

**GREATER VANCOUVER WATER DISTRICT (GVWD)
BOARD OF DIRECTORS**

REGULAR BOARD MEETING

Friday, May 25, 2018

9:00 A.M.

28th Floor Boardroom, 4730 Kingsway, Burnaby, British Columbia

[Membership and Votes](#)

REVISED AGENDA¹

A. ADOPTION OF THE AGENDA

1. May 25, 2018 Regular Meeting Agenda

That the GVWD Board adopt the agenda for its regular meeting scheduled for May 25, 2018 as circulated.

B. ADOPTION OF THE MINUTES

1. April 27, 2018 Regular Meeting Minutes

That the GVWD Board adopt the minutes for its regular meeting held April 27, 2018 as circulated.

C. DELEGATIONS

D. INVITED PRESENTATIONS

E. CONSENT AGENDA

Note: Directors may adopt in one motion all recommendations appearing on the Consent Agenda or, prior to the vote, request an item be removed from the Consent Agenda for debate or discussion, voting in opposition to a recommendation, or declaring a conflict of interest with an item.

1. CLIMATE ACTION COMMITTEE REPORTS

Note: The following item was not considered by the Climate Action Committee as quorum was not achieved.

¹ Note: Recommendation is shown under each item, where applicable.

1.1 2018 Update on Water Sustainability Innovation Fund Projects

That the GVWD Board receive for information the report dated April 19, 2018, titled "2018 Update on Water Sustainability Innovation Fund Projects".

2. UTILITIES COMMITTEE REPORTS

2.1 2018 Water Wagon Schedule

That the GVWD Board receive for information the report dated April 18, 2018, titled "2018 Water Wagon Schedule."

2.2 Metro Vancouver Water Wagon Outreach Program – Business Case for a Second Water Wagon

That the GVWD Board direct staff to include in the 2019 Water Services Communications Program budget, funds for the purchase of a second water wagon and an expanded outreach program, at a cost of \$90,000.

3. FINANCE AND INTERGOVERNMENT COMMITTEE REPORTS

Note: The following item will be considered by the Finance and Intergovernment Committee on May 18, 2018. Any resulting changes to recommendations will be presented on table at the Board meeting.

Replacement 3.1 Award of Contract Resulting from RFP No. 18-122: Property Management Services for Metro Vancouver's Head Office Location

That the GVWD Board:

- a) authorize award of a contract in an amount up to \$2,602,339 (exclusive of taxes) to Colliers International, resulting from RFP No. 18-122: Property Management Services for Metro Vancouver's Head Office Location; and
- b) authorize the Commissioner and Corporate Officer to execute the contract.

F. ITEMS REMOVED FROM THE CONSENT AGENDA

G. REPORTS NOT INCLUDED IN CONSENT AGENDA

H. MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

I. OTHER BUSINESS

J. BUSINESS ARISING FROM DELEGATIONS

K. RESOLUTION TO CLOSE MEETING

Note: The Board must state by resolution the basis under section 90 of the Community Charter on which the meeting is being closed. If a member wishes to add an item, the basis must be included below.

That the GVWD Board close its regular meeting scheduled for May 25, 2018 pursuant to the *Community Charter* provisions, Section 90 (1) (e) as follows:

- “90 (1) A part of a board meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
- (e) the acquisition, disposition or expropriation of land or improvements, if the board or committee considers that disclosure could reasonably be expected to harm the interests of the regional district.”

L. RISE AND REPORT (Items Released from Closed Meeting)

M. ADJOURNMENT/CONCLUSION

That the GVWD Board adjourn/conclude its regular meeting of May 25, 2018.

**GREATER VANCOUVER WATER DISTRICT
BOARD OF DIRECTORS**

Minutes of the Regular Meeting of the Greater Vancouver Water District (GVWD) Board of Directors held at 11:20 a.m. on Friday, April 27, 2018 in the 28th Floor Boardroom, 4730 Kingsway, Burnaby, British Columbia.

MEMBERS PRESENT:

Vancouver, Vice Chair, Director Raymond Louie
Anmore, Director John McEwen
Belcarra, Director Ralph Drew
Burnaby, Director Derek Corrigan
Burnaby, Alternate Director Pietro Calendino for
Sav Dhaliwal
Burnaby, Director Colleen Jordan
Coquitlam, Director Craig Hodge
Coquitlam, Director Richard Stewart
Electoral Area A, Alternate Director Bill Holmes for
Maria Harris
Langley City, Director Rudy Storteboom
Langley Township, Alternate Director
Michelle Sparrow for Charlie Fox
Langley Township, Director Bob Long
Maple Ridge, Director Nicole Read
New Westminister, Director Jonathan Coté
North Vancouver City, Director Darrell Mussatto

