

# City of Nelson Proposal

*To the Regional District of Central Kootenay*

310 Ward St.  
Nelson, BC



**A TRI-GOVERNMENT CO-LOCATION**

## PROPOSAL HIGHLIGHTS:

- Class A Office Space
- Long Term Solution
- Improved Services to the Public
- Shared IT Services
- Collaboration Opportunities

*For more information*

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## Regional Services Vision

**The majority of government services in the Nelson region will be delivered in two main buildings:**

- 310 Ward Street (Government Place) - the central hub for residents of our region to access local government related services (City, RDCK and Provincial Government Services including Service BC, MoTI, Court Services).
- 333 Victoria Street (Kutenai Place) - focused on social, health & educational services (Interior Health, Children & Families, Ministry of Environment, etc.).



## The Proposal

### Working/Office Space

The RDCK is being offered ownership of their own space in 310 Ward St. at the City's original purchase price. Ownership structure is flexible and can range from a long-term lease with options to renew at a nominal amount, effectively creating ownership to a formal titled ownership such as a strata.

All space requirements of the RDCK have been met or exceeded, and the majority of staff will be located on a refurbished third floor. The Development Services staff of the City and RDCK will be co-located on the 2nd Floor and the IT staff on the Lower Level. The preliminary design identifies approximately 13,200 ft<sup>2</sup> of dedicated space plus approximately 3,200 ft<sup>2</sup> of shared space; the total usable space is 16,400 ft<sup>2</sup> which is over 4,000 ft<sup>2</sup> more than at 202 Lakeside Drive. The space includes a flexible combined boardroom/council chambers; lobby and washroom; a variety of large and smaller meeting rooms; and several client rooms.

This is a long-term solution for the RDCK. The dedicated office space provides 2,400 ft<sup>2</sup> of additional space as compared to 202 Lakeside Dr., including 1200 ft<sup>2</sup> of additional open space and 800 ft<sup>2</sup> of additional meeting space. It is estimated that constructing this additional dedicated space alone at 202 Lakeside would cost more than \$600,000. In addition, more space may become available in the future as provincial leases expire.

### The New Building

310 Ward Street is one of the most energy efficient and technologically advanced buildings

in the Interior. The building has been well maintained and recent improvements have increased the comfort and quality of the work environment, including fresh air and zoned temperature controls.

### Location and Amenities

The central location of the building facilitates doing business in the downtown, whether private or RDCK business. It is easily accessed by transit, car, bike or on foot, and is near to major facilities like the Nelson District Community Complex. A new shower facility will be created in the lower level to support the active lifestyles of staff. A pleasant landscaped green space is also a valuable feature of Government Place.



## The Proposal

The presence and visibility of the District will be enhanced by moving out of an industrially-zoned area into a prominent, high-traffic downtown location that already receives more than 75,000 in-person visits a year. These visits include regional residents and the development community, who find it a convenient multi-service building.

Both public parking and staff parking options are available on site. In addition, there are other nearby options that provide additional flexibility.

### **Collaboration**

The RDCK, City and Province are known for being innovative. The RDCK, RDKB and the City of Nelson recently received an innovation award from the UBCM for the regional transit initiative. The City and the Province have also been recognized provincially for the 310 Ward St. co-location in 2004. All three parties are committed to finding efficiencies through shared services and shared expertise, and this will be greatly enhanced by being in the same building. Proximity to other staff will encourage interaction, which will lead to increased expertise and depth of knowledge, and better decision-making. This is particularly true for IT and Development Services staff, who will be co-located with their colleagues. As well, savings from simple economies of scale (e.g., through joint staff training sessions or equipment sharing) will be achieved, again because the proximity of staff makes this easy to do.

Spaces will be shared, such as the lobbies and reception areas, certain meeting rooms and equipment in them, and public and private washrooms. Maintenance costs will also be shared. The lobbies and reception areas will be used to feature the three partners in the co-location.

The RDCK will benefit from enhanced IT services as a result of the City's infrastructure, including a new fully compliant server room, the ability to tie into the City's new phone system, and the upgraded sound system in the boardroom/council chambers.

### **Purchase Cost and Improvements**

The RDCK will be able to buy into 310 Ward St. at a cost based on the City's original purchase price. The RDCK's cost will be \$1,232,000; the current assessed value is \$1,806,000 (this includes space for dedicated RDCK use as well as a 50/50 split on the shared spaces).

To accommodate the relocation of the RDCK, the City of Nelson will purchase 202 Lakeside Drive for its assessed value of \$1,728,000 subject to an inspection.

The difference between the City's purchase price for 202 Lakeside and the RDCK's purchase of space at 310 Ward St. creates a tenant improvement reserve of \$496,000.

## The Proposal

Tenant improvement costs are estimated at approximately \$800,000, if existing offices are reused where possible; reuse is a principle adopted by both organizations and is consistent with the plan for 202 Lakeside Drive. With the additional open space being provided and more storage options, the City believes the District's existing furniture could be used, resulting in a savings of up to \$200,000.

The City is willing to take on the financial risk of the tenant improvements and provide a turnkey solution so that the RDCK relocation process is very streamlined. Prior to the City assuming this risk, however, the design will be completed and the City will have the right to do a final costing for the tenant improvements.

The City will make improvements to the lobby areas, add a shower facility and cost-share in a new boardroom/council chambers. The City's estimated contribution for this work is \$200,000. The RDCK will be responsible for its own moving and legal costs. Operations and maintenance costs will be allocated to the RDCK on the same terms as other tenants in the building.

### **Parking**

There are over 100 parking stalls within the immediate area. The RDCK can purchase onsite parking at the City's original purchase price of \$3,500 per stall (current value at \$5,600 per stall), or lease at the same rate as the other tenants (currently \$35/month). All of RDCK parking requirements can be met on-site if desired. Alternatively staff parking can be provided in the lower level parking lot at the NDCC at 50% of the 310 Ward Street monthly rate. Parking is also available at the parkade. There are many flexible options to accommodate the RDCK's parking requirements.

The City will provide annual parking passes to RDCK directors at no cost. These passes will allow for parking within the City while on RDCK business, and will be usable at the parkade as well as on metered street parking.

### **Other City Contributions**

The City will retain full responsibility for the building shell as identified in the current lease agreement with the Province. The City will provide the RDCK with rack space in the City's COLO facility at no cost. The RDCK will cost share in any future upgrades, based on their usage of rack space. The constructed value of this facility is \$100,000. RDCK will be able to utilize the facility generator for backup power to the EOC and critical equipment (a value of \$75,000).

The City is not requiring the RDCK to purchase their 50% of the common lobby and washrooms on the lower level and 2nd floors (value \$113,000).

## The Proposal

### Public Benefits

The public will benefit in two main ways.

First, Government Place is centrally located in the heart of Nelson's downtown, and other services are easily accessible from the building including medical, financial, shopping, dining as well as the other main provincial government building (Kutenai Place). Public parking is available on-site and the main BC Transit station is nearby. The building is fully accessed by two elevators. Government Place is already well-used, receiving more than 75,000 in-person visits per year. The public will experience a more streamlined and efficient provision of government services through a tri-government co-location at 310 Ward Street.

Second, the cost of government will be reduced through co-location. For example, IT savings alone have been estimated at more than \$50,000 per year. Other efficiencies and cost savings are anticipated.

### Shared Service and Space Opportunities

Many opportunities exist for collaboration and sharing of space and services. An immediate opportunity is Information Technology; co-locating the City and RDCK departments and sharing of space, such as the IT co-location (COLO) room, will bring greater efficiencies and cooperation. It is proposed that Development Services departments will also be co-located.

Other shared space will include the main lobby, washrooms (staff and public), certain meeting rooms, client rooms, and the flexible boardroom/council chambers. Provision of warehousing to the RDCK is also a possibility.

BC Mail Plus is located in the building and also offers a service that will be of value to the RDCK, as it is to the City.



