



City of Parksville

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COMMITTEE OF THE WHOLE AGENDA

MONDAY, OCTOBER 19, 2009 - 6:00 P.M.

1. ADOPTION OF MINUTES

- a) of the October 5, 2009 minutes of the Committee of the Whole meeting - Pages 1 to 3

2. PUBLIC PRESENTATIONS

3. CORRESPONDENCE

4. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE

5. STAFF PRESENTATIONS

- a) Fire Chief - Update on the Emergency Communications Exercise - Verbal Report
- b) Chief Administrative Officer - Geothermal Heating Utility Infrastructure Planning Grant and Feasibility Study - Pages 4 to 6
At Councils request staff has been exploring options for a Municipal Geothermal Heating Utility. To further this initiative a council resolution is required to provide both authority for the preparation and submission of an Infrastructure Planning Grant application and to show Council's commitment to funding the City's share of the proposed feasibility study.

Recommendation: THAT the report dated September 22, 2009 for the Chief Administrative Officer entitled "Geothermal Utility Infrastructure Planning Grant be received;

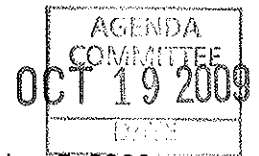
AND THAT Council approve the expenditure of a maximum of \$1,000 for preparation of an Infrastructure Planning Grant application for the purpose of determining the feasibility of a geothermal municipal heating utility for the proposed Renz Road and Despard Avenue subdivisions;

AND FURTHER THAT Council direct staff to include \$2,500 in the 2010 annual budget representing the City's commitment to the proposed Geothermal Municipal Heating Utility Feasibility Study.

6. NEW BUSINESS

7. ADJOURNMENT

TO BE ADOPTED



CITY OF PARKSVILLE

October 5, 2009

Minutes of the Committee of the Whole meeting held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, October 5, 2009 at 6:13 p.m.

PRESENT: His Worship Mayor E. F. Mayne

Councillors: C. R Burger
A. R. Greir
M. Lefebvre
T. C. Patterson
S. E. Powell
C. J. Powell-Davidson

Staff: F. Manson, Chief Administrative Officer
G. Jackson, Director of Community Planning
D. Banks, Fire Chief
D. Tardiff, Communications Officer
A. Haywood, Recording Secretary

1. **MINUTES**

Lefebvre - Powell-Davidson

THAT the minutes of the Committee of the Whole meeting held September 21, 2009 be adopted.

CARRIED.

2. **PUBLIC PRESENTATIONS**

a) Angela Quek from APYQ Architecture gave a review of the Hirst Avenue project specifically in regards to revisions related to walkways, laneways, height and density as well as sustainability.

3. **CORRESPONDENCE** - Nil

4. **DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE** - Nil

5. **STAFF PRESENTATIONS**

Mayor Mayne noted that all recommendations adopted by the Committee at this meeting will be forwarded to Council for consideration at their October 19, 2009 meeting.

RECOMMENDATIONS:

a) **Director of Community Planning - Zoning Amendment Application [451, 461 and 465 Hirst Avenue West]**

Burger - Powell

THAT the report from the Director of Community Planning dated July 23, 2009 entitled "Follow-up Report – Zoning Amendment Application - 451, 461 and 465 Hirst Avenue West" be received;

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AND THAT the zoning amendment application for Lot 1, Plan 17579 and Lot A, Plan 17962 and Lot 4, Plan 18691, District Lot 106, Nanoose District [451, 461 and 465 Hirst Avenue West], be denied.

CARRIED.

b) **Director of Community Planning - Consideration of a New Community Garden Site and Establishment of a Community Garden Program**

Patterson - Powell-Davidson

THAT the report from the Director of Community Planning dated September 29, 2009 for consideration of a new Community Garden site and how to establish a Community Garden program be received;

AND THAT the existing site at 205 McVickers be maintained to the extent possible after the road right of way has been taken;

And That Staff be directed to take the next steps of public consultation and technical due diligence to establish the suitability of Nicholls Park as a new permanent site;

AND FURTHER THAT Staff prepare a policy strategy on the model of the District of Saanich for the ongoing establishment of a Community Garden program, with the goal of facilitating multiple sites throughout the Community.

MOTION WITHDRAWN.

Burger - Powell

THAT Council support in principle the request to relocate the Community Garden to a portion of the Parksville Civic and Technology Park subject to the submission of a detailed development plan that outline specific requirements for the Community Garden and potential obligations and costs to the city;

AND THAT a technical review of the development plan be completed prior to Council's final acceptance of the relocation;

AND THAT Council direct staff to report back the findings of the technical review;

AND FURTHER THAT Staff prepare a policy strategy for the ongoing establishment of a Community Garden program, with the longer term goal of facilitating multiple sites throughout the Community.

CARRIED.

c) **Director of Community Planning - Update on Implementing an Accessibility Upgrade Incentive Program**

Lefebvre - Powell-Davidson

THAT the report from the Director of Community Planning dated September 24, 2009 entitled "Up-Date on Implementing an Accessibility Upgrade Incentive Program" be received;

AND THAT the Draft Accessibility Upgrade Rebate Policy No. 4.30 attached to the Director of Community Planning's report dated September 24, 2009, be approved.