Pitt Meadows, Alternate Director Janis Elkerton
for John Becker
Port Moody, Director Mike Clay
Richmond, Director Malcolm Brodie
Richmond, Director Harold Steves
Surrey, Director Tom Gill
Surrey, Director Bruce Hayne
Surrey, Director Linda Hepner
Surrey, Director Barbara Steele
Surrey, Director Dave Woods
Tsawwassen, Director Bryce Williams
Vancouver, Director Adriane Carr
Vancouver, Director Heather Deal
Vancouver, Director Kerry Jang
Vancouver, Director Andrea Reimer
West Vancouver, Director Michael Smith
Commissioner Carol Mason (Non-voting member)

MEMBERS ABSENT:

Port Coquitlam, Chair, Director Greg Moore
Delta, Director Lois Jackson
Delta, Director Bruce McDonald
North Vancouver District, Director Richard Walton

Surrey, Director Judy Villeneuve
Vancouver, Director Gregor Robertson
Vancouver, Director Tim Stevenson

STAFF PRESENT:

Genevieve Lanz, Legislative Services Coordinator, Board and Information Services
Chris Plagnol, Corporate Officer

In the absence of the Chair, Vice Chair Louie chaired the meeting.

A. ADOPTION OF THE AGENDA

1. April 27, 2018 Regular Meeting Agenda

It was MOVED and SECONDED

That the GVWD Board adopt the agenda for its regular meeting scheduled for April 27, 2018 as circulated.

CARRIED

B. ADOPTION OF THE MINUTES

1. March 23, 2018 Regular Meeting Minutes

It was MOVED and SECONDED

That the GVWD Board adopt the minutes for its regular meeting held March 23, 2018 as circulated.

CARRIED

C. DELEGATIONS

No items presented.

D. INVITED PRESENTATIONS

No items presented.

E. CONSENT AGENDA

It was MOVED and SECONDED

That the GVWD Board adopt the recommendations in the following items presented in the April 27, 2018 GVWD Board Consent Agenda:

- 1.1 Audited 2017 Financial Statements
- 2.1 Water Supply Forecast and Water Consumption Update for Summer 2018
- 2.2 2018 Watering Regulations Communications and Regional Water Conservation Campaign
- 2.3 Region-wide Guide for Enforcement of Metro Vancouver's Drinking Water Conservation Plan
- 2.4 Award of Contract Resulting from RFP No. 18-023: Consulting Engineering Services for Capilano Main No. 5 - Stanley Park Water Supply Tunnel
- 2.5 Status of Utilities Capital Expenditures to December 31, 2017
- 2.6 2017 GVWD Water Quality Annual Report
- 3.1 Operating, Statutory and Discretionary Reserves Policy

CARRIED

The items and recommendations referred to above are as follows:

1.1 Audited 2017 Financial Statements

Report dated April 3, 2018 from Phil Trotzuk, Chief Financial Officer, presenting the 2017 Audited Financial Statements for GVWD Board approval.

Recommendation:

That the GVWD Board approve the Audited 2017 Financial Statements for the Greater Vancouver Water District.

Adopted on Consent

2.1 Water Supply Forecast and Water Consumption Update for Summer 2018

Report dated April 3, 2018 from Inder Singh, Director, Policy, Planning and Analysis, and Marilyn Towill, Director, Operations and Maintenance, Water Services, providing the GVWD Board with the annual update on the current water supply and consumption situation in advance of the summer peak demand period.

Recommendation:

That the GVWD Board receive for information the report dated April 3, 2018, titled "Water Supply Forecast and Water Consumption Update for Summer 2018".

Adopted on Consent

2.2 2018 Watering Regulations Communications and Regional Water Conservation Campaign

Report dated March 9, 2018 from Larina Lopez, Corporate Communications Division Manager, External Relations, providing the GVWD Board with information on the 2018 watering regulations and regional water conservation campaign.

Recommendation:

That the GVWD Board receive for information the report dated March 9, 2018, titled "2018 Watering Regulations Communications and Regional Water Conservation Campaign".

Adopted on Consent

2.3 Region-wide Guide for Enforcement of Metro Vancouver's Drinking Water Conservation Plan

Report dated March 19, 2018 from Inder Singh, Director, Policy, Planning and Analysis, Water Services, seeking GVWD Board endorsement of the region-wide guide for enforcement of the *Drinking Water Conservation Plan*.

Recommendation:

That the GVWD Board endorse the region-wide guide for enforcement of the *Drinking Water Conservation Plan* as presented in the report dated March 19, 2018, titled "Region-wide Guide for Enforcement of Metro Vancouver's Drinking Water Conservation Plan".

Adopted on Consent

2.4 Award of Contract Resulting from RFP No. 18-023: Consulting Engineering Services for Capilano Main No. 5 - Stanley Park Water Supply Tunnel

Report dated April 4, 2018 from Roy Moulder, Purchasing and Risk Management Division Manager, Financial Services, and Goran Olijaca, Director, Engineering and Construction, Water Services, advising the GVWD Board of the results of RFP No. 18-023, Consulting Engineering Services for Capilano Main No. 5 – Stanley Park Water Supply Tunnel and seeking authorization to award the contract for Phase A, Preliminary Design in the amount up to \$3,806,636 (exclusive of taxes) to Mott MacDonald Canada Ltd.