**BC Mail Plus**

***The RDCK will not require a separate mail room or sorting facility. BC Mail Plus offers a flat rate mail service at 310 Ward Street for letters, flats and packages, which greatly reduces the amount of person hours required for processing mail. A standard letter is processed and mailed for \$0.63.***

## The Proposal

### Staff and Organizational Benefits

The central location of Government Place provides convenient access to the downtown, allowing staff to easily do both Regional District business and their own personal business. The building is a short walk to the Nelson & District Community Complex, is serviced directly by BC Transit and is walkable within Nelson. It also features a landscaped courtyard with green space and seating, suitable for breaks and RDCK activities.

The office space is Class A (see definition on page 19). There is plenty of natural light, and spacious and comfortable working areas with superior technology infrastructure. Space allocation will be designed to meet both short and long-term needs, meaning there will be no requirement or need to move if the RDCK expands. The workspaces will be completely renovated prior to the staff moving over, which will greatly reduce disruption to them.

Significantly more meeting room space (800 ft<sup>2</sup>) is proposed, including a staff training centre and options for the Emergency Operations Centre (EOC) (note that the Provincial Emergency Program office is only steps away).

From a management perspective, there will be a reduced level of administration required for building management, IT infrastructure, etc.

Importantly, because both the City and RDCK employ staff with the same responsibilities, there will be opportunities to share expertise or to provide back-up in case of staff leaves (e.g., network specialists, HR professionals, planners, building inspectors). Simply having a colleague across the hall to discuss a problem with can produce significant benefits, and build trust and cooperation among staff in all departments of the City and Regional District. These opportunities will benefit municipalities and electoral areas across the RDCK and create additional depth in both organizations and the region. It will also provide staff with added learning and work experiences.

There is a mix of unionized and non-unionized employees that work in the building for both the City and the Provincial Government. These employees work side by side with their exempt colleagues and the City enjoys positive relationships with its Unions. Although, there have been work stoppages and picketing at the site, access has always been made available to those employees who do not want to cross a picket line.

# Government Place

## 310 Ward Street

## Building Summary

### **FACILITY OVERVIEW**

The facility located at 310 Ward Street is a flat-roofed six storey concrete frame building with a built-up roof system. The building was originally constructed in 1974 for the Provincial Government and was renovated in 2004 to accommodate the relocation of City Hall for the City of Nelson. Two elevators service all levels of the building.

The building provides approximately 5,481m<sup>2</sup> (59,000 ft<sup>2</sup>) of conditioned space, consisting of 45,109m<sup>2</sup> (55,000 ft<sup>2</sup>) of Class A office space and 278m<sup>2</sup> (3,000 ft<sup>2</sup>) of storage. The building sits on a 10,000m<sup>2</sup> (108,000 ft<sup>2</sup>) site which includes an 1,672m<sup>2</sup> (18,000 ft<sup>2</sup>) courtyard and is serviced by 5,760 m<sup>2</sup> (62,000 ft<sup>2</sup>) of parking space.

The building has always been professionally managed. Property management is currently provided by BLJC-WSI which provides access to provincial-wide contracts at a reduced rate, such as snow clearing, custodians and building management.

According to a review by Cascade Facilities Management Consultants Ltd. in November 2012: "... the basic structure of foundation, exterior walls and windows are solid and should perform well for many years."



*A BLJC Workplace Solutions Company*



***Above: Staff enjoying a break in the court yard***

***Left: Local Government Week event in court yard***

# Government Place

## 310 Ward Street

### Building Summary

#### LOCATION

The building is located in the downtown core of Nelson, BC on Ward Street, just fifty meters from Vernon Street. Baker Street, Nelson's main downtown street, is approximately two blocks away. Most of the retail, finance and restaurants services in Nelson are located either on Vernon Street or Baker Street. The main public transit station is located on Baker and Ward which is two blocks from the building.

The building is currently a one stop service centre for the region with many of the key provincial government and City of Nelson services housed in the building. Many rural residents are familiar with the building as this is where they pay their property taxes, hydro bills, renew their drivers license or pick up their hunting license, amongst many other services available at 310 Ward Street. The building has high public traffic flow throughout the year; in fact, it is estimated that the City has 45,000 in person visits annually and ServiceBC approximately 30,000.



*Nelson and District Credit Union*



*Ward and Baker Transit Station*

***310 Ward St. is conveniently located near hotels, restaurants, public transit, financial institutions, retail stores and coffee shops which would benefit staff and Directors when they visit Nelson for meetings.***



*Hume Hotel*

## Building Summary

### CURRENT OCCUPANTS



**Service BC**

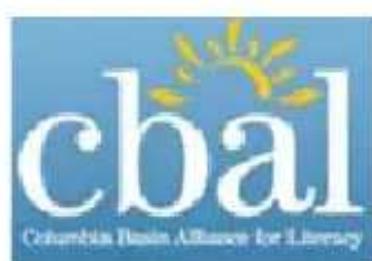
**BC Ministry of Transportation and Infrastructure**  
*(Rural Area Approving Officer)*

**BC Ministry of Children and Family Development**

**BC Mail Plus**

**BC Safety Authority**  
*(Gas and Electrical Inspectors)*

**BC Ministry of Justice, Adult Probation and Crown Counsel**



**Columbia Basin Alliance for Literacy**

# Government Place

310 Ward Street

## Proposed New Office Spaces

### Main Lobby - Central Reception

Welcome to Government Place, a tri-governmental partnership between the Government of British Columbia, the Regional District of Central Kootenay and the City of Nelson. As part of the tri-government co-location, the City is proposing to upgrade the main floor lobby area to create a central reception area. It will be a professional, inviting space and the public's first introduction to the benefit of government working together. The space will contain a staffed central reception desk, a seating area, computer kiosks and a print material display area.

Although many visitors to 310 Ward Street are already familiar with the building, this new design will not only provide a new level of service but will also bring a more professional aura to the building. This will be achieved through opening up the current area, creating new signage for all three levels of government and a feature wall that displays the region. The space will be finished with new reception desk, furniture and greenery.



Rendering - Main Floor Entry

*“Having the RDCK co-locate in this building would provide an unprecedented level of service to the public.”*