CARRIED.

d) **Deputy Corporate Administrator - Review of Corporate Policy Manual Section 9 - Computer Security Related Policies**

Powell-Davidson - Lefebvre

THAT the report from the Deputy Corporate Administrator dated September 1, 2009 entitled "Review of Corporate Policies Applicable to Computer Security", be received;

AND THAT the amended policies presented as Amended Computer Internet Security Policy No. 9.10, Amended Computer System Security Policy No. 9.11 and Amended Computer System Backup Procedures Policy No. 9.12, attached to the Deputy Corporate Administrator's report dated September 1, 2009, be approved;

AND FURTHER THAT the Draft E-Mail Management Policy No. 9.14 attached to the Deputy Corporate Administrator's report dated September 1, 2009, be approved.

CARRIED.

6. **NEW BUSINESS** - Nil

7. **ADJOURNMENT**

Lefebvre - Powell-Davidson

Rise and Report to Council at their October 19, 2009 meeting.

The meeting ended at 7:33 p.m.



Mayor

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September 22, 2009

MEMO TO: HIS WORSHIP THE MAYOR AND MEMBERS OF COUNCIL

FROM: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER

**SUBJECT: GEOTHERMAL HEATING UTILITY INFRASTRUCTURE
PLANNING GRANT AND FEASIBILITY STUDY**

ISSUE:

Obtaining Council support for a provincial infrastructure planning grant application to explore the feasibility of creating a geothermal heating utility for new subdivisions.

EXECUTIVE SUMMARY

At Council's request staff has been exploring options for a Municipal Geothermal Heating Utility. To further this initiative a council resolution is required to provide both authority for the preparation and submission of an Infrastructure Planning Grant application and to show Council's commitment to funding the City's share of the proposed feasibility study.

BACKGROUND:

At Council's request staff has been exploring options for creating a residential home geothermal municipal heating utility. Included in this research was a trip to Town of Gibsons to see first hand the system they are currently installing.

To further this initiative, staff is currently at the point where a Council resolution is required to both authorize funds for the preparation of a infrastructure planning grant and to support for the City's share of the actual study.

Two locations would be included in the initial study including the proposed Renz Road and Despard Avenue subdivisions. For both developments, the study would establish the estimated costs for installation of required infrastructure and provide a cost benefit analysis of required revenues to offset the infrastructure and operating costs versus the cost of installation and operation of more conventional heating systems.

The model being explored would be a closed loop geothermal system in which the heat exchange medium would be made available to all homes in the designated subdivisions with each home being responsible for their own heat pumps. With this system there is no heated material being circulated which eliminates costly insulation. The only infrastructure cost to the City would be pumping, the heat exchange material, and the distribution, collection and heat

recovery fields. The actual heat recovery units (heat pumps) would be the responsibility of the home owners.

Issued to be explored with the feasibility study would include among others:

- A cost benefits analysis as mentioned earlier in this report. This would include:
 - Cost benefit to the property owners (heat pump and annual geothermal costs verses conventional heating).
 - Cost benefit to the City (initial capital and ongoing annual operating and maintenance costs verses the cost benefit of the property owner's ability to pay).
- Legality of implementing mandatory participation of homes within the designated subdivisions.
- Developer participation.
- Administration costs for billing and collections.

OPTIONS:

Council may:

1. Authorize funding for the infrastructure planning grant application and feasibility study.
2. Provide staff with additional direction.

ANALYSIS:

The work done to date in Gibsons has indicated that a municipal geothermal heating system as described above can be cost effective for new subdivisions. For the City to proceed with this initiative the next step is to determine if it will in fact be feasible for either or both of the two new proposed Parksville subdivisions.

BUDGET IMPLICATIONS:

The cost for preparation of the infrastructure planning application is estimated to cost between \$500 and \$875.

Assuming our grant application is successful, the Infrastructure Planning Grant program provides 100% funding for the first \$5,000 and 50% funding for any further amounts up to a total grant of \$10,000. Accordingly the City's portion of the feasibility study assuming the maximum grant money is made available would be \$5,000 for a total project budget of \$15,000. The current estimate for the feasibility study is in the \$7,000 to 10,000 range which would equate to a maximum City contribution of \$2,500.

The next provincial intake for infrastructure planning grant applications is not until the spring of 2010. Funding for preparation of the grant application is available

for "Council Other Consulting" in 2009. At Council's direction, \$2,500 representing the City's contribution for the actual feasibility study would be added to the 2010 budget.

RECOMMENDATION:

THAT the report dated September 22, 2009 for the Chief Administrative Officer entitled "Geothermal Utility Infrastructure Planning Grant be received;
AND THAT, Council approve the expenditure of a maximum of \$1,000 for preparation of an Infrastructure Planning Grant application for the purpose of determining the feasibility of a geothermal municipal heating utility for the proposed Renz Road and Despard Avenue subdivisions;
AND FURTHER THAT, Council direct staff to include \$2,500 in the 2010 annual budget representing the City's commitment to the proposed Geothermal Municipal Heating Utility Feasibility Study.



FRED C. MANSON, C.G.A.
Chief Administrative Officer