANNER, PLANNING AND DESIGN

SUBJECT HOME-BASED BUSINESS BAKERY – 5491 RUTHERFORD ROAD

OVERVIEW

Purpose of Report

To inform Council regarding the status of the “Zoning Bylaw 2011 No. 4500” regulations as they pertain to home-based businesses, specifically in relation to concerns related to a proposed home-based business bakery at 5491 Rutherford Road.

DISCUSSION

During the 2016-MAR-14 Committee of the Whole meeting, Council received a delegation from Ms. Angela Chan and Mr. William Baker regarding a proposed home-based business bakery at 5491 Rutherford Road. During the same meeting, it was moved and seconded that Council “direct Staff to prepare a report outlining options related to home-based Business Bylaw provisions and licensing in order to address site specific concerns related to the proposed bakery at 5491 Rutherford Road.” Staff has reviewed the issue and is prepared to provide an opinion with regards to the proposed business.

To date, a business licence application has not been received for the subject property; however, a building permit was recently issued for a renovation and addition to an existing garage. A portion of the accessory building is to be used as a home-based business bakery. It is Staff’s understanding that the property owner, Mr. Clay, currently operates the Bodhi Bakery at 5299 Rutherford Road and intends to close the bakery and relocate to the subject property in order to sell his product off-site.

The subject property is currently accessed from a driveway shared with the properties located at 5471 and 5481 Rutherford Road, owned by Ms. Chan and Mr. Baker respectively. The access is protected through a registered easement which permits the subject property and 5471 Rutherford Road to share a common access over 5481 Rutherford Road. The easement agreement does not directly involve the City and does not prohibit any of the property owners from operating a home-based business.

Section 6.20 of the City’s Zoning Bylaw permits home-based businesses in all zones with the following restrictions:

- The business licence holder must reside within the dwelling unit.
- No more than one non-resident employee is permitted.
- No retail sales from the home-based location (wholesale or off-site sales only).
- No more than 10 vehicle trips to or away from the dwelling unit or accessory building shall be permitted per day between the hours of 7am and 9pm. No vehicle trips generated by the business shall be permitted between 9pm and 7am.

- Where the home-based business is located within an accessory building, the business area cannot exceed 42m².
- No outside storage.

The above home-based business regulations have been in place resembling the current form since 1993. There are currently 2,164 licensed home-based businesses in Nanaimo. Home-based business represents 41% of all business licences within the city.

The City's Business Licence Bylaw requires that an applicant obtain and provide, if required, all other government approvals that may be required for the business to operate. There are applicable provisions under the *Food Safety Act* and regulations regarding food premises which likely apply to the design, construction and operation of a bakery. The City's Noise Control Bylaw would also have some applicability to limit excessive noise. If the business operator fails to meet any of the above conditions, the City may take enforcement action.

It is important to note that any revisions to the City's business or other regulatory bylaws would need to be generally applicable to properties in the city, as there is no authority to discriminate between uses or businesses of a similar type, or to isolate one particular business for special regulation. Provided the applicant can meet the above restrictions, the City is required to issue a business licence if requested for a home-based bakery. There are currently 17 active catering or bakery home-based business licences within the city.

While Council may amend the Zoning Bylaw to prevent similar future home-based business uses, since the use was lawful at the time the building permit application was made, subsequent amendments to the City's Zoning Bylaw would not apply to the property, as it would enjoy the legal protection of non-conforming use status pursuant to Section 528 of the *Local Government Act*. Any such amendment will also result in the other similar existing establishments becoming non-conforming uses.

As the home-based business use is a permitted use and the building permit has been issued, the City cannot prevent the accessory building at 5491 Rutherford Road from being renovated, and subsequently used for, a bakery as a home-based business. Prior to the home-based business licence being issued, the applicant will be required to state how he can meet the home-based business requirements. The home-based business conditions will be included on the business licence. The applicant will no longer be able to operate as a commercial bakery, but instead must operate on a reduced scale as a home-based business.