*Hugh Eberle  
District Manager, Transportation, MoTi*

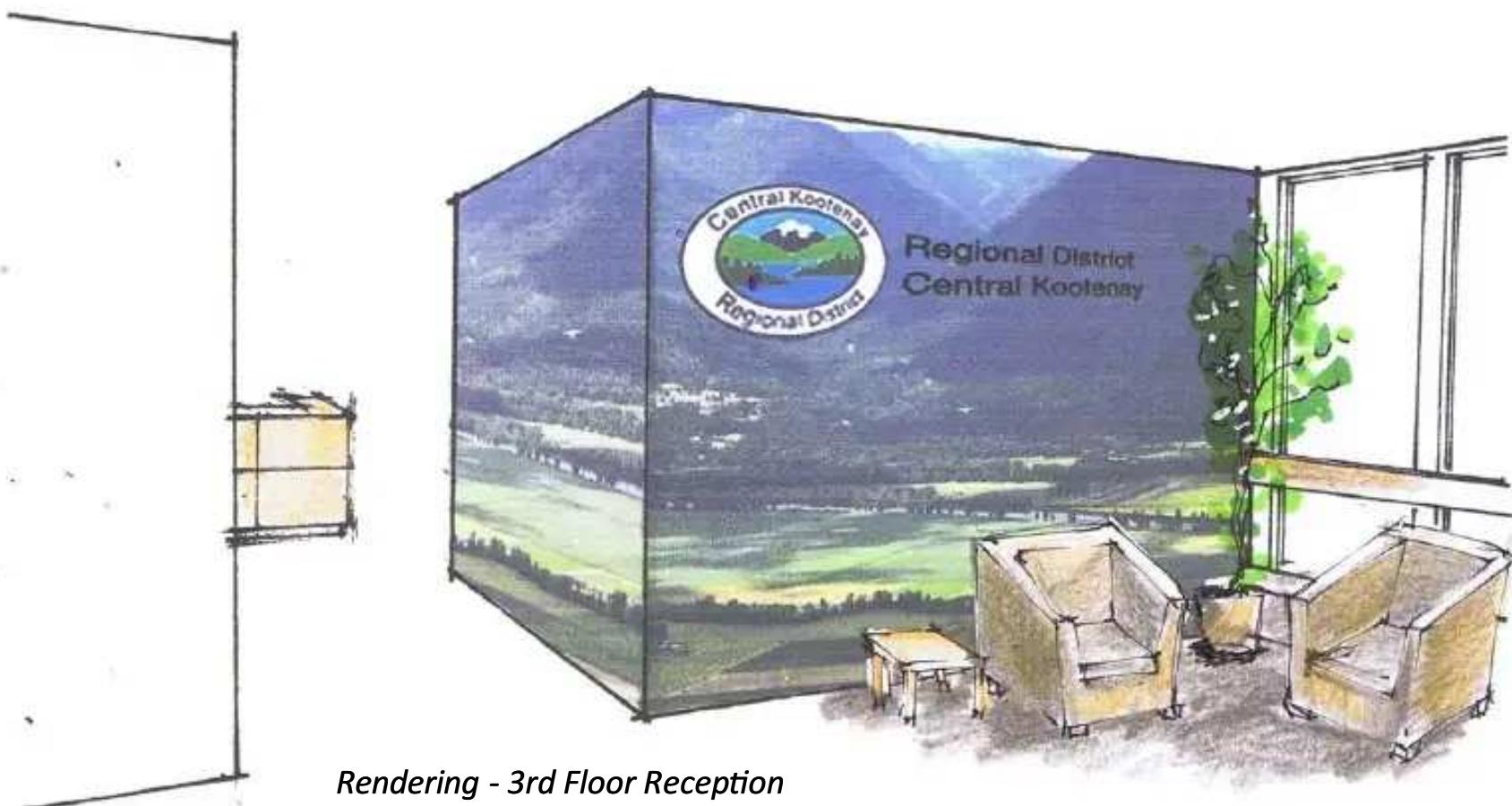
# Government Place

310 Ward Street

## Proposed New Office Spaces

### Third Floor - RDCK Main Administration Offices

The RDCK main administrative services will be located on the 3<sup>rd</sup> floor of Government Place and will house the following departments: administration, finance, environmental services, community services, human resources and emergency services. This space will be designed in a way that meets both the current and future needs of the RDCK.



*Rendering - 3rd Floor Reception*

*"310 Ward Street is a central location to other local services and amenities, not to mention collaboration between City, Regional and Provincial government services would provide efficiencies to delivering public services."*

*Justin Pelant  
President, Nelson and District Chamber of Commerce*

## Proposed New Office Spaces

### Features of the 3rd Floor space include:

- An open lobby area that contains a feature wall displaying the region, RDCK signage and a furnished seating area.
- A central secure reception area with client room.
- 4,200 ft<sup>2</sup> of open spacious work areas (approx. 25 ft<sup>2</sup> additional per employee than allowed for at 202 Lakeside Drive).
- Over 900 ft<sup>2</sup> of dedicated meeting room space which includes a large meeting room (470 ft<sup>2</sup>) and a smaller meeting room (320 ft<sup>2</sup>).
- A Directors' room.
- Equivalent closed office space as provided at 202 Lakeside.
- Storage, filing and copier room.
- A staff room (335 ft<sup>2</sup>) with sink, and counter space which can be furnished as required.
- Plenty of natural light (current design has 234 ft<sup>2</sup> of windows in the open areas).
- All space will be renewed with new paint, carpeting, data cabling and electrical and mechanical upgrades.
- Washrooms at either end of the floor.
- Accessed by stairwells at each end of the building and two elevators.



*Typical work areas  
at 310 Ward Street*

# Government Place

310 Ward Street

## Proposed New Office Spaces

### Second Floor - Development Services/Boardroom Council Chambers/ Nelson Administration

The second floor will be a true example of how co-locating can provide a superior level of service to the public and create efficiencies in both space utilization and staff and equipment resources. The proposal would see the Development Services staff of both the RDCK and City of Nelson co-locating on the second floor. The preliminary design groups the staff of the City of Nelson and RDCK and is designed along functional areas: building inspection, planning and GIS. It also provides a central customer service area for the two departments as well as the City's Administration.



*Rendering - 2nd Floor Reception*

*Given the numerous programs and initiatives that all our government agencies deliver for the public, there is a great opportunity here to further increase the level of customer service to all our clients by offering "one stop shopping".*

*Hugh Eberle  
District Manager, Transportation, MoTi*

## Proposed New Office Spaces

### Features of the 2nd floor space include:

- An open lobby area that contains a furnished seating area and feature wall displaying the region, and RDCK and Nelson signage.
- A 1360 ft<sup>2</sup> boardroom/council chambers that will be designed to create maximum flexibility: full board meetings, council meetings, a larger training room which can be divided in to smaller meeting rooms. There is also an attached client room and storage room.
- A central reception area with client room and customer service counters for the Development Services departments and City Administration.
- Equivalent closed office space as planned for 202 Lakeside Drive.
- Over 2,000 ft<sup>2</sup> of open space work areas (approx. 25 ft<sup>2</sup> additional per employee than allowed for at 202 Lakeside Drive).
- Plenty of natural light (current design has 137 ft<sup>2</sup> of windows in the open areas)
- Storage, filing and copier space.
- All spaces will be renewed with new paint, carpeting, data cabling and electrical and mechanical upgrades.
- A staff room was not designed for this floor to encourage RDCK staff to use the third floor's staff room; a coffee bar is provided.
- Washrooms at either end of the floor.
- Accessed by stairwells at each end of the building and 2 elevators.



***Staff meeting in the 2nd Floor Administration Meeting Room***

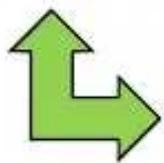
## Proposed New Office Spaces

### Joint Boardroom/Council Chambers

The new boardroom will be located on the 2nd Floor off of the Main Lobby. The boardroom will be a clear example of local governments working in partnership. The space and furniture will be designed to be multifunctional and fully address the requirements for RDCK Directors, City of Nelson's Mayor and Council and staff of both organizations. The following is an example of how the space could be utilized.



*Large racetrack shaped table consists of four 1/4 circle and four straight tables that can be reconfigured in multiple ways. In the photograph (to the left) it is shown assembled to seat 22-24 people. The rendering (below) shows how the four circular segments fit together to make a table for 14. Each of the eight table segments contains power and data ports concealed under hatches that match the rest of the table.*