Recommendation:

That the GVWD Board authorize:

- a) award of a contract in the amount up to \$3,806,636 (exclusive of taxes) to Mott MacDonald Canada Ltd. for Phase A, Preliminary Design, resulting from RFP No. 18-023, Consulting Engineering Services for Capilano Main No. 5 - Stanley Park Water Supply Tunnel; and
- b) the Commissioner and the Corporate Officer to execute the contract.

Adopted on Consent

2.5 Status of Utilities Capital Expenditures to December 31, 2017

Report dated March 20, 2018 from Frank Huber, Director, Major Projects, Management Systems and Utility Services, Water Services, and Mark Ferguson, Director, Project Delivery, Liquid Waste Services, providing the GVWD Board with the status of the utilities capital expenditures.

Recommendation:

That the GVWD Board receive for information the report dated March 20, 2018, titled “Status of Utilities Capital Expenditures to December 31, 2017”.

Adopted on Consent

2.6 2017 GVWD Water Quality Annual Report

Report dated March 15, 2018 from Rosanna Yau, Water Services Laboratories, Water Services, providing the GVWD Board with a summary of the 2017 GVWD Water Quality Annual Report.

Recommendation:

That the GVWD Board receive for information the report dated March 15, 2018 titled “2017 GVWD Water Quality Annual Report”.

Adopted on Consent

3.1 Operating, Statutory and Discretionary Reserves Policy

Report dated April 11, 2018 together with report dated March 28, 2018 from Phil Trotzuk, Chief Financial Officer, presenting the *Operating, Statutory and Discretionary Reserves Policy* for GVWD Board consideration.

Recommendation:

That the GVWD Board approve the *Operating, Statutory and Discretionary Reserves Policy* as presented in the attached report, dated March 28, 2018, titled "Operating, Statutory and Discretionary Reserves Policy."

Adopted on Consent

F. ITEMS REMOVED FROM THE CONSENT AGENDA

No items presented.

G. REPORTS NOT INCLUDED IN CONSENT AGENDA

No items presented.

H. MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

No items presented.

I. OTHER BUSINESS

No items presented.

J. BUSINESS ARISING FROM DELEGATIONS

No items presented.

K. RESOLUTION TO CLOSE MEETING

No items presented.

L. RISE AND REPORT (Items Released from Closed Meeting)

No items presented.

M. ADJOURNMENT/CONCLUSION

It was MOVED and SECONDED

That the GVWD Board conclude its regular meeting of April 27, 2018.

CARRIED

(Time: 11:21 a.m.)

CERTIFIED CORRECT

Chris Plagnol, Corporate Officer

Raymond Louie, Vice Chair

To: Climate Action Committee

From: Inder Singh, Director, Policy, Planning and Analysis
Water Services Department

Date: April 19, 2018 Meeting Date: May 2, 2018

Subject: **2018 Update on Water Sustainability Innovation Fund Projects**

RECOMMENDATION

That the GVWD Board receive for information the report dated April 19, 2018, titled “2018 Update on Water Sustainability Innovation Fund Projects”.

PURPOSE

This report provides an update on four projects funded under the Water Sustainability Innovation Fund.

BACKGROUND

The Water Sustainability Innovation Fund was created by the Board in 2004 to provide financial support to water utility projects that contribute to the region’s sustainability. The GVWD Board adopted the *Water Sustainability Innovation Fund Policy* on June 27, 2014, with further amendments in 2016, to guide the use and management of the Fund. The policy requires that the Climate Action Committee be updated on an annual basis on the deliverables, outcomes and measurable benefits of the projects receiving funding.

This report presents an update on projects that have not yet been reported as complete to the Climate Action Committee. The projects outlined below were approved for funding in 2016 and 2017. Projects that were approved for funding in 2018 have not been included in this report, but will be reported on in 2019, per the policy.

Project	Approval Year	Amount Approved	Status
Mountain Lake Tapping	2016	\$125,000	Complete
Assessing Densification Impact on Water Demand	2016	\$155,000	Complete
Earthquake Early Warning for Water Supply	2017	\$100,000	In Progress
Smart Watering App	2017	\$80,000	In Progress

MOUNTAIN LAKE TAPPING: COMPLETE

The Mountain Lake Tapping project explored the potential for accessing stored water in alpine lakes that is currently not available to the transmission system with existing infrastructure. During periods of drought, as experienced in 2015, and given climate change forecasts predicting longer drier summers, accessing this additional water may become increasingly important. The intent of this project was to install a siphon system that would raise the water up and over the natural spill crest of a test lake to flow by gravity to the source reservoir and into existing water supply infrastructure.