SUMMARY POINTS

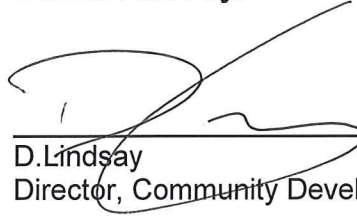
- The proposed use of the accessory building at 5491 Rutherford Road appears in all respects to be lawful and in accordance with current City bylaws.
- The City cannot delay, limit or prohibit the renovation of the accessory building for its intended purpose, nor the subsequent issuance of a business licence to the operator.
- If a home-based business fails to operate within the conditions included within Section 6.20 of the Zoning Bylaw, the City can take enforcement action.

Submitted by:



B.Anderson
Manager, Planning and Design

Concurrence by:



D.Lindsay
Director, Community Development

DATE OF MEETING April 11, 2016

AUTHORED BY ROB LAWRENCE – ENVIRONMENTAL PLANNER
DEPARTMENT OF PARKS, RECREATION AND ENVIRONMENT

SUBJECT **MUNICIPAL NATURAL CAPITAL PILOT STUDY FOR THE CITY OF NANAIMO**

OVERVIEW

Purpose of Report

To obtain Council support for the City of Nanaimo to participate in a Municipal Natural Capital Initiative (MNCI) Pilot Study.

Recommendation

That Council:

1. endorse the participation of the City of Nanaimo in the Municipal Natural Capital Initiative (MNCI) Pilot Study; and,
2. approve \$15,000 in new funding for 2016/17 to support the initiative.

BACKGROUND

Municipalities play a vital role in both protecting and preserving ecosystem services while providing citizens with core services at acceptable costs. Several municipalities have been invited to work on a pilot study to assess their natural capital, and more clearly define its value in supplementing the City's capital infrastructure. The intent of the pilot study will be to pioneer strategies to conserve and enhance natural capital by measuring and managing natural capital within existing asset and financial management business processes.

The Municipal Natural Capital Initiative (MNCI) is intending to demonstrate that asset management business processes and associated long-term financial planning provide new and powerful mechanisms to measure and manage natural capital in a systematic manner.

This proposed pilot study in Nanaimo, which would be one of up to six other proposed pilot studies happening around British Columbia, would be expected to test and refine the approach within a local government setting. To date, no other communities have been formally selected. The pilot program is expected to run from April 2016 to December 2017.

The MNCI is organized through the following partners:

- **The Town of Gibsons**, which has explored incorporating natural capital within its asset management program and provides its applied experience to the initiative;

- **The David Suzuki Foundation (DSF)**, brings project experience, working with the Town of Gibsons to create some tools and methods to measure natural capital and integrate the data into its asset management strategies;
- **Sustainable Prosperity (SP)**, a national green economy organization that will be providing technical advice;
- **Asset Management BC**, who will also provide technical advice; and,
- **Brooke and Associates**, a consulting firm that will be coordinating the overall Initiative.

As part of the Pilot Study Phase:

- a) The MNCI will provide the following support to participating municipalities:
 1. Detailed guidance and support documents;
 2. An on-site workshop to launch the project;
 3. Ongoing “help desk” function to provide support to municipalities as they work through the Pilot;
 4. Regular webinar check-ins at each project milestone to (a) extract lessons on how the work is progressing and (b) provide support for the next project step;
 5. Group learning webinars to share experience across the pilots; and,
 6. A full project evaluation at the end of the Pilot.
- b) The Municipalities that participate will be asked to:
 1. Demonstrate explicit support from their Council and Chief Administrative Officer for the Pilot;
 2. Commit the engagement of a multi-disciplinary staff team representing relevant departments such as Finance, Public Works, Engineering, and Parks;
 3. Commit to approaching the Pilot within an asset management approach;
 4. Commit to providing all data required to use the model effectively; and,
 5. Commit \$15,000 in funds to support the Initiative (April 2016 to December 2017).

At this stage, the Pilot Study will be focusing on the stormwater service value provided by the Buttertubs Marsh Complex in the City of Nanaimo. The Buttertubs Marsh Complex is co-owned and managed by the City of Nanaimo, the Nature Trust of British Columbia and Ducks Unlimited, Canada.