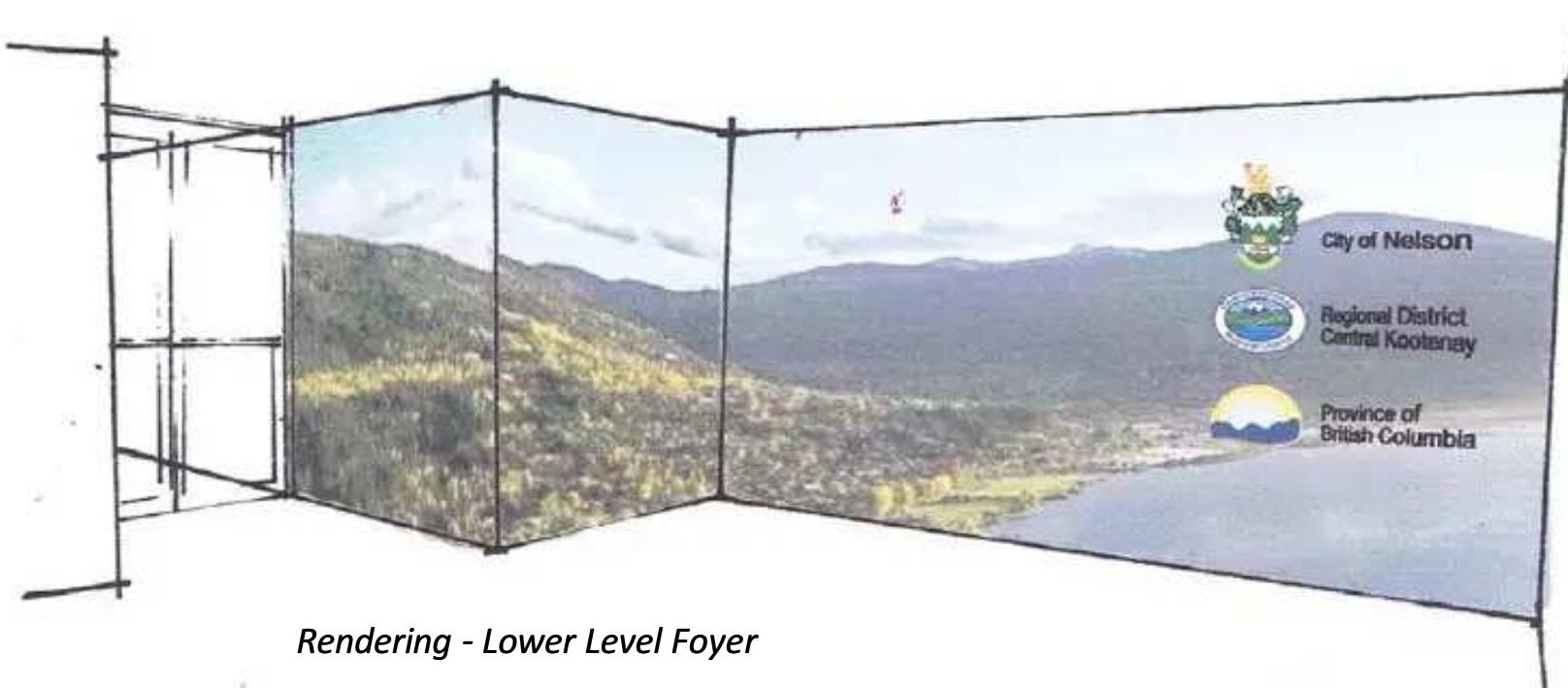
*The boardroom will be a multi-purpose space where joint training opportunities can be provided for all three levels of Government. It can also be used as an additional meeting room.*



## Proposed New Office Spaces

### Lower Level - IT Co-Location

The lower level of Government Place will house the Information Technology staff of the RDCK and City of Nelson. As an internal service, the departments do not deal directly with the public, but provide a vital service to both organizations. This is an area where both organizations see immediate opportunity to share resources and expertise to be able to reduce or contain costs and deliver superior service. Staff in both organizations are currently working together on projects such as broadband and internal networks. They are also participating in a regional initiative being sponsored by the Columbia Basin Trust to identify further shared service opportunities.



*Rendering - Lower Level Foyer*

*"The idea to have the RDCK, City of Nelson and the Province of BC co-locate in one building and create a service counter amalgamation project presents further potential opportunities to improve access to citizen service and program delivery."*

*Joyce Edmonds  
Government Agent for Nelson and Kalso*

## Proposed New Office Spaces

### Features of the Lower Level include:

- An open lobby area with a furnished seating area and a feature wall displaying the region with Provincial, RDCK and Nelson signage.
- Over 500 ft<sup>2</sup> of open spacious work area (approx. 25 ft<sup>2</sup> additional per employee than allowed for at 202 Lakeside Drive).
- No need for a dedicated server room (\$100,000+ cost) as the RDCK will be able to locate their servers in the City's new COLO room at no cost.
- Plenty of natural light (current design has 59 ft<sup>2</sup> of windows in the open areas).
- A staff room was not designed for this floor to encourage these staff to use the third floor staff room; coffee bar provided.
- All space will be renewed with new paint, carpeting, data cabling and electrical and mechanical upgrades.
- Washrooms and shower facility located off the lower level lobby.
- Level entry access for staff and equipment.



*RDCK, the first customer to partner on the City's external fibre network.*

## Amenities

In addition to the features listed already, Government Place, as the premier office space in Nelson, also has the following amenities:

- Elevator access to all floors. Elevators are suitable for the disabled, constructed and equipped in accordance with current industry standards and the British Columbia Building Code and Municipal Building Bylaw.
- Each floor has at minimum a 500 ft<sup>2</sup> lobby immediately accessible from the elevators or front stairs.
- Each floor has a separate men's and women's washroom provided adjacent to the front staircase, and a single occupant washroom adjacent to the rear staircase. The men's washroom has one toilet and one urinal, with two sinks. The women's washroom has two toilets and two sinks.
- 18,000 ft<sup>2</sup> front courtyard with ample green space, gardens and picnic tables
- The lower floor has a proposed 135 ft<sup>2</sup> shower and handicap accessible washroom facility, adjacent to the building entrance and elevators.
- Security Alarm and Fire Alarm systems are monitored both by Paladin security and Nelson Fire Department (NFD) / Nelson Police Department (NPD). A first-aid room is located on the lower level of the building.
- A building Emergency Evacuation Committee has implemented a Fire Safety Plan in partnership with Nelson Fire Department. Each floor of the building has a dedicated Emergency Attendant and First Aid Attendant. Fire drills are to be held bi-annually, in the spring and fall. Training will be provided by NFD on an ongoing basis to ensure the safety and readiness of building occupants in case of an emergency.

### **CLASS 'A' OFFICE - Definition**

*The Building Owners and Managers Association (BOMA) classifies office space into three categories: Class A, Class B, and Class C.[7] According to BOMA, Class A office buildings have the "most prestigious buildings competing for premier office users with rents above average for the area." BOMA states that Class A facilities have "high quality standard finishes, state of the art systems, exceptional accessibility and a definite market presence."*

## Amenities

### TECHNOLOGY

#### Adaptability

- The building already has a robust and modern communications wiring system/backbone and distribution pathways which can be easily expanded to suit the RDCK needs.
- The building roof is already configured for radio systems—repeaters, truck base stations and other equipment can be added with ease.
- An extremely robust generator is already in place—backup power could be fed to EOC rooms and critical equipment. (Value of \$75,000).
- RDCK staff could do a phased move—departments or individuals can move on their own schedule while maintaining network/telephone access just as if they were all in the same building.

#### Fibre Optics

- The City has a comprehensive fibre optic network which terminates at 310 Ward Street.
- All floors within the building are connected via fibre optics.
- An array of service providers provide services through the fibre optic network from the COLO. Services include internet, off site backups, phone systems, etc.



*City of Nelson Server Room*

#### Co-location (COLO)

- The City has a large co-location facility in the sub-basement.
- Provisioned with camera security, 30 amp circuits, cooling, fibre optic connectivity, fob access, UPS battery bank, etc.
- Can accommodate up to 12 full server racks.
- Will be completed by 2014/2015.

## Amenities

### IP Telephone System

- The City already has a sophisticated ShoreTel IP telephone system.
- Adding the RDCK to existing system is simple and provides potential cost savings.
- Reduction in duplicated staffing due to centralized call handling and reception.
- Remote RDCK sites can easily connect over IP.



ShoreTel Telephone Display

### Building Security

- Building has a robust card access security system; adding new doors is a fraction of the cost of creating a new system
- Doors and elevator can be programmed to allow employee's or subcontractors scheduled access. This can be restricted to times of day, work days only, etc.
- All external doors and designated internal doors to have key fob access.
- A unique key fob can be assigned to each person.
- A lost key fob is easily deleted from the system, no re-keying of doors. Key fobs cost approximately \$2 each.

## Amenities

### **Emergency Operations Centre (EOC)**

The RDCK is considering abandoning the Telus site on Ward and Victoria Streets due to the inability to secure a long-term lease and the need to upgrade the technology and equipment in the facility. The current proposal is to operate the EOC out of the boardroom space.