A large diameter siphon was successfully installed and operated over a 27-day period in September 2017 at Enchantment Lake, a remote mountain location in the upper Capilano Watershed. Hydrological studies were completed to monitor the siphon's performance, water balance of Enchantment Lake, and downstream flow conditions in Enchantment Creek and the Capilano River. Environmental research studies were completed to assess any downstream fisheries habitat implications. All reporting requirements for the provincial short-term use of water approval were completed in late 2017.

The experience gained, along with the acquired equipment, will contribute to the future use of scaled-up siphon systems at Enchantment Lake as well as other similar mountain lakes during periods of drought and emergencies.

ASSESSING DENSIFICATION IMPACT ON WATER DEMAND: COMPLETE

The Assessing Densification Impact on Water Demand project provides a broader understanding of the evolution of growth in the region and its impacts on water use. As residential population density increases and the region develops based on the guidelines established under the *Metro 2040 (Regional Growth Strategy)*, corresponding shifts in water use are expected. The primary objectives of this project were to assess the impacts of urban densification and other smart growth strategies on water use.

The consultant assessed 2016 residential water demand and determined relationships with land use developments of various forms and estimated dwelling growth and water use for 2040. It is projected that by 2040, the majority of the residential development will be multi-family homes which have much less irrigable area compared to single-family detached homes. This densification will decrease outdoor per capita water use. Indoor water usage on a per capita basis is not anticipated to be significantly affected by densification.

The findings from this project provide a better understanding of the relationship between land use development and water demands within the region, both currently and into the future. The project also investigated the impacts of various water conservation measures, including an initial assessment of landscaping standards, greywater reuse and rainwater harvesting.

EARTHQUAKE EARLY WARNING FOR WATER SUPPLY: IN PROGRESS

The Earthquake Early Warning (EEW) for Water Supply project will permit Metro Vancouver to explore the opportunities for an early warning system that could reduce the potential for disruption to the provision of water to the region in the event of a major earthquake. It may also reduce the recovery time to restore services to some or all areas of the region. Specifically, the project will investigate the opportunities and benefits of installing primary wave (P-wave) monitoring devices on critical water infrastructure that would potentially provide a 30 to 90 second warning before the earthquake is felt at that location.

The project objectives are to assess available technology for EEW systems, identify areas of the water system that may benefit from such a system, review provincial plans for EEW and identify areas of potential collaboration. The project will develop preliminary design options for a pilot EEW system

and recommend next steps for implementation. The knowledge gained from this project will be directly transferable to the protection of other Metro Vancouver infrastructure, such as the liquid waste system and housing assets, and will build capacity in the region for assessing the usefulness of regional EEW systems.

A Request for Statement of Qualifications to engage consulting services is in progress. The consultant engagement is anticipated to be underway this Spring.

SMART WATERING APP: IN PROGRESS

The Smart Watering App will be a predictive application that will inform Metro Vancouver residents on how to effectively and efficiently water outdoor plants, by providing location specific and weather based watering requirements, based on Drinking Water Conservation Plan (DWCP) watering restrictions, historical and forecasted weather data, soil conditions, landscape characteristics, and other user-specified factors.

A key project goal is to provide residents with a convenient tool to better understand outdoor watering restrictions that will facilitate improved compliance with the DWCP, as well as to increase awareness of the importance of efficient water use that results in lasting behavioral changes.

A Request for Statement of Qualifications to engage consulting services is in progress. The consultant engagement is anticipated to be underway this Spring.

ALTERNATIVES

This is an information report. No alternatives are presented.

FINANCIAL IMPLICATIONS

The projects summarized in this report had funding approved by the GVWD Board in 2016 and 2017. The disbursement of funds was made in accordance with the applicable *Sustainability Innovation Fund Policy* that governs the use and management of the Funds. Annually, \$723,000 is contributed to the reserve fund. The projected 2018 reserves in the Water Sustainability Innovation Fund total \$11.86 million.

The table below outlines the funding approved and the amount spent to date for each project allocated funding in 2017 and 2018. Any unspent funds for completed projects remain in the Sustainability Innovation Fund reserve.

Project	Total Amount of Funding Approved	Amount Spent (as of Mar 31, 2018)
2016 Approval Year		
Mountain Lake Tapping	\$125,000	\$90,000
Assessing Densification Impact on Water Demand	\$155,000	\$138,000
2017 Approval Year		
Earthquake Early Warning for Water Supply	\$100,000	\$0
Smart Watering App	\$80,000	\$0

SUMMARY / CONCLUSION

This report has presented an update on four projects funded under the Water Sustainability Innovation Fund. The Sustainability Innovation Funds were created by the Board in 2004 to provide financial support to utility or Regional District projects that contribute to the region's sustainability.

24841323

To: Utilities Committee

From: Larina Lopez, Corporate Communications Division Manager, External Relations Department

Date: April 18, 2018 Meeting Date: May 17, 2018

Subject: **2018 Water Wagon Schedule**

RECOMMENDATION

That the GVWD Board receive for information the report dated April 18, 2018, titled “2018 Water Wagon Schedule.”