OPTIONS

1. Endorse the recommendation as presented.
 - **Budget Implication:** There will be a need to allow for staff time toward the Pilot project and a budget of \$15,000 in new funding for 2016-17.
 - **Engagement Implication:** The Pilot will involve the engagement with the MNCI partners as well as the Nature Trust of British Columbia and Ducks Unlimited Canada, in the Buttertubs Marsh Complex.
 - **Strategic Priorities Implication:** This Pilot would contribute toward the City meeting the strategic priority of Asset Management, Community

Building Partnerships, and the Sustainability Pillar of Environmental Responsibility and Economic Health.

2. Decide not to endorse the recommendation as presented.
 - **Political Implication:** Miss the opportunity to collaborate on the Initiative and benefit from the partnership opportunities with other participating local governments and project supporters.

SUMMARY POINTS

- Nanaimo will be one of six pilot studies in B.C.
- The Municipal Natural Capital Initiative intends to demonstrate that asset management business processes and associated long-term financial planning provide new and powerful mechanisms to measure and manage the Natural Environment.
- The goal is to work with the City in recognizing, measuring and managing the contribution natural systems make to municipal service delivery, using municipal asset management business processes.

ATTACHMENT:

- Expression of Interest letter dated 2016-MAR-14.

Submitted by:



Rob Lawrance
Environmental Planner
Parks, Recreation and Environment

Concurrence by:



Richard Harding
Director
Parks, Recreation and Environment



2016-MAR-14

File: D1-7-1

Mr. Roy Brooke
Brooke and Associates
1743 Davie Street
Victoria, B.C.
V8R 4W5

TO WHOM IT MAY CONCERN:

**RE: EXPRESSION OF INTEREST:
MUNICIPAL NATURAL CAPITAL PILOT STUDY OF BUTTERTUBS MARSH**

The City of Nanaimo would like to confirm its interest in participating in a pilot study under the Municipal Natural Capital Initiative (MNCI). Subject to final council approval.

The pilot study is expected to involve forming a project staff team representing Finance, Public Works, Engineering, and Parks, Recreation and Environment to work through an asset management process to define and measure the natural capital of a case study site within the City of Nanaimo. The site chosen for this study will be the Buttertubs Marsh Complex, a 54 ha (133 acres) reclaimed wetland and floodplain habitat adjacent to the Millstone River, upstream from the Downtown. The Buttertubs marsh complex provides flood mitigation and natural stormwater retention values to the community.

Within the pilot study, we can see two overarching questions that will be explored:

- What specific, quantifiable ecosystem features need to be within the scope of the definition for "natural capital"?
- What financial and engineering guidelines or standards would be needed in order to more effectively consider natural capital, within the asset management process?

Part of the intent of the pilot study will include testing the InVEST computer model, which will be used to help determine the biophysical and monetary measures needed to incorporate defined natural capital into an asset management plan. We understand that the City will provide data for the model, which will be reviewed and analysed by the MNCI team and provided back to the City for its use.

Mr. Roy Brooke

Page 2 of 2

RE: EXPRESSION OF INTEREST: MUNICIPAL NATURAL CAPITAL PILOT STUDY OF BUTTERTUBS MARSH

Acknowledging the study is expected to run from April 2016 to December 2017, the City will contribute up to \$15,000 toward the pilot study.

This study offers an opportunity to also collaborate with the Nature Trust of British Columbia and Ducks Unlimited Canada, both of which either lease or hold title over portions of the Marsh, along with the City of Nanaimo.

The Snuneymuxw First Nation will also be invited to participate and will be kept informed of the study as it progresses.

With this understanding, we look forward to working with you on this project and wish you good luck with your proposal.

Sincerely,



Tracy Samra
Chief Administrative Officer

DATE OF MEETING April 11, 2016

AUTHORED BY BILL SIMS, MANAGER, WATER RESOURCES

SUBJECT COLLEGE PARK WATER SUPPLY MAIN – PIPE SUPPLY TENDER

OVERVIEW

Purpose of Report

To advise Council of a public tender call of \$250,000 and above, in accordance with Council's Purchasing Bylaw.