Government Place is ideally suited to act as an EOC during times of emergency without having significant impact on the operations of the RDCK or City and offers a number of benefits:

- The roof of 310 Ward Street is already configured for radio systems – repeaters, truck base station and other equipment can be added easily.
- An extremely robust generator is already in place – backup power could be fed to EOC rooms and critical equipment.
- With multiple sized meeting rooms the EOC operations centre could be housed where needed and doesn't necessarily have to tie up the Boardroom which is required for full board meetings.
- There is accessible storage in the basement which could house EOC equipment with level entry access.
- Direct connection with Nelson Police Department and Nelson Fire and Rescue, which could be a benefit during an EOC situation.
- Robust technology infrastructure in the building.
- The Provincial Emergency Program building and staff are located on the adjacent property, minutes away.

# Government Place

## 310 Ward Street

### Parking and Other Features

#### Parking

There are 109 parking stalls available for users of Government Place; 89 reserved staff parking stalls and an additional 20 public stalls at the front and rear entrances provide excellent accessibility. The City owned parkade located on 400 block of Vernon Street, directly across from 310 Ward Street, is available for additional parking if required. Within a 5 minute walk, there are over 100 additional public parking stalls. Handicap parking is available from the Ward Street entrance as well as from the adjacent Courthouse which has a handicap stall that services the Stanley Street public entrance of the building. The building currently accommodates over 75,000 in-person visits annually.

The City will issue Directors with annual parking passes (at no cost) that can be used at any metered parking stall and the parkade, while Directors are on RDCK business.

Both the City and the Province leave vehicles on-site in unsecured parking. The security of fleet vehicles can be provided within a fenced compound, or under covered parking at the parkade if required. Some staff parking can be provided off-site at a reduced cost.

Parking	RDCK Requirements	Government Place (Availability)	City Parkade/Street
<b>Public</b>			
Metered			
Un-Metered		12 7	
Handicap		1	
<b>Total</b>	<b>8</b>	<b>20</b>	
<b>Staff</b>			
Assigned	25	25	
<b>Fleet</b>			
Assigned	9	9	
<b>Directors</b>			
Parking Passes	19		19

## Parking and Other Features

### Storage

- The preliminary design identifies storage on each floor that is occupied by the RDCK—this includes level entry storage on the lower level for the utilities department.
- The final storage layout will be determined during the detailed design phase.
- Total storage allocated in the design is 800 ft<sup>2</sup>.
- A dedicated mail room is not required, but can be accommodated, as the City will share its existing mail room located on the ground floor and BC Mail Plus will process the mail.
- Additional storage for archival material can potentially be located on site at the 302 Ward Street building.
- Location of storage is flexible and doesn't have to tie up valuable office space.

### Growth / Expansion

- The proposal provides the RDCK with an additional 1,200 ft<sup>2</sup> of open space and 900 ft<sup>2</sup> of additional meeting room space.
- The proposal offers 500 ft<sup>2</sup> of dedicated lobby space on the 3rd Floor which can be utilized as office, storage or meeting room space in the future if desired (a number of other tenants have done this).
- It is anticipated that there will be approximately 1,500 ft<sup>2</sup> of unleased space in addition to the space that would be occupied by the City, RDCK and the Province.
- The current leases with the Provincial Government run on average between 3 - 5 years, which would provide the Regional District the opportunity to acquire additional space.
- The 2nd Floor main boardroom/council chambers will be designed to be flexible, adding an additional 1,360 ft<sup>2</sup> of space that can be used in a variety of ways.

## Parking and Other Features

### The Green Edge

- 310 Ward Street is in a prime location to take advantage of walking, biking or riding the bus to work. At the heart of Nelson, it is only minutes walking to nearby restaurants, banks, coffee shops, and other amenities downtown has to offer, reducing the need to drive and encouraging a more sustainable lifestyle.
- The City of Nelson is dedicated to promoting a sustainable work environment for all its tenants. The RDCK would be invited to participate in a Building Green Team, with members from the Province and City. An example initiative taken on by the Green Team was the recycling of 51kg's of batteries for the 2013 year.
- The building at 310 Ward Street uses 40% less energy per unit area than comparable buildings in the Interior Region. The energy reduction initiatives recently completed have realized a reduction of \$22,000 in annual utility costs when compared to a 2007 baseline year. Projects recently completed will generate similar savings.
- 'Sustainability' has been a major driver for the City of Nelson for the past 5 years, triggering the Corporate Climate GHG Reduction Program in 2009. The program has provided significant success to date, reducing GHG emissions related to 310 Ward Street by 88.4 tCO<sub>2</sub>e/yr. This is equivalent to taking over 18 passenger vehicles off the road every year.
- The City has reached Level 5 in the FCM's Partners for Climate Protection Program. Energy efficiencies at 310 Ward Street played a key role in reaching this level.
- Car Share Opportunity - Kootenay Car Share has proposed partnering with City of Nelson to establish a car share program on site. There is currently a car share site across the street at the Nelson and District Credit Union.



Having the RDCK join in the shared services vision reduces duplication. For building services, a single truck would be required per visit for document shredding, O&M, and mail services. This would reduce the associated fuel and transportation emissions of each occupant providing their own building services.

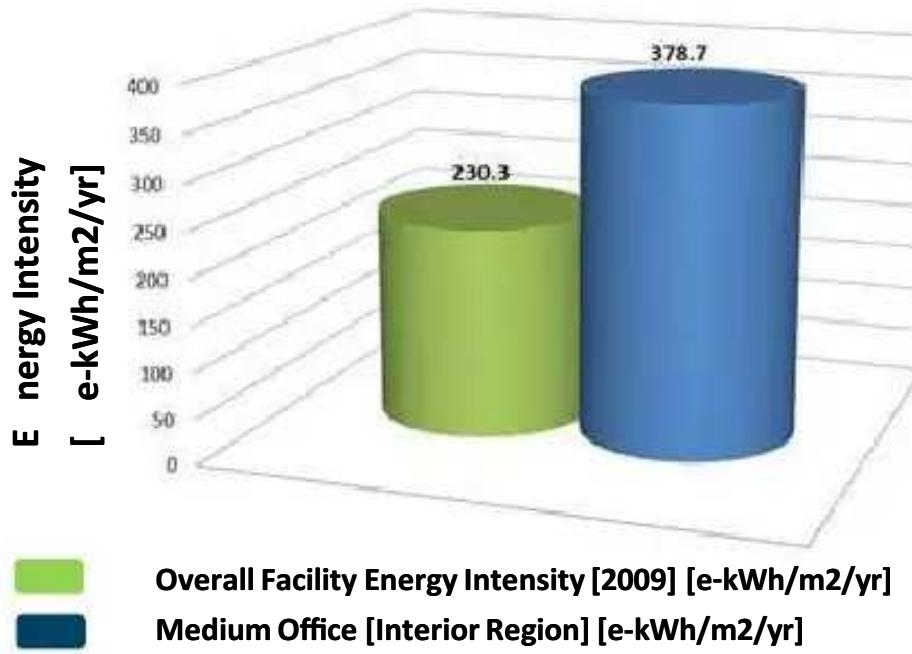
## Operations and Capital Improvements

### Recent Major Capital Improvements

As one of the City's largest buildings, 310 Ward Street has been a focal point for the City of Nelson's Corporate Climate GHG reduction program, resulting in a significant reduction in

energy use and GHGs documented below. These projects not only aid in achieving climate action goals, but provide a more sustainable operation with improved air quality and building comfort. Since 2010, the City has conducted three major Energy Conservation Measures (ECM's).

Prior to ECM implementation, the facility had an excellent energy performance record with a 40%



lower overall energy intensity (energy use per unit area) than other medium office buildings in the Interior Region, as documented in a 2010 Energy Study & Condition Assessment Report conducted by CDML. Energy savings projects to date have realized an annual cost savings of \$22,000 when compared to a 2007 baseline year.

### ECM#1 – Installation of High Efficiency Condensing Boilers

#### Project Description:

Existing boilers were replaced with two high efficiency condensing fully modulating boilers.