PURPOSE

To provide the Committee and Board with the preliminary 2018 event schedule for Metro Vancouver’s water wagon.

BACKGROUND

Since 2011, Metro Vancouver has provided the water wagon and an associated outreach team for events hosted by members of the Greater Vancouver Water District (GVWD) and other public events throughout late spring and summer. Events are recruited through event planners, the Municipal Water Coordinators Committee, municipal communications staff, and the REAC Water Sub-Committee. Criteria used to select events include regional representation, the anticipated number of attendees, length of event, opportunities for engagement, and availability and access to GVWD water on site.

The objectives of the Metro Vancouver water wagon outreach program are to:

- highlight the region’s water quality and the need for water conservation, and encourage tap water over bottled water;
- provide Metro Vancouver’s tap water messaging to diverse audiences;
- safely and effectively provide tap water at regionally representative events;
- disseminate information about relevant Metro Vancouver campaigns and messaging; and
- appropriately respond to additional inquiries raised by event attendees.

This report provides an overview of the 2018 water wagon schedule as identified in the 2018 Utilities Committee Work Plan.

2018 WATER WAGON SCHEDULE

The 2018 preliminary event schedule for the water wagon (Attachment 1) includes 55 event days in the operating season, from May 26 to September 30. Event recruitment will continue throughout the spring and summer and requests are encouraged.

As indicated in last year’s budget process, the Metro Vancouver water wagon has been in place for the past seven years and by the end of the 2017 water wagon season was showing some significant

wear and tear. A new water wagon has been purchased and will be introduced for the 2018 water wagon season. This new model does not require electricity, and will allow the program to service a greater variety of events.

New interactive activities have been developed to increase public engagement with Metro Vancouver's tap water and conservation messaging. Graphics on a new outreach tent will highlight features of the water system, including the unique nature and quality of Metro Vancouver's water sources, and the treatment and distribution of tap water. These topics support the objectives of the water wagon outreach program, as well as Metro Vancouver's water conservation campaign.

ALTERNATIVES

This is an information report. No alternatives are presented.

FINANCIAL IMPLICATIONS

The water wagon outreach program budget is \$145,000, allocated towards community outreach at events, transport of the water wagon to events, development of new engagement products, promotion of Metro Vancouver water campaigns and messaging, and exploration of additional opportunities to enhance outreach and engagement. These costs are included in the 2018 Water Services Communications Program budget, managed by the External Relations Department.

SUMMARY / CONCLUSION

An important component of Metro Vancouver's Board Strategic Plan includes communication and outreach initiatives to promote the quality of the region's tap water and to ensure water resources are conserved and used efficiently. The Metro Vancouver water wagon outreach program is an important initiative to meet these objectives.

The Metro Vancouver water wagon will continue to attend public events in the region to provide opportunities for outreach and resident engagement on topics related to water conservation and quality. The introduction of a new water wagon model in 2018 (replacing the previous water wagon which had been in place for the past seven years), with simplified logistical requirements, will allow the program to service a greater variety of events, and new outreach components will increase public engagement with Metro Vancouver's water system. The water wagon is available to members of the GVWD. The 2018 preliminary event schedule includes 55 event days in the operating season (May to September); however, event recruitment is ongoing and requests are encouraged.

Attachment

1. 2018 Water Wagon Preliminary Event Schedule

25107684

2018 Water Wagon Preliminary Event Schedule

Date	Event Name	Municipality	Event Days
May 26	Hyack Parade and Festival	New Westminster	1
May 27	Ladner May Days	Delta	1
June 1	Laura Secord Family Festival	Vancouver	1
June 2	Hats Off Day	Burnaby	1
June 3	Ambleside Farmers Market	West Vancouver	1
June 9	Lonsdale Quay Farmers Market	City North Vancouver	1
June 10	Italian Day on the Drive	Vancouver	1
June 16	Denman Car Free Day	Vancouver	1
June 17	Family Fishing Day at LSCR	District North Vancouver	1
June 21	National Aboriginal Day	Vancouver	1
June 22 - 24	Concord Pacific Dragon Boat Festival	Vancouver	3
June 29 – July 2	Golden Spike Days	Port Moody	4
July 6	Canadian Transplant Games	Electoral Area A	1
July 7	Langley Community Farmers Market	City of Langley	1
July 8	Commercial Drive Car Free Day	Vancouver	1
July 13	Poco Grand Prix	Port Coquitlam	1
July 15	Edmonds City Fair and Classic Car Show	Burnaby	1
July 20 – 22	Aldergrove Fair Days	Township of Langley	3
July 28 - 29	Maple Ridge/Pitt Meadows Country Fest	Maple Ridge/Pitt Meadows	2
August 4 - 5	Powell Street Festival	Vancouver	2
August 6	Tsawwassen Sun Festival	Delta	1
August 9	Renfrew Community Carnival	Vancouver	1
August 11	Kaleidoscope Arts Festival	Coquitlam	1
August 16	Willingon Community Fair	Burnaby	1
August 18 – Sept 3	The Fair at the PNE	Vancouver	15
September 4	Imagine UBC	Electoral Area A	1
September 8	Pie in the Plaza	Surrey	1
September 9	Coho Festival	West Vancouver	1
September 15	Queensborough Festival	New Westminster	1
September 23	World Rivers Day	Burnaby	1
September 29	Riverfest New Westminster	New Westminster	1
September 30	Ridge Meadows Rivers Day	Maple Ridge	1
Total planned event days 2018:			55