DISCUSSION

Water Supply Development Cost Charge Project WS41 twins the existing supply main from Nanaimo Lakes Rd to the College Park Reservoirs, mostly within the Island Highway shoulder. The new supply main will provide additional capacity to permit growth to continue in the area served by the College Park reservoir (approximately 70% of the City).

In February 2015, Council awarded the detailed design and construction administration engineering services to Opus DaytonKnight Consultants Ltd. The design is complete to the stage of being able to issue a tender to procure the 762 mm lined and coated steel pipe. A tender specifying North American supply is proposed. Advance purchase of the pipe is required for two reasons:

- Coated steel pipe takes 20 weeks to order, manufacture and ship. This would delay a construction contractor.
- With the City purchasing the pipe directly, the cost of materials mark-up is avoided.

Once the project tender is awarded to a successful contractor, a Novation Contract will be entered into which transfers the steel pipe supply contract entered into by the City to the Contractor.

SUMMARY POINTS

- It is estimated that the College Park Water Supply Main Pipe Supply Tender will be in the range of \$900,000. There is \$2,693,260 in the 2016 budget for this project, which will fund the start of construction late in the summer.
- The total value of this phase of the project is \$5,015,000.
- The first phase of the project was completed in 2013, and brought the pipe to the new Reservoir No 1.

ATTACHMENTS

Attachment A - Project location and pipe alignment map

Submitted by:



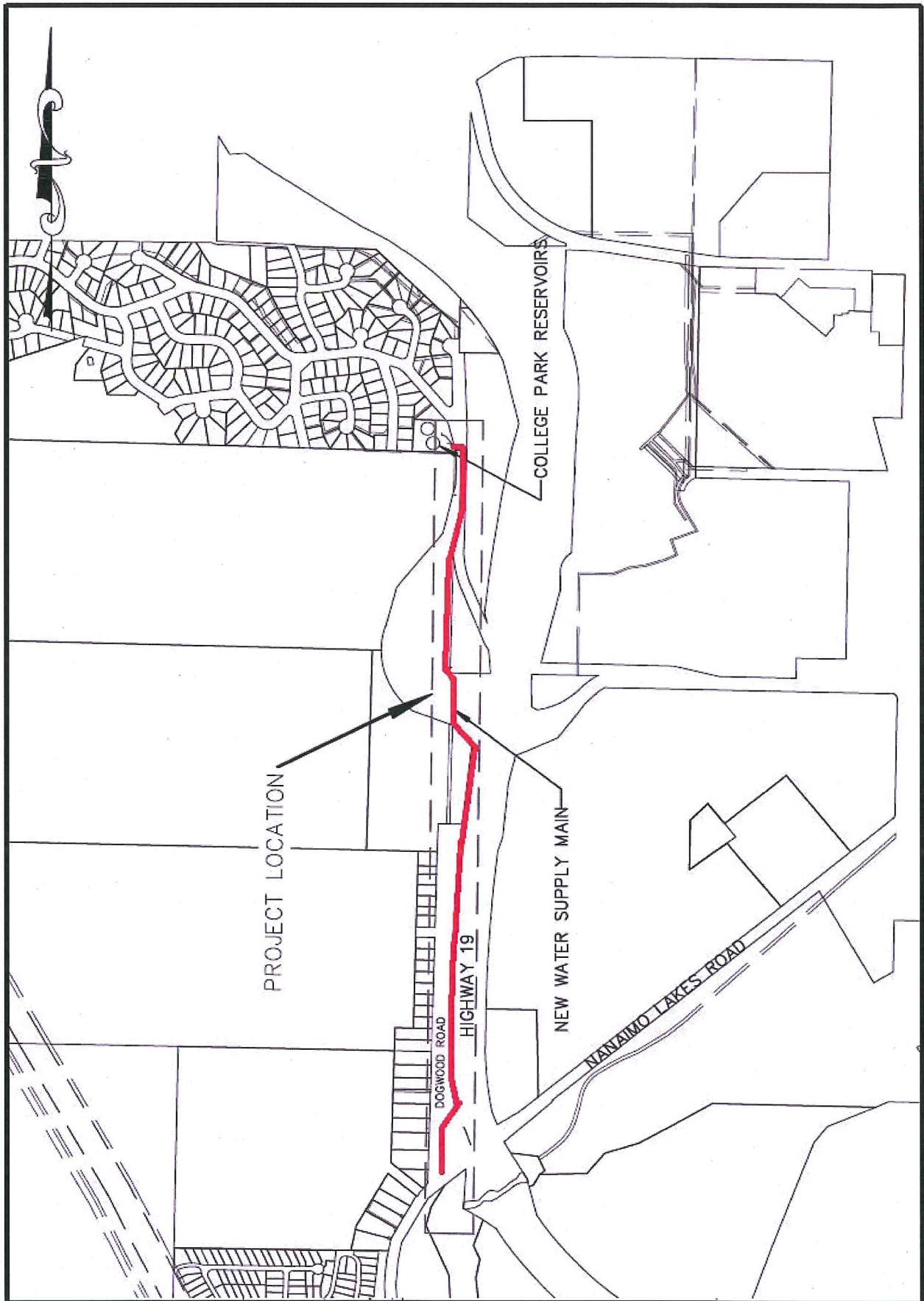
Bill Sims
Manager, Water Resources

Concurrence by:



Geoff Goodall
Director, Engineering & Public Works

ATTACHMENT A
Project Location and Pipe Alignment Map



April 4th 2016

Mayor Bill McKay
City of Nanaimo
455 Wallace Street
Nanaimo, BC
V9R 5J6
VIA Email

Re: ICF Local Government Liaison Committee – Appointee

Dear Mayor,

The Board of Directors has been working to improve communication and understanding between local government and the Island Corridor Foundation. The website provides extensive information, including the budget and audited financial statements, rail operations, trail construction, historical National Heritage Stations etc.

For the past year we have been circulating board meeting notes in response to the difficulty with conflict regulations our directors have in reporting to their respective councils and boards.

It is also evident there is misunderstanding about the highly regulated environment the Island Corridor Foundation (ICF) operates within and how rates and fees are set and by whom.

To improve communication the Board respectfully requests you to appoint a member to the Liaison Committee. Representation is being requested from jurisdictions that the railroad passes through. The committee would meet twice a year. ICF and Southern Railway staff would be in attendance to hear first-hand concerns being expressed by local government and to provide information.

The corridor is an incredible asset for the people of Vancouver Island. We ask for your cooperation and participation in ensuring it remains protected.

Please call if you have any questions.

Yours truly,



Bill McKay
Chair



Judith Sayers
Co-Chair

Committee of the Whole Meeting
2016-APR-11

Delegation Request

Mr. Peter Sinclair has requested an appearance before Council.

The requested date is April 11, 2016.

The requested meeting is:
COW

Presenter's Information:

City: Nanaimo
Province: BC
Bringing a presentation: Yes

Details of Presentation:

I will be thanking council on behalf of Loaves and Fishes Food Bank for providing \$275,000 in funding for the purchase of our new warehouse. In doing so I will highlight the difference it has made in our community.

Regular Committee of the Whole
2016-APR-11

Delegation Request

Mr. Matthew O'Donnell has requested an appearance before Council.

The requested date is April 11, 2016.

The requested meeting is:
COW

Presenter's Information:

City: Nanaimo
Province: BC
Bringing a presentation: No

Details of Presentation:

City governance and process pertaining to no advanced public input on Councillor pay raises.

Regular Committee of the Whole
2016-APR-11

Delegation Request

Ms. Cathy Brzoza and Ms. Sabrina Hornfeldt, on behalf of CatNap Society, have requested an appearance before Council.

The requested date is April 11, 2016.

The requested meeting is:
COW

Presenter's Information:

City: Nanaimo
Province: BC
Bringing a presentation: Yes

Details of Presentation:

Presentation will review the ongoing cat overpopulation crisis, the need for appropriate legislation applicable to cats to help grant the contracted Nanaimo Animal Control Services (NACS) the authority to assist in managing this problem, and the need for improvements to the current city pound facility for this purpose.

Regular Committee of the Whole
2016-APR-11