#### Energy Savings

Energy Reduction (%)	Natural Gas Savings (GJ)	GHG Emission Reduction
30%	1,087 GJ/yr	54 tCO <sub>2</sub> e/yr

NOTE: Savings are based on a comparison of energy data in the pre retrofit year (2009) to energy data in the post retrofit year (2012).



# Government Place

## 310 Ward Street

### Operations and Capital Improvements

#### ECM#2 — Upgrade of the Digital Control System

Project Description:

An older model, analog control system was upgraded to a Delta direct digital control (DDC) system. Sensors are installed to allow for set points of CO<sub>2</sub> and temperature to control the functioning of the HVAC system. In addition, systems can be scheduled with different settings for occupied and unoccupied hours.

Energy Savings:

Due to the wide ranging impact of DDC systems, it can be difficult to determine the exact energy effects of the system, but 310 Ward Street has seen a significant decrease in electrical consumption since the installation of the system (see below).

Energy Reduction (%)	Electricity Savings (kWh)	GHG Emission Reduction
10%	77,120 kWh/yr	0.2 tCO <sub>2</sub> e/yr

#### ECM#3 — Floor by Floor Zone Isolation and Variable Speed Drive (VSD) Retrofit

Project Description:

The existing HVAC system is being retrofitted to create more zones within the building and allow for more control of the system. Control dampers are being added to each floor to convert it from two zones per floor to six zones per floor. Motors are being replaced and variable frequency drives added to allow for modulation of the ventilation. Hydronic heat for 310 Ward Street and the Court House is also being re-piped to gain more condensing function from the boilers.

Energy Savings:

This project is in the process of being commissioned, so actual energy savings have not yet been realized. The savings below are an estimate based on an ASHRAE Level 1 energy assessment. (Projected savings \$15,000 - \$20,000 per annum)

Natural Gas Savings (GJ)	Natural Gas Savings (%)	Electricity Savings (kWh)	Electrical Savings (%)	GHG Emission Reduction
652 GJ	30%	39,939 kWh/yr	5%	34.2 tCO <sub>2</sub> e/yr

# Government Place

## 310 Ward Street

### Operations and Capital Improvements

#### Planned Major Capital Improvements

Title	Description	Budget Est.	Budget Year	Owner/Tenants
Basement Door Replacement	Sliding break-away glass door for public use	\$56,000	2014	Owner
Lobby Refinish	Modernize lobby for tri-level government	\$25,000	2014	Owner
Security System Upgrades	Add additional security doors on Main, 2nd and 3rd Floors	\$36,000	2015	Tenants Improvements (Common Area)
Fire Alarm System Upgrade	Upgrade of FA panel to more modern device	\$60,000	2015	Tenants Improvements (Common Area)
Exterior Refinish	Clean and resealing of concrete exterior	\$225,000	2015	Owner
Roof	Possible roof replacement	\$150,000	2020	Owner

#### Schedule for Lease Improvements

The City proposes to offer a turnkey solution. The City is also willing to take the risk of completing these improvements, subject to final design and costing. The City will fund the tenant improvements in the lower level lobby, main floor lobby and cost share the boardroom/council chambers.

A detailed schedule will be developed in conjunction with the RDCK. The intent will be to have all spaces constructed and ready to move into at time of occupation.

RDCK staff could do a phased move - departments or individuals can move on their own schedule while maintaining network/telephone access - just as if they were all in the same building.

# Government Place

310 Ward Street

## Operations and Capital Improvements

### Operations and Maintenance (O&M)

The 2012/13 O&M costs were reported at \$6.46 per ft<sup>2</sup> per annum. With the co-location of the RDCK and reduced costs as a result of energy savings projects, it is estimated that the O&M costs with RDCK tenancy will be at approximately \$6.00 per ft<sup>2</sup> per annum.

310 Ward Street has always been professionally managed with a robust, ongoing maintenance program. A building assessment was completed in 2012, which identified the building as being solid. O&M costs are comprehensive and cover all aspects of the building operations and maintenance with no hidden costs.

The RDCK will not be responsible for the building shell, which includes: roof, exterior, windows, elevator, stairwells, parking area. (See Appendix 7 - Lease Clauses for Building Shell Definition.)

There have been a number of recent upgrades to the building, which will benefit all tenants including the RDCK. RDCK staff will not be responsible for managing a building including contractors (custodial, maintenance etc.), paying bills, building security or health and safety, which is a significant staff savings.

OPERATIONS AND MAINTENANCE	Actual (April 1, 2012 - March 31, 2013)	Projected (RDCK Occupancy)
Cleaning	69,221.77	87,500
Security	9,186.70	9,200
Roads and Grounds	31,661.96	31,600
Maintenance And Repairs	68,089.85	68,000
Life and Safety	5,626.60	5,600
Utilities	110,033.32	70,000
Call Centre	12,808.15	12,800
Vans and Fleet	7,010.56	7,000
Administration Fee (Shared Services BC)	39,204.86	36,500
<b>Total Occupancy Costs</b>	<b>352,843.77</b>	<b>328,200</b>
<b>Total Office Space</b>	<b>55,000 ft<sup>2</sup></b>	<b>55,000 ft<sup>2</sup></b>
<b>O&amp;M per ft<sup>2</sup></b>	<b>\$6.46/ft<sup>2</sup></b>	<b>\$6.00/ft<sup>2</sup></b>

# Appendix 1-1



## Regional District of Central Kootenay

Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4  
 Telephone (250) 352-6665  
 BC Toll Free 1-800-268-7325

Web: [www.rdck.bc.ca](http://www.rdck.bc.ca)  
 Email: [info@rdck.bc.ca](mailto:info@rdck.bc.ca)  
 Fax: (250) 352-9300

File No. 0820-20

November 26, 2013

City of Nelson  
 Kevin Cormack, City Manager  
 Suite 101, 310 Ward Street  
 Nelson, BC  
 V1L 5S4

Dear Mr. Cormack:

### RE: RDCK OFFICE REQUIREMENTS – CITY OF NELSON PROPOSAL FOR CO-LOCATION

Further to the November 21<sup>st</sup> Board resolution (591/13) to request a proposal from the City of Nelson for relocation of the RDCK head office to 310 Ward Street, I am writing to provide you with the requirements and objectives of the RDCK to assist with your proposal.

In preparing your proposal, the following physical/spatial objectives should be considered and addressed in such a way as to meet or exceed the current space, proposed configuration and amenities at 202 Lakeside Drive:

1. Equivalent space to accommodate the current and future staff levels and workstation/office configurations and functional groupings as per Attachment A, including:
  - Board Room
  - Director's office
  - Large meeting room (20 persons)
  - Small meeting room (6 persons)
  - Client room at reception (3-4 persons)
  - Central file storage capable of accommodating 700 linear feet of files in a high density storage system and one secure, fire proof vault/room for contract/bylaw storage.
  - IT Server room and associated storage
  - Emergency Operations Centre (RDCK will be abandoning the Telus building location due to lack of long term tenure necessary to make infrastructure upgrades)
2. Centrally located, secure reception area with one cashier station and adequate space to service two concurrent clients with maps and located in proximity to building inspection, bylaw and planning/development work areas
3. Majority of inter-related staff functions on single floor as it is the desire of the RDCK to minimize the 'silo' effect of having operations distributed over multiple floors.
4. Storage equivalent to or exceeding the storage space available in the current office
5. Level entry storage facility for water operators (instruments, tools, fittings, etc.)
6. Parking for 9 fleet vehicles, 8 public, 25 staff and 19 Directors (for Board meetings)



## Appendix 1-2

7. Dedicated staff washrooms with 3 stalls (women), 2 stalls/2 urinals (men) and shower room
8. Staff room with large fridge, 2 microwaves, dishwasher, seating for 10
9. First aid room

The following 'soft' aspects of relocation should also be considered and addressed:

1. Access for the public including parking
2. Exterior signage, way-finding within the building
3. Parking for staff
4. Participation in building management
5. Dispute resolution mechanisms
6. Potential for growth/expansion
7. Security of fleet vehicles
8. Timeline for relocation and logistics, disruption of RDCK operations

Should the City of Nelson proposal contemplate the sharing of space and amenities, detailed information will be required as to RDCK degree of utilization, priority, scheduling and conflict resolution. Keep in mind that the RDCK will be moving from an owned, exclusively occupied building and will require some certainty with respect to the logistics of sharing space and amenities.