To: GVWD Board of Directors

From: Utilities Committee

Date: May 17, 2018 Meeting Date: May 25, 2018

Subject: **Metro Vancouver Water Wagon Outreach Program – Business Case for a Second Water Wagon**

UTILITIES COMMITTEE RECOMMENDATION

That the GVWD Board direct staff to include in the 2019 Water Services Communications Program budget, funds for the purchase of a second water wagon and an expanded outreach program, at a cost of \$90,000.

At its May 17, 2018 meeting, the Utilities Committee considered the attached report titled “Metro Vancouver Water Wagon Outreach Program – Business Case for a Second Water Wagon”, dated May 8, 2018. The Committee subsequently passed alternative 2 presented in the report, as presented above.

Attachment:

Metro Vancouver Water Wagon Outreach Program – Business Case for a Second Water Wagon”, dated May 8, 2018

254004941

To: Utilities Committee

From: Larina Lopez, Corporate Communications Division Manager, External Relations Department

Date: May 8, 2018 Meeting Date: May 17, 2018

Subject: **Metro Vancouver Water Wagon Outreach Program – Business Case for a Second Water Wagon**

RECOMMENDATION

That the GVWD Board receive for information the report dated May 8, 2018, titled “Metro Vancouver Water Wagon Outreach Program – Business Case for a Second Water Wagon.”

PURPOSE

The purpose of this report is to respond to the Utilities Committee request of staff to review the business case for the purchase of a second Metro Vancouver water wagon for use at events across the region.

BACKGROUND

At its November 9, 2017 meeting, the Utilities Committee passed the following motion:

That the Utilities Committee direct staff to report back to a future Committee meeting with a review of the business case for a second water wagon, including previously circulated reports.

This report provides an overview of the current Metro Vancouver Water Wagon Outreach Program and a discussion of the implications and/or benefits for purchasing a second water wagon.

METRO VANCOUVER WATER WAGON OUTREACH PROGRAM

The Metro Vancouver Water Wagon Outreach Program supports goals and strategies in both the Drinking Water Management Plan (DWMP) and the 2015-2018 Board Strategic Plan. The objectives of the Water Wagon Outreach Program are to:

- highlight the region’s water quality, water conservation, and encourage tap water over bottled water;
- provide Metro Vancouver’s tap water messaging to diverse audiences;
- safely and effectively provide tap water at regionally representative events;
- disseminate information about relevant Metro Vancouver campaigns; and
- appropriately respond to additional inquiries raised by event attendees.

For the past number of years, the program has been undertaken with one water wagon. Metro Vancouver provides the water wagon and associated outreach team for events hosted by members of the Greater Vancouver Water District (GVWD) and other public events throughout the summer months. Events are recruited through event planners, the Municipal Water Coordinators Committee,

municipal communications staff, and the REAC Water Sub-Committee. For an event to be considered, it must meet certain logistical requirements, such as access to electrical and water sources.

Metro Vancouver's water wagon completed its seventh year of operation in 2017 and it was determined that it had served its useful life. It has been replaced with a similar model in time for the start of the 2018 event season.

BUSINESS CASE FOR A SECOND WATER WAGON

As indicated above, event selection for the water wagon is typically constrained by logistical requirements, such as access to electrical and water sources. In previous assessments of introducing a second water wagon, it was assumed that a second wagon would essentially be the same as the current wagon with similar limitations. However, in revisiting the business case for implementing a second water wagon, staff assessed not only the program's current ability to service a variety of regional events but the potential benefit of introducing a second and different model – a 'tanker' style water wagon of a different scale and with different operational capabilities.

With the utilization of a 'tanker' style water wagon, previously excluded events such as those without a water source could potentially be accommodated. This would increase the scale and scope of the water wagon program and its ability to encourage tap water over bottled water and further engage, educate and build awareness of the region's water quality and the importance of water conservation.

A second water wagon could also provide the opportunity to increase the variety of regional events attended by reducing scheduling conflicts. For example, the Water Wagon Outreach Program currently attends 15 days at the PNE, which includes three weekends during the height of summer. While the regional exposure of the PNE makes this a valuable event to attend, the water wagon is unavailable to service other events during this period. A second water wagon could potentially fill this gap increasing the program's reach on peak summer weekends as well as Metro Vancouver's ability to achieve the program's objectives throughout the region.

Also not previously considered in the business case was the expanding role of the Water Wagon Outreach Program in promoting Metro Vancouver's regional drinking water conservation campaign. The water wagon has increasingly become a key component in delivering the 'We Love Water' campaign messaging; an expanded outreach presence with the addition of a second water wagon could provide more opportunities to encourage water conservation while educating the public about its source and quality.

In reviewing the business case, staff also examined the number of municipality-run water stations (i.e., City of Vancouver, City of Richmond and City of Surrey). While municipal water stations provide benefit and can complement opportunities to service additional events, they do not typically deliver regional messaging and outreach.

ALTERNATIVES

1. That the GVWD Board receive for information the report dated May 8, 2018, titled "Metro Vancouver Water Wagon Outreach Program – Business Case for a Second Water Wagon."
2. That the GVWD Board direct staff to include in the 2019 Water Services Communications Program budget, funds for the purchase of a second water wagon and an expanded outreach program, at a cost of \$90,000.

FINANCIAL IMPLICATIONS

The Water Wagon Outreach Program forms part of the Water Services Communications Program budget, managed by the External Relations Department.

The cost to purchase a second, ‘tanker’ style water wagon is approximately \$50,000. The cost to manage a second water wagon would be approximately \$40,000 including additional community outreach team and transport to event costs. It would also require additional staff coordination, maintenance and logistical support from Corporate Communications and Water Services staff for approximately three months every year to manage the expanded program.

If alternative two is approved, additional funds will be required in the 2019 Water Services Communications Program budget, including a one-time cost of \$50,000 for the purchase of a second ‘tanker’ style water wagon and ongoing costs of \$40,000 for increased event attendance by an outreach team, production of outreach materials and transport of the water wagon to and from additional events.

As part of the five year financial plan, the 2019 Water Wagon Outreach Program budget is currently forecast at \$110,000. The addition of a second ‘tanker’ style water wagon would increase this to \$200,000 in 2019 and \$150,000 in subsequent years.

SUMMARY / CONCLUSION

At its November 9, 2017 meeting the Utilities Committee asked staff to report back with a review of a business case for purchasing a second water wagon. Previous reviews of the merit of introducing a second water wagon assumed the purchase of a second water wagon similar to the current water wagon with similar limitations with respect to excluding events without a water source. In reviewing the business case, consideration was given to addressing the limitations of the current wagon and instead introducing a ‘tanker’ style water wagon capable of attending previously excluded regional events, with the potential to expand the reach and effectiveness of the water wagon program with increased opportunities to attend a wider variety of regional events. Also considered was the increasing role of the Water Wagon Outreach Program in supporting and expanding the reach of Metro Vancouver’s regional ‘We Love Water’ conservation campaign.

Attachment

1. Example of Current and ‘Tanker’ Style Water Wagon

25108191

Example of Current and 'Tanker' Style Water Wagon Models



Current water wagon model, towed in trailer.



'Tanker' style water wagon model, towed without trailer.

To: GVWD Board

From: Finance and Intergovernment Committee

Date: May 22, 2018 Meeting Date: May 25, 2018

Subject: **Award of Contract Resulting from RFP No. 18-122: Property Management Services for Metro Vancouver's Head Office Location**

RECOMMENDATION

That the GVWD Board:

- a) authorize award of a contract in an amount up to \$2,602,339 (exclusive of taxes) to Colliers International, resulting from RFP No. 18-122: Property Management Services for Metro Vancouver's Head Office Location; and
- b) authorize the Commissioner and Corporate Officer to execute the contract.

At its May 18, 2018 meeting, the Finance and Intergovernment Committee considered the attached report titled "Award of Contract Resulting from RFP No. 18-122: Property Management Services for Metro Vancouver's Head Office Location", dated May 10, 2018.

In response to questions, the Committee was informed of the following:

- The building is currently being supported by the previous building owner, Ivanhoe Cambridge and this agreement has been in place since the building was purchased in late 2015.
- The 3 year cost of the current agreement with Ivanhoe Cambridge is \$2.95 million. If approved, the recommended award of \$2.6 million to Colliers International will result in savings over the three-year term.
- The Collier's proposal was the only one that contained in-house technical expertise and experience with managing a Triple A LEED Platinum building.
- The Collier's proposal includes resources and expertise that will allow Metro Vancouver to lower its internal building support costs.

The Committee passed the recommendation presented in the report, as shown above, and directed staff to forward this additional information provided above to the May 25, 2018 Board meeting.

This matter is now before the Board for its consideration.

Attachment

"Award of Contract Resulting from RFP No. 18-122: Property Management Services for Metro Vancouver's Head Office Location", dated May 10, 2018.