The City of Nelson has discussed opportunities for sharing services and staff as a benefit to a co-location proposal. Please identify those shared services/staff opportunities that could be achieved without the RDCK physically relocating to 310 Ward Street.

The final aspect of the City's proposal will be a comprehensive financial /business proposal that addresses the following elements:

1. Purchase arrangement – RDCK is not currently considering a lease option due to the fact that the current building is owned and paid for. If a lease option is proposed, please provide a detailed business case.
2. All purchase, conveyance and relocation costs
3. Shared revenues (if applicable)
4. Tenant improvement costs
5. Planned or proposed major capital improvements to the building
6. Ongoing O&M costs (space specific and building general) as well as any deferred maintenance costs
7. Costs for RDCK to re-print all stationary, business cards, brochures and all other material with address information.

As you can appreciate, relocating from a fully functional, exclusively occupied building is a major decision for the RDCK. It is recognized that relocation can have benefits but will also have tangible and intangible impacts on the operation of the RDCK in the short term, and possibly long term. I strongly encourage you to consider your proposal from the point of view of the RDCK and attempt to address any other aspects of relocation to 310 Ward Street that may not have been specifically identified in this document, such as staff relations, union/non-union relations, potential for and reality of political tensions between RDCK and City, etc.

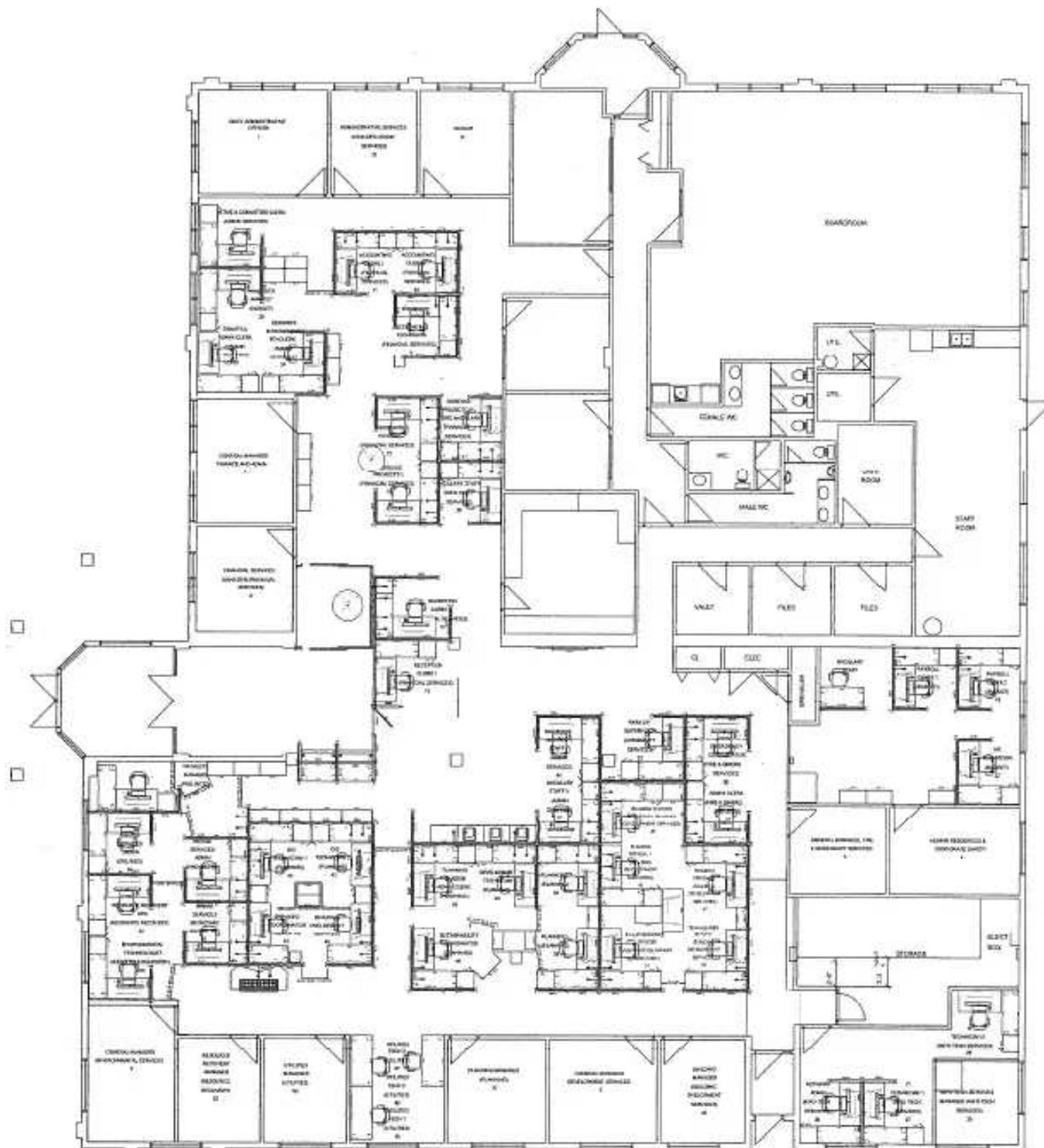
I look forward to receiving your proposal and will provide whatever assistance you require through the process.

Sincerely,



Brian Carruthers  
Chief Administrative Officer

## Appendix 1-3



# Appendix 2-1



KOOTENAY OFFICE

2<sup>nd</sup> Floor 607 Front Street, Nelson, BC V1L 4B6 • Tel: 250.352.7993

Kevin Cormack, City Manager

**City of Nelson**

Suite 101, 310 Ward Street  
Nelson, BC V1L 5S4

Tuesday, December 24, 2013

Dear Mr. Cormack,

Rocky Point Engineering has completed our evaluation of the current base building systems at 310 Ward Street. This review included the existing ventilation, cooling, and heating systems and took into account recent mechanical system upgrades.

We have found that the current base building systems are suitable for the proposed occupancy of 31 people on the 2<sup>nd</sup> floor and 43 people on the 3<sup>rd</sup> floor. As with all tenant renovations, it is recommended that an appropriate design for modifications to the tenant space be completed in order to provide suitable comfort and indoor air quality to occupants.

**Background**

The building heating plant consists of two 1500 MBH input gas fired boilers in the basement and associated heating water distribution pumps. The cooling plant has a capacity of 100 ton and consists of Multi-stack modular chillers in the basement and a cooling tower on the roof for heat rejection. Chilled water is distributed to cooling coils by a single chilled water pump while condenser water is circulated to the cooling tower by a single condenser water pump.

Supply air is provided to occupied spaces by two air handling systems. The air handlers are capable of providing 55F supply air for cooling and ventilation. Zone reheat coils are activated if necessary to maintain space temperature setpoints. Heating to the office spaces is provided by perimeter wallfin fed by the heating water system.

Recent building upgrades include a boiler replacement, cooling tower replacement, new zone control dampers, new VFDs on the main air handling systems, CO<sub>2</sub> monitoring, and demand control ventilation strategies.

## Appendix 2-2



KOOTENAY OFFICE

2<sup>nd</sup> Floor 607 Front Street, Nelson, BC V1L 4B6 • Tel: 250.352.7993

The proposed occupancies of the 2<sup>nd</sup> floor, 3<sup>rd</sup> floor, and basement IT room were provided as follows:

Floor	City of Nelson	RDCK
2 <sup>nd</sup>	13	18
3 <sup>rd</sup>	0	43
Basement	3	5
Total	16	66

### Ventilation System

A survey of the existing spaces indicated that in general air distribution systems are in good shape. Light troffer diffusers are used for air distribution in some areas and may pose noise and balancing issues in a new tenant layout. It is possible to replace the light troffer diffusers with square cone diffusers and add balancing dampers during tenant renovations. This would result in lower noise and improved air distribution patterns.

The recently installed zone control dampers provide space temperature control and form part of the demand control ventilation strategy.



Figure 1 Zone Control Damper and Reheat Coil

# Appendix 2-3



KOOTENAY OFFICE

2<sup>nd</sup> Floor 607 Front Street, Nelson, BC V1L 4B6 • Tel: 250.352.7993

## Outdoor Air

The following is a summary of outdoor air volume ranges at a system level. The maximum outdoor air volume is limited as AHU-1 and AHU-2 do not have heating coils and instead rely on mixing outdoor air with return air to maintain a minimum supply air temperature of 55F.:

- Minimum outdoor air volume setpoint at AHU-1: 2510 CFM
- Maximum winter outdoor air volume at AHU-1: ~7200 CFM
- Minimum outdoor air setpoint at AHU-02: 2435 CFM
- Maximum winter outdoor air volume at AHU-2: ~7200 CFM

The minimum setpoints are adjustable and could be modified in order to address comfort complaints or for future increases in occupancy. Demand control ventilation strategies are in place and rely on CO<sub>2</sub> monitoring within the office spaces and will increase the outdoor air volume supplied to the space upon increased occupancy.



**Figure 2 CO<sub>2</sub> Sensor for Demand Control Ventilation**

Adequate outdoor air is available at a system level to meet ventilation requirements of the proposed occupancy. Further zone level ventilation calculations would be required as part of the tenant renovation design and controls changes may be required to ensure ventilation requirements are met for all operating conditions. The Multi-Purpose Boardroom/Council Chamber on the 2<sup>nd</sup> floor has a high occupant density when in use and would require careful design to ensure occupant comfort.

# Appendix 2-4



KOOTENAY OFFICE

2<sup>nd</sup> Floor 607 Front Street, Nelson, BC V1L 4DG • Tel: 250.352.7993

## Heating System

A survey of the existing spaces indicated that the heating systems are in good condition. The new heating water boilers provide adequate heating water to the perimeter wallfin radiators and zone reheat coils.



Figure 3 Perimeter Wallfin Radiators

## Cooling Capacities

The following table summarizes the estimated cooling capacities of the spaces under consideration. Estimates are based on airflows from the recent balancing report and a supply air temperature of 55F.

Floor	Area	Current Balanced Air Volume	Cooling Capacity @ 55F Supply Air
2 <sup>nd</sup> Floor	~8000 ft <sup>2</sup>	10,662 CFM	231,365 BTU/h
3 <sup>rd</sup> Floor	~8000 ft <sup>2</sup>	8,864 CFM	192,350 BTU/h
Basement IT Room	965 ft <sup>2</sup>	987 CFM	21,420 BTU/h

The 2<sup>nd</sup> and 3<sup>rd</sup> floor cooling capacities are within reasonable ranges for typical office space at the system level and should be adequate for the proposed occupancy. Careful design of the zone level systems should be undertaken to suit the new tenant layouts.

The basement IT room would need further study to determine if the current cooling capacities at the system level will be adequate. Detailed cooling load calculations including all IT equipment in the space would provide a better indication if additional cooling is needed.

The Multi-Purpose Boardroom/Council Chamber on the 2<sup>nd</sup> floor would have a high occupant density when in use and would require careful design to ensure adequate cooling is provided. There is currently an additional AHU in the ceiling space of the 2<sup>nd</sup> floor that may be providing supplementary cooling to the space after hours. This arrangement would need further study in the tenant renovation design to determine if it will be needed or if relocating of the unit is feasible.

## Appendix 2-5



### KOOTENAY OFFICE

2<sup>nd</sup> Floor 607 Front Street, Nelson, BC V1L 4B6 • Tel: 250.352.7993

#### Tenant Renovation Work

The base building heating, cooling, and ventilation systems are capable of supporting the proposed occupancy on the 2<sup>nd</sup> and 3<sup>rd</sup> floor. Recent upgrades to the building have increased flexibility and increased comfort control for future specialized tenant layouts.

In order to ensure that the capabilities of the base building systems are distributed to the tenant layout at a zone level additional design work must be undertaken.

New layouts will likely require modifications to the distribution ductwork including diffuser locations, duct branches, and balancing dampers. In order for the demand control ventilation strategy to work with new tenant layouts, additional CO<sub>2</sub> sensors may be required in key locations.

IT and server rooms present cooling loads in excess of typical office space and would require detailed load calculations to ensure adequate cooling is provided.

The new location for the Multi-Purpose Boardroom/Council Chamber would require careful design in order to maintain occupant comfort.

Rocky Point Engineering would be happy to provide clarification on any of the above items or a proposal for the tenant renovation design for your review.

Sincerely,

**Clifford Howard, P. Eng.**

## Appendix 3-1

City of Nelson Collaborative Training Opportunities	
SAFETY	TRAINING PROVIDER
H2S Awareness	Valhalla Safety
Respirator Protection	Valhalla Safety
PPE, Clothing & Respiratory Protection	McMullen
Hearing Conservation Training	McMullen
Pandemic Influenza & Cold Stress	McMullen
Flagging	
Blood Borne Pathogens	Ankors
Risk Assessment	Employer's Advisor
Risk Management	MIA
Drug Production & Meth Labs	NPD
Injury Prevention	Lakeside Physio
Ergonomics Training	BC Fed Labour
Harassment/Bullying	HR
Safety around mobile Equip	McMullen
Chlorine Handling	BCWWA
Propane Handling	Cnd Prop Assoc
OH&S Part 1	BC Fed Labour
OHS Part 2	BC Fed Labour
OHS Part 3	BC Fed Labour
Joint OHS Workshop	Employer's Advisor
Joint Health & Safety	McMullen
Kelbert Safety Training	Kelbert
Incident Investigations	BC Fed Labour
AED	Nelson Fire & Rescue
CPR	Nelson Fire & Rescue
Confined Space Entry	Nelson Fire & Rescue
High Angle Awareness & Rescue	Nelson Fire & Rescue
First Aid (Basic to level 3 first Responder)	Nelson Fire & Rescue
WHMIS	McMullen/Selkirk
Gas Detection	Draeger & Treen Safety
Gas Detection in confined spaces	SICA/Selkirk/McMullen
Confined Space Entry	McMullen/SICA

## Appendix 3-2

<b>City of Nelson Collaborative Training Opportunities</b>	
<b>MISCELLANEOUS</b>	<b>TRAINING PROVIDER</b>
Allen Block Wall installer Snow Fighter	Allan Block In House
Excel Training	Community Futures/Selkirk
MS Word	Community Futures/Selkirk
Supervisor & Leadership Skills	BCWWA
Climate Resiliency Workshop	CBT
Communication Workshops	T Miller & Assoc
Communication Workshops	Jan Enns
Motivational Speaker	Gary Anaka
Smart Driver Training	eco ENERGY
Conducting Performance Reviews Pool Operator/Pool Safety	Carla Marshall & Assoc Interior Health
Transportation of Dangerous Goods	McMullen/Selkirik/Danatec/Valhalla
Organizational Effectiveness	Bock & Associates
Manager's Shift	Bock & Associates
<b>EQUIPMENT</b>	<b>TRAINING PROVIDER</b>
Loader Backhoe	Operators Training School
Hydraulic Excavator Operator	Operators Training School
Dump Truck	Operators Training School
RST Portable Mainline System	Vimar
Chainsaw Operator Chainsaw, powersaw safety & maint	Safety Council Debri Resources
Air Brakes	Mountain Transport Institute
Airbrake Repair & Endorsement	Selkirk
Slack Adjuster	
Excavation Safety	BCWWA
Excavation Training	McMullen