To: Finance and Intergovernment Committee

From: Roy Moulder, Division Manager, Purchasing and Risk Management, Financial Services
Greg Smith, General Manager, Corporate Services

Date: May 10, 2018 Meeting Date: May 18, 2018

Subject: **Award of Contract Resulting from RFP No. 18-122: Property Management Services for Metro Vancouver's Head Office Location**

RECOMMENDATION

That the GVWD Board:

- a) authorize award of a contract in an amount up to \$2,602,339 (exclusive of taxes) to Colliers International, resulting from RFP No. 18-122: Property Management Services for Metro Vancouver's Head Office Location; and
 - b) authorize the Commissioner and Corporate Officer to execute the contract.
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PURPOSE

This report is to advise the GVWD Board of the results of RFP No. 18-122 - Property Management Services for Metro Vancouver's Head Office Location and to recommend award of a contract in an amount up to \$2,602,339 (exclusive of taxes) to Colliers International (Colliers)

BACKGROUND

Pursuant to the GVWD *Officers and Delegation Bylaw No 247, 2014* (Bylaw) and the *Procurement and Real Property Contracting Authority Policy* (Policy), procurement contracts which exceed a value of \$5 million require approval of the GVWD Board. Further, the Policy states that contracting authority for multi-phase contracts is determined based on the anticipated value of the services to be provided over all phases.

This report is being brought forward to the Finance and Intergovernment Committee to consider a recommendation to the GVWD Board to award a contract for property management services for Metro Vancouver's Head Office Location, Metrotower III.

PROJECT DESCRIPTION

GVWD purchased Metrotower III in December 2015 and proceeded with tenant improvements through to the Fall of 2017 when staff moved into the building. At the time of purchase, Metrotower III was occupied by tenants other than Metro Vancouver staff who required property management services. Those services were provided by the property owner, Ivanhoe Cambridge, who also provided similar services to Towers I and II. Shortly before Metro Vancouver staff moved into the new building, Ivanhoe Cambridge sold the other two towers and approached Metro Vancouver with the desire to terminate the property management agreement. Originally, Metro Vancouver worked with the new owners of Towers I and II to see if a joint maintenance agreement could be reached. These negotiations have been unsuccessful and an RFP was issued for these services.

Request for Proposal RFP No. 18-122 was issued on March 19, 2018 and was publically advertised on Metro Vancouver and BC Bid websites. The RFP closed on April 4, 2018 and proposals were received from four (4) firms as summarized below:

Table: Proposal Submission Summary

Proponent	Initial 3 Year Term Price	Rank
Colliers International	\$2,602,339	1
Avison Young Property Management (BC) Inc.	\$1,941,612	2
Warrington PCI Management	\$1,863,132	3
Transpacific	\$2,339,811	4

Evaluation Process

The evaluation was a two-phased approach: Stage 1 – Evaluation of Proposals as submitted and the highest ranked Proponents were advanced to Stage 2 – Presentation and Interview.

Proposals were evaluated by a staff committee and Colliers was identified as the highest ranked proponent overall. The Colliers proposal contains additional value added items, a larger building presence, a stronger back office team and local resources that will enable Metro Vancouver to decrease overall costs through the long term transfer of internal property management tasks to our provider. This will result in cost savings and a more efficiently run building. Colliers' proposal is less than the current contract with Ivanhoe Cambridge and is less than the second place proposal if that proposal were augmented to include a similar number of staff resources.

ALTERNATIVES

1. That the GVWD Board:
 - a) authorize award of a contract in an amount up to \$2,602,339 (exclusive of taxes) to Colliers International, resulting from RFP No. 18-122: Property Management Services for Metro Vancouver's Head Office Location; and
 - b) authorize the Commissioner and Corporate Officer to execute the contract.
2. That the GVWD Board terminate RFP No. 18-122 and direct staff to report back to the GVWD Board with options for an alternate course of action.

FINANCIAL IMPLICATIONS

If the GVWD Board approves Alternative 1, a contract will be awarded to Colliers for property management services for Metrotower III for a three year term and an amount up to \$2,602,339. This amount is within the budget allotted for building operations. The proposal by Colliers is highest ranked and contemplates two (2) three year additional terms with an overall estimated contract value of \$8,203,874. Each additional term includes an estimated 5% labour rate increase to reflect anticipated CPI adjustments during the term. In advance of any extension, the rate increase will be negotiated. It is expected that subsequent term extensions of the services will be awarded to Colliers subject to satisfactory performance of the property management services. Authorization from the Board to award subsequent extensions of services will be sought at a later date.

The GVWD Board has the choice not to proceed with Alternative 1 but staff will need further direction in relation to the service requirements. A delay associated with Alternative 2 will result in delays / service gaps, etc. as the current in house team lacks the technical training and resources needed to support a "Triple A" LEED Platinum Building. Alternative 2 will trigger the production of another RFP. This will increase costs as the team will be required to issue month to month service agreements while a new RFP is issued, evaluated and awarded.

SUMMARY / CONCLUSION

An RFP was issued for property management services for Metro Vancouver's headoffice location and Colliers International was identified as offering the highest overall ranked proposal. Based on the evaluation of proposals, it is recommended that the GVWD Board authorize the award of a contract in the amount of up to \$2,602,339 (exclusive of taxes) to Colliers International and for the Commissioner and Corporate Officer to execute the contract.